

Minutes of a Regular Meeting of Council held in the Council Chambers on Monday, September 8th, 2003 at 6:00 p.m.

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

ABSENT: None

MINUTES OF MEETING: 230/03 Moved by: Councillor Wagner
Seconded by: Councillor Quinn
RESOLVED THAT the minutes of the regular Council meeting held on August 25, 2003 at City Hall in Portage la Prairie be approved as circulated.
Carried.

HEARINGS:

Request for Variation for Portage Condominium Corporation No. 5 – Gordon & Ida Smith – 5-77 Kelly K. Street

Mr. Gordon Smith spoke to Council in support of his request for variation. No one else appeared.

231/03 Moved by: Councillor Brennan
Seconded by: Councillor Wagner
RESOLVED THAT all persons wishing to present at the public hearing for the Request for Variation for Gordon and Ida Smith have been heard and the public hearing now be closed.
Carried.

The applicant, Portage Condominium Corporation No. 5, are applying for a variation order to allow front side yard fence to be increased from the required 1 meter to 1.5 meters.

This building is in an R3 – Multiple family dwelling district.

The application has been circulated to the various City Departments with the following concerns:

1. Comment was expressed regarding sight lines. The property to the north is a walk path with future residential development on the north side of the walk path. The proposed fence will be to the front property line only. The sight lines should not be affected.
2. Comment was received indicating that a 1 meter high fence would accomplish the same intent as a 1.5 meter across the boulevard. The proposed fence will only go to owner's front property line.

Public notices have been sent to all property owners within a 100 meter radius.

232/03 Moved by: Councillor Brennan
Seconded by: Councillor Wagner
RESOLVED THAT the Council of the City of Portage la Prairie approve the variation request of Portage Condominium Corporation #5 to vary the front side yard fence height from the required 1 meter (3.25 feet) to 1.5 meters (5 feet) at the property known as 5 – 77 Kelly K St. which is legally described as Lots 1/3, Block 1, Plan 35636, PL 54 Parish of Portage la Prairie.
Carried.

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 report:

Unpaid Water & Sewer to
Taxes for August, 2003 – By-
Law 03-8192 – 1st Reading

This is part of the normal monthly procedure to allow unpaid water and sewer accounts to be added to property taxes.

233/03

Moved by: Councillor Quinn

Seconded by: Councillor Robinson

RESOLVED THAT By-Law No. 03-8192 being a by-law to authorize unpaid water and sewer charges to be added to taxes be read a first time.
Carried.

False Alarm Fee Appeal

Mr. Ron Benell spoke to Committee objecting to being charged a reinstatement fee when in fact he did not use his alarm system after the third false alarm.

Council agreed that Mr. Benell was incorrectly invoiced under the wrong clause of the False Alarm By-Law.

234/03

Moved by: Councillor Quinn

Seconded by: Councillor Robinson

RESOLVED THAT Mr. Benell's charge for the alarm permit re-instatement be rescinded.
Carried.

Accounts Payable – Policy
AC-AS

The Accounts Payable policy AC-AS sets out the parameters to make and record appropriate payments. The policy was approved by Council April 20, 1989 and needs to be updated to reflect the current practise that has been in place for several years.

The most significant change is in Clause 4. The list of payments made was previously sent out 2 days before the next council meeting. The reports signed by the Mayor and Council were then signed authorizing the release of the cheques.

However, the reports are currently being copied to all members of Council and Senior Management and given 7 days to review and report any concerns prior to the release of cheques. The reports are signed by the Mayor, Finance Chairperson and the City Manager before the release. This practise has worked well and has been written into the policy.

235/03

Moved by: Councillor Quinn

Seconded by: Councillor Robinson

RESOLVED THAT the Accounts Payable Policy AC-AS be approved as circulated.
Carried.

Collection of Utility Accounts
– Policy AC-AX

The Collection of Utilities Accounts policy AC-AX sets out the procedure for billing and collection of water & sewer accounts. The policy was last approved by Council on June 26, 1995 and needs to be updated. Changes are as follows:

Quarterly billings

Clause 3: clarified to the 21st day for due date or the next business day if it falls on a weekend.

Clause 5: added wording to indicate when the letters notifying on the charge will be added to taxes is sent out.

Clause 7: new clause - to reflect the practise that has evolved over the past years. Landlords sometimes know where the tenant has moved to within the City. Notification of this in writing will assist the city in dealing with the tenant who has not paid their water bill by turning off the water at the new location.

Monthly billings:

Clause 3: Penalty has been clarified for this user category to reflect the water

& sewer rate by-law adopted by the Public Utilities Board. Penalty of 10% can only be added if payment is not made at the end of each quarter (not month). This group is made up of large users (over 1,000,000 per quarter) and late payment is infrequent.

Appendix A was added which is the letter to account holders with outstanding water accounts advising them the charges will be added to taxes if not paid within the specified time frame. It also highlights options for landlords in regard to collection from tenants.

Committee requested that clause 5 of the policy be changed to include that notification letters be sent to owners also.

236/03 Moved by: Councillor Quinn
Seconded by: Councillor Robinson
RESOLVED THAT the Collection of Utility Accounts Policy AC-AX be approved as amended.
Carried.

Fees & Charge Charges –
By-Law Amendment 03-8203
– 1st Reading

On May 26, 2003 Council approved the amended collection policy to incorporate the filing of liens and towing of vehicles belonging to owners with three or more outstanding parking tickets.

An additional charge for staff time to prepare and send the notices and file the liens was recommended to be imposed in the amount of \$60.00. The Fees & Charges By-Law requires an amendment.

Of the first few letters sent out to date to advise on their requirement to pay, 1 cleared their account, 1 moved to an unknown address, and 2 had inactive license plates. Liens will be filed once this charge is in place. However, general collection of accounts has improved with notification of this new collection procedure.

237/03 Moved by: Councillor Quinn
Seconded by: Councillor Robinson
RESOLVED THAT By-Law No. 03-8203 being a by-law to amend the Fees & Charges By-Law to include lien charges be read a first time.
Carried.

Public Offering of Former
Lions Pool Property

Council discussed this report in camera.

Public Offering of Former
West End Activity Center
Property

Council discussed this report in camera.

**City Planning & Economic
Development Committee**

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

Monthly Activity Reports for
July, 2003 – For Information
Only

Council reviewed the monthly activity report for July, 2003.

Camping on Island Park

Administration was requested to provide information to Council on the camping and tenting grounds on Island Park.

Public Safety Committee

Your worship:
The Public Safety Committee respectfully has nothing to report.

Waterworks Committee

Your worship:
The Waterworks Committee respectfully submits the following report:

RM of North Norfolk
Regional Water System

Committee discussed this report in camera.

Discolored Water – For
Information Only

Councillor Robinson read a report regarding problems with discolored water in certain areas of the City and the steps being taken to rectify the situation.

Transportation Committee

Your worship:
The Transportation Committee respectfully has nothing to report.

**Community Services
Committee**

Your worship:
The Community Services Committee respectfully submits the following report:

Regional Library

Council discussed this report in camera.

Ukrainian Connection – For
Information Only

Councillor Wagner congratulated this group on raising \$60,000 for the museum.

DEFERRED BUSINESS:

None

NEW BUSINESS:

Paving Program Budget

The annual paving program is nearly complete for 2003. All streets that were identified for an overlay have been completed, and approximately \$40,000 remains from the original budgeted amount. The paving contract is drafted knowing the available budget and estimating the quantities of material and unit prices. This year, the quantities actually used and the unit prices bid in the contract are lower than the original estimates. Typically, we would continue to overlay additional streets up to the allocated budget amount. This year, due to a lack of engineering staff, additional streets could not be surveyed and readied for overlay.

Administration proposes to reallocate the paving program funds either to pave Cambridge Street from River Road to the first or second parking lot in the Republic of Manitobah Park, or to land drainage along Angle Road.

Council approved \$35,500 for land drainage in the Republic of Manitobah Park area, however, this is insufficient to complete the drainage improvements required. \$68,000 was requested for drainage improvements on Angle Road as the first priority, however, this was not approved. The work must start at the low end of the drainage channel on Angle Road. If the drainage work is to be done, the City will have to hire an Engineering Consultant or surveyor to survey and lay out the work.

238/03

Moved by: Councillor Keryluk
Seconded by: Councillor Robinson

RESOLVED THAT Council extend the current paving of medians a further 2 blocks on Saskatchewan Avenue West, utilizing the remaining budget money.
Carried.

Household Hazardous Waste
Day – For Information Only

Councillor Keryluk encouraged the public to bring their hazardous waste material to the Operations Department for disposal on September 13 from 10:00 AM to 2:00 PM.

Petition – For Information
Only

A petition of 50 names requesting paving of 4th Avenue from 8th Street West to the Arena was received by Councillor Keryluk and given to Administration for inclusion in the 2004 budget discussions.

City Owned Lots

Council released a public notice that 10 new City-Owned residential lots are available for new development at the Former Lions Pool location and at the Former West End Activity Center property on 12th Street S.W.

OLD BUSINESS:

None

ADJOURNMENT:

The meeting be adjourned at 6:35 p.m.

Carried.

Mayor

Manager of Administration