

Minutes of a Regular Meeting of Council held in the Council Chambers on Monday, June 9<sup>th</sup>, 2003 at 6:00p.m.

**PRESENT:** Councillors Brennan, Keryluk, Porter, Robinson, Quinn, and Wagner with Mayor Ian MacKenzie in the Chair.

**ABSENT:** None

**MINUTES OF MEETING:** 147/03 Moved by: Councillor Wagner  
Seconded by: Councillor Quinn  
RESOLVED THAT the minutes of the regular Council meeting held on April 28, 2003 at City Hall in Portage la Prairie be approved as circulated and amended by deleting Councillor Brennan's name from the present list.  
Carried.

**HEARINGS:** None

**DELEGATIONS:** None

**CORRESPONDENCE:** The correspondence for this period was reviewed.

**COMMITTEES:**

**Finance, Legislative & Property Committee:** Your Worship:  
The Finance, Legislative & Property Committee respectfully submits the following reports:

Unpaid Water & Sewer to Taxes for May, 2003 – By-Law 03-8179 – 1<sup>st</sup> Reading  
This is part of the normal monthly procedure to allow unpaid water and sewer accounts to be added to property taxes.

Nettie 148/03 Moved by: Councillor Quinn  
Seconded by: Councillor Robinson  
RESOLVED THAT By-Law 03-8179 being a by-law to authorize unpaid water and sewer charges be added to taxes be read a first time.  
Carried.

Business License By-Law Amendment – By-Law 03-8196 – 1<sup>st</sup> Reading  
The Business License By-law #01-8098 provides for licensing and regulating certain businesses pursuant to the Municipal Act, where the business is not conducted out of commercially taxed property. On average, business license revenues amount to \$25,000 to \$30,000 per year.

The by-law was overhauled in 2001 and now requires further updates to address current issues.

The following list identifies the major changes to the by-law.

1. Definitions Section 5 – 25 vi) has been added to exempt transient traders (door to door salespeople) from requiring a business license IF they are selling goods or services on behalf of a commercial business within the city limits. Examples are transient traders selling Mega Video coupons, Canadian Tire coupons and Canad-Inn discounts.
2. Section 7 e) has been added to clarify the current practice of exempting businesses from requiring a business license if they are engaged exclusively in the provision of services to commercial businesses, non-profit organizations, churches or community groups that are located within the city limits (not including construction work).
3. Section 9 c) has been added to enact a cancellation fee for businesses that fail to inform the city of their business activity cancellation before the license expires.

Council requested that clause 3 (c) be changed to be more affirmative.

- Marg 149/03 Moved by: Councillor Quinn  
Seconded by: Councillor Robinson  
1. THAT By-Law No. 02-8166 being a by-law to set fees and charges be amended as follows:
- Schedule "D", By-Law 02-8166  
Finance & Administration  
11. Business Licenses  
ADD: Cancellation Fees \$50.00
2. THAT By-Law No. 03-8196 to amend By-Law 01-8098 being a by-law to provide for licensing and regulating certain businesses be read a first time.  
Carried.
- Citizens for Education Funding Reform  
The CEFR is a local group of concerned citizens who support the lobbying efforts of various groups to the province to eliminate further increases in the special levy (local school division funding) without reducing programs and services for students.
- Council discussed this issue and decided not to proceed further with this until after the Provincial Election.
- Tax Installment Plan By-Law Amendment – By-Law 03-8197 – 1<sup>st</sup> Reading  
The Tax installment Payment Plan (TIPP) By-law # 00-8075 provides for the payment of realty taxes by an installment plan. There are currently 239 participants.
- The City has received a number of requests after the deadline of March 15. Under the current provisions of the by-law these people would not be able to start the plan until 2004. In order to increase the number of participants, it is proposed to change the enrolment deadline date from March 15 to June 30. Participants must pay for the missed installments when joining the plan.
- Another change recommended to the by-law is to allow for the City to re-calculate the payments at the end of each year for the following year, rather than just at tax statement time. This will smooth out any significant fluctuations experienced in the past year, making it easier on the participants' budgets and the city's cash flow.
- Nettie 150/03 Moved by: Councillor Quinn  
Seconded by: Councillor Robinson  
RESOLVED THAT By-Law No. 03-8197 to amend By-Law 00-8075 being a by-law to provide for tax installments be read a first time.  
Carried.
- False Alarm Fees – By-Law 03-8198 – 1<sup>st</sup> Reading  
By-Law No. 7626 and By-law No. 00-8061 regulate and control burglary alarm systems within the City of Portage la Prairie. By-Law No. 7626 states that where 3 or more false alarms occur within a 6 month period, the alarm permit is revoked and must be re-instated (alarm permit re-instatement fee). There is a cost of \$50.00 to re-instate the permit.
- A letter from the RCMP detachment explains their concern for the number of responses to false alarms. The letter requests the City of Portage la Prairie to consider charging per false alarm in addition to the current alarm permit re-instatement fee.
- In Portage la Prairie alone, the RCMP responded to 263 false alarms to the end of April 2003 compared to 205 false alarms to the end of April 2002. This has amounted to a significant amount of time that could otherwise be utilized in proactive policing. It has also been found that by instituting a response fee in addition to the re-instatement fee, the number of responses will diminish since there will be a greater demand placed on the quality and use of alarms.

There are currently no comparable municipalities in Manitoba that charge a fee per false alarm response.

The RCMP recommended fees for false alarm responses are:

\$20 for attending a residential alarm\*

\$40 for attending a Business alarm under 500 square meters\*

\$60 for attending a Business alarm over 500 square meters\*

\*plus alarm permit re-instatement where 3 or more false alarms occur within a 6 month period.

Other options to consider in regards to false alarms include:

1. Changing the alarm permit re-instatement requirement to the 2<sup>nd</sup> false alarm within a 6 month period (versus the 3<sup>rd</sup> alarm).
2. Expanding the false alarms allowance of 2 within a 12 month period versus the current 6 month period. This would mean that the alarm permit re-instatement fee would apply when 3 or more false alarms occur within a 12 month period. The City of Winnipeg tracks the alarms over a 12 month period also.

An amendment to the Fees & Charges By-Law will be required for fee changes as well as the Alarm Permit By-Law.

Marg 151/03 Moved by: Councillor Quinn  
Seconded by: Councillor Robinson  
RESOLVED THAT By-Law No. 02-8166 being the by-law to set Fees and Charges be amended to read:  
Schedule "D"  
8 e) Subsequent to three false alarms within a twelve month period-for re-instatement.  
\$50.00  
  
THAT By-Law No. 03-8198 being a by-law to amend the False Alarm By-Law No. 7626 be read a first time.  
Carried.

Travel Indemnity By-Law 03-8190 – 2<sup>nd</sup> & 3<sup>rd</sup> Reading  
This By-Law was given 1<sup>st</sup> Reading on May 26, 2003.

Marg 152/03 Moved by: Councillor Quinn  
Seconded by: Councillor Robinson  
RESOLVED THAT By-Law 03-8190 being a By-Law to provide for the payment of indemnities to Council be now read a second time.  
Carried.

THAT By-Law 03-8190 be now read a third time, finally passed, signed and sealed.  
Carried.

Herman Prior Rent/Capital Contribution Counter Proposal  
Council reviewed this report in camera.

**City Planning & Economic Development Committee**  
Your worship:  
The City Planning & Economic Development Committee respectfully reports the following:

Results of Temporary Tourism Information Site – For Information Only  
It was identified at the Tourism Opportunity Identification Roundtable meeting, held in September 2002, that the City needs to define a specific location in which the community and tourism service providers may direct tourists toward, so that they may obtain tourism information since there appears that there is no community consensus as to where that site is.

As no interested parties came forward to assist in defining a temporary location for tourism information dissemination, the TAC Committee believes that they

will continue providing the current level of service to the community and continue to move forward with the idea of establishing a permanent tourist information center site and facility, recognizing that there has been no money allotted by Council for 2003 for this purpose.

The TAC hopes that they will be in a position to bring forward further information to City Council regarding the development of a tourist information center as part of the 2004 City budget process.

Cruisin' Portage – Closure of  
Streets for a Community  
Festival

Karen Tanghe, Director of Marketing for Portage Inn attended Committee to promote this request for permission to hold a festival on Saskatchewan Avenue between Royal Road and 3<sup>rd</sup> Street East on July 26, 2003.

The Portage Inn is proposing to organize the *Cruisin' Portage* Festival on July 26, 2003 on Saskatchewan Avenue East. The festival is designed to bring tourism and local residents back to downtown Portage la Prairie and will be very similar to the *Cruisin' Winnipeg* Festival held annually in Osbourne Village in Winnipeg.

*Cruisin' Portage*, located on the street between Royal Road and 3<sup>rd</sup> Street East, is envisioned to include:

- A parade of classic cars which will park on either side of the Avenue for all to see
- A pancake breakfast with strawberries
- Entertainment with a 1950's and 1960's theme
- Sidewalk sales
- Inflatable games for children
- Local merchants and crafters displaying products
- Visible security
- Outdoor stage

The organizers are currently soliciting sponsorships to determine the caliber of entertainment and size of the event. All concession proceeds and profits, excluding the pancake breakfast, will be donated to Central Plains Cancer Care. The Portage Inn envisions this becoming an annual event.

This event has the potential to be a fun and exciting special event for the City of Portage la Prairie and area residents. Not only will a Festival generate community spirit and pride for residents, but it is a phenomenal economic opportunity for our local business community. There is a great potential for increased tourism in the community and overall increased exposure of Portage la Prairie on a Provincial level.

Dean

153/03

Moved by: Councillor Brennan  
Seconded by: Councillor Wagner

RESOLVED THAT the Council of the City of Portage la Prairie approve the closure of both the East and West-bound lanes of Saskatchewan Avenue East from Royal Road and 3<sup>rd</sup> Street East between 12:00 noon to 11:00 pm on Saturday, July 26, 2003 for the purpose of the *Cruisin' Portage* community festival and further that the *Cruisin' Portage* organizing committee enter into an event agreement with the City, to the sole satisfaction of the City.  
Carried.

Tourism Advisory Committee  
Appointment for Portage and  
District Chamber of  
Commerce

The purpose of the TAC is to encourage development within the City of Portage la Prairie and tourism providers in order to attract more tourists, increase their length of stay, and increase the volume of tourism products.

At the meeting between the City of Portage la Prairie and the Portage and District Chamber of Commerce on March 3, 2003, the Chamber requested that Council consider membership to the TAC for a representative of the Chamber of Commerce. Since that time, City Council has referred the issue to the TAC for a final recommendation.

The TAC Terms of Reference states that the TAC will consist of individuals who demonstrate willingness to assist the City of Portage la Prairie in meeting their tourism development objectives. Each appointed member is not a representative of the organization in which he or she is employed, but rather provides expertise representing a cross-section of the service sector and tourism related industry. Further, all TAC meetings are open to the public.

At the TAC meeting on April 9, the Committee felt that by amending the Terms of Reference to allow an organization, such as the Chamber of Commerce, to have a specific position on the TAC, would be setting a precedent that would allow other interested organizations in the City to have the same privilege.

The Chamber is free to attend any meeting of the TAC and be aware of the happenings and actions the committee intends to pursue excluding those time when the committee goes in camera.

Therefore, the TAC recommends that a representative of the Chamber be invited to attend meetings as an observer, with no voting privileges. This way, the Chamber can remain involved with the TAC as an organization and also have the opportunity to have input in tourism development.

Dean 154/03 Moved by: Councillor Brennan  
Seconded by: Councillor Wagner  
RESOLVED THAT the Council of the City of Portage la Prairie not amend the Tourism Advisory Committee Terms of Reference to allow for new and specific membership for the Portage and District Chamber of Commerce.  
Carried.

#### **Public Safety Committee**

Your worship:  
The Public Safety Committee respectfully submits the following reports:

RCMP Monthly Activity  
Report for April, 2003 – For  
Information Only

Council reviewed the monthly activity report for April, 2003.

It was noted that crime statistics remain below those of last year.

RCMP New Initiatives  
Update

Council discussed this issue in camera.

#### **Waterworks Committee**

Your worship:  
The Waterworks Committee respectfully reports the following:

Monthly Activity Reports –  
For Information Only

Council reviewed the monthly activity reports for April, 2003.

#### **Transportation Committee**

Your worship:  
The Transportation Committee has nothing to report.

#### **Community Services Committee**

Your worship:  
The Community Services Committee respectfully submits the following reports.

Canadian Pacific Railway  
Station Request for Funding

The Committee is to be commended for their efforts to restore the CPR station and property into a heritage park and museum.

It is evident that the group of volunteers that are working towards the completion of this project have commenced the process of developing a plan to restore the property and turn it into a community asset.

From our review of the proposal that was submitted to Council and the Committee response to the questions that were identified from their proposal, it appears that further work needs to be done to more accurately determine capital and operational costs.

While the Committee is moving in the right direction in terms of gathering

information regarding costs, we believe that this request should be reviewed as part of Council's 2004 budget since there are many other community organizations that are as worthy for financial consideration by Council.

- Nettie 155/03 Moved by: Councillor Porter  
Seconded by: Councillor Brennan  
RESOLVED THAT the Council of the City of Portage la Prairie refer the financial request of the CPR Railway Station Committee to the 2004 Budget Committee for consideration.  
Carried.
- Property Lease Agreement –  
City and Pao-Sheng Wen  
George  
At the request of the Community Beautification Committee, Administration was requested to approach the owner of the property adjacent to the west side of the William Glesby Center to see if they were interested in leasing this property to the City in order to upgrade the present condition of the property as part of their overall community beautification strategy.  
  
The agreement stipulates that the property would remain under the ownership of the Pao's and that the City would pay to them, a lease payment equivalent to the annual property tax that in 2003 is calculated to be \$99.78 for a 5-year period effective July 1, 2003 to June 30, 2008.  
  
As part of the agreement, the City would at their expense, remove and dispose of the existing fence and clean up the surface areas so that it would conform to the general aesthetics of the area. A group of students have offered to assist with construction of the park.  
  
It is further proposed that the City have an option to renew this lease for another 5-year period by providing 6-month notice to the owner.  
  
Committee instructed that the City proceed to remove the fence and do some clean up work on the property immediately in accordance with the terms identified in the agreement. Administration was asked to get further information on the cost to purchase the property.
- Dean 156/03 Moved by: Councillor Porter  
Seconded by: Councillor Brennan  
RESOLVED THAT the Council of the City of Portage la Prairie approve the lease agreement between the City and Pao-Sheng Wen George for the property legally described as Lot 49 SS Plan 1026 PLTO in RL 64 and 65 Parish of Portage la Prairie being the wly of Lot 33 feet of Lot 22 SS Plan 1026 PLTO in RL 64 and 65 Parish of Portage la Prairie.  
Carried.
- Progress for Portage Facility  
Rental Waiver Request  
This year marks the 4<sup>th</sup> Annual Progress for Portage Fastball Tournament. Tournament organizers are expanding the tournament to include Mens and Ladies as well as Minor Girls and Minor Baseball with the intent to promote the newly constructed facilities and the sport. The organizers have also committed all potential profits towards continued facility upgrades at Republic Park. They are therefore requesting a full facility rental waiver.  
  
A facility use agreement has been signed and completed by the organizers.
- Dean 157/03 Moved by: Councillor Porter  
Seconded by: Councillor Brennan  
RESOLVED THAT the Council of the City of Portage la Prairie authorize Administration to waive any facility rental fees that may be applicable to the Progress for Portage Fastball Committee fundraising fastball tournament on May 31 and June 1, 2003 and further, that Administration require the committee to provide the City with a financial statement that outlines the net profits that are contributed towards the development of new ball diamonds for Republic

Park.  
Carried.

**DEFERRED BUSINESS:**

None

**NEW BUSINESS:**

Canada Manitoba  
Infrastructure Program

June 13, 2003 is the deadline for municipalities to apply for funding for infrastructure projects under the Canada-Manitoba Infrastructure Program. Projects applications received by the June 13 deadline will be reviewed and announced for the 2004 construction season.

Projects approved under this program can receive up to 1/3 funding each from the Provincial and Federal government. Approved projects must be completed before March 31, 2006.

Projects eligible for Infrastructure Program funding will be for the construction, renewal, expansion or material enhancement of infrastructure for public use of benefit. Project types eligible include (but are not limited to) local transportation infrastructure and infrastructure supporting tourism.

The City's ten year capital plan includes the re-construction of Wilkinson Crescent Road. At an estimated cost of \$800,000, the City's share would be \$266,667.00 if this project was funded under this program.

Another project Council may wish to consider under this program is the development of a Tourism Information Center. As per May 26 Committee meeting, the Tourism Advisory Committee is planning to bring forward information to Council for the 2004 budget. An estimate of \$500,000 would be submitted, with hopes to secure 2/3 (333,333) from the other governments.

Kelly

158/03

Moved by: Councillor Quinn

Seconded by: Councillor Robinson

RESOLVED THAT applications be submitted to the Canada-Manitoba Infrastructure Program for the reconstruction of Wilkinson Crescent Road and the development of a Tourism Information Centre.

Carried.

**OLD BUSINESS:**

None

**ADJOURNMENT:**

The meeting be adjourned at 6:56p.m.

Carried.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Manager of Administration