

Minutes of a Meeting of Council held at City Hall in the City of Portage la Prairie on Tuesday, May 25, 2004 at 6:00 p.m.

**PRESENT:** Mayor MacKenzie, Councillors Brennan, Keryluk, Porter, Quinn, Robinson and Wagner

**ABSENT:** None

**ADOPTION OF MINUTES** 127/04 Moved by: Councillor Wagner  
Seconded by: Councillor Quinn  
RESOLVED THAT the Council Minutes of May 25, 2004 be approved as circulated.  
Carried.

**HEARINGS:**

Variation – Kirk & Janelle Botterill No one appeared to object to or support this application.

128/04 Moved by: Councillor Brennan  
Seconded by: Councillor Wagner  
RESOLVED THAT the public hearing to vary the front yard requirement of Kirk & Janelle Botterill now be closed.  
Carried.

The applicants, Janelle & Kirk Botterill, are applying for a variation order to allow the front yard requirement of 7.5 m (25 ft) to be reduced to 4.5 m (14.8 ft) to allow for a front yard deck.

This building is in an R1 – Single family dwelling district.

The application has been circulated to the various City Departments with one concern being expressed from Economic & Community Development about the aesthetics of the area.

After a review of the surrounding properties, it was noted that there are some existing front decks and the proposed deck will not have any negative impacts on the neighbourhood.

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

129/04 Moved by: Councillor Brennan  
Seconded by: Councillor Wagner  
RESOLVED THAT the Council of the City of Portage la Prairie approve the variation request of Janelle & Kirk Botterill to vary the front yard requirement of 7.5 m (25 ft) to be reduced to 4.5 m (14.8 ft) at the property known as 275 Seneca St. which is legally described as Lot 49, Plan 28428, Parcel 1 of closed public lanes 1939, Parish of Portage la Prairie.  
Carried.

Conditional Use – RHA Central Manitoba This request for Conditional Use was withdrawn by the applicant.

Excess Animal Permit Application Laurie Kinsman, 501-8<sup>th</sup> Street NW made a presentation to Council in support of her application. Two written objections were received and read into the record.

130/04 Moved by: Councillor Wagner  
Seconded by: Councillor Brennan  
RESOLVED THAT the public hearing to allow for excess animal permits now be closed.  
Carried.

Recent amendments to the Animal Control By-Law 02-8165 allow for Excess Animal Permits. The current By-Law allows for a total number of 3 dogs or three cats or a combination of the two.

Neighboring property owners within a 100-meter radius were notified by mail on May 7<sup>th</sup> of the application. The Animal Control Officer has conducted a site inspection.

- 131/04 Moved by: Councillor Wagner  
Seconded by: Councillor Brennan  
RESOLVED THAT the application for an excess animal permit for Laurie Kinsman be approved.  
Carried.

**DELEGATIONS:**

Mr. Donny Todoruk – Rotary

Ian Gray and Donny Todoruk made a presentation to Council regarding the provision of a fountain for Crescent Lake by the Rotary Club. The fountain would be referred to as “Island Park Centennial Rotary Club Fountain”. The fountain would be purchased and donated by the Rotary Club, and they have asked that the City provide the maintenance for it.

Mr. Dan Syrenne – Waste Management

Mr. Michael Stone and Mr. Dan Syrenne made an appeal to Council to reconsider their recommendation to award the solid waste contract to a new provider. Mr. Stone indicated that Waste Management’s bid was slightly higher than the competitors, but that they have been providing quality service to the City through the efforts of Waste Management employees’ Kelly Popko and Ellwood Trotter.

**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 – May, 2004 – By-Law 04-8215 – 1<sup>st</sup> Reading

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

- 132/04 Moved by: Councillor Quinn  
Seconded by: Councillor Robinson  
THAT By-Law 04-8215 being a by-law to authorize unpaid water and sewer charges be added to taxes be read a first time.  
Carried.

Award Proposal for Audit Services

The Municipal Act allows municipalities to appoint their own auditors. The City of Portage la Prairie retained Meyers Norris Penny for the past two auditing terms.

The request for proposals to provide audit services for the years 2004-2008 inclusive closed on May 12, 2004.

Meyers Norris Penny ranked the highest in the personnel and technical portion of the rating, and as well submitted the lowest fee proposal.

- 133/04 Moved by: Councillor Quinn  
Seconded by: Councillor Robinson  
RESOLVED THAT the City award the proposal for audit services, 04 FIN 01 to Meyers Norris Penny for the years 2004-2008 inclusive and that the Mayor and Manager of Administration be authorized to sign the agreement accordingly.

Carried.

Closure of  
Lane/Transfer of  
Property – By-Law 04-  
8225 – 1<sup>st</sup> Reading

A request was received from Mr. Keith Barron to purchase the back lane at 15-10<sup>th</sup> Street N.W. for the purpose of fencing his yard. The adjoining landowners were notified and offered a portion of the lane adjacent to their properties. Glesby Holdings Ltd. indicated they wished to purchase their portion. The third adjoining landowner was not interested in acquiring the land.

In accordance with requirements of The Municipal Act, By-Law 04-8225 provides for the closing of the lane and the transfer of the property to Mr. Barron and to Glesby Holdings Ltd.

The request was circulated to City departments with no concerns being expressed.

134/04 Moved by: Councillor Quinn  
Seconded by: Councillor Robinson

RESOLVED THAT By-Law No. 04-8225 being a by-law to close the lane between 10<sup>th</sup> and 11<sup>th</sup> Streets N.W., legally described as All that portion of a public lane lying south of Lot 123 and north of Lots 88 to 91, inclusive, Plan 13, and to transfer said property to Keith Barron and Glesby Holdings Ltd., be now introduced and read a first time and advertised.

Carried.

Strategic Plan

Council reviewed the 2004-2006 Strategic Plan in camera.

135/04 Moved by: Councillor Quinn  
Seconded by: Councillor Robinson

RESOLVED THAT the 2004-2006 Strategic Plan be approved and circulated.

Carried.

City Planning &  
Economic Development  
Committee

The City Planning & Economic Development Committee respectfully submit the following reports:

Encroachment  
Agreement – Lark  
Transport

Lark Transport Inc. is the owner of the land located at 312 Fisher Avenue. The eave and step of the building located on the land encroaches onto Fisher Avenue by 3.9 feet and 3.6 feet respectively. The owner has requested that the encroachment be allowed to remain for the life of the building.

136/04 Moved by: Councillor Brennan  
Seconded by: Councillor Wagner

RESOLVED THAT Council of the City of Portage la Prairie enter into an agreement with Lark Transport Inc., 312 Fisher Avenue, to allow the encroachment of an eave and step onto City property as long as the building exists in its present location on the property described as lots 57 and 58 Plan 10 PLTO in RL 67 Parish of Portage la Prairie.

Carried.

Encroachment  
Agreement – Erik &  
Colette Lee

A garage located on the property located at 125 Royal Road South encroaches .5 feet onto the public lane which is owned by the City. The owners of the property are requesting that the City allow the encroachment for the life of the building.

137/04 Moved by: Councillor Brennan  
Seconded by: Councillor Wagner

RESOLVED THAT the Council of the City of Portage la Prairie enter into an agreement with Erik & Colette Lee, 125 Royal Road South, to allow the garage to encroach .5 feet onto City property so long as the

garage exists in its present location on the property legally described as Lot 11, Block 2 SS Plan 1998 PLTO in RL 64, 65 and 66 Parish of Portage la Prairie.  
Carried.

**Public Safety  
Committee**

The Public Safety Committee respectfully submits the following report:

Councillor Wagner commended the Fire Chief on the emergency exercise that took place last week.

**Transportation  
Committee**

The Transportation Committee respectfully submits the following report:

**Solid Waste Collection  
Tender**

This tender was advertised publicly in the Daily Graphic and on the City of Portage la Prairie's website.

The tender for the collection of solid wastes closed on May 17, 2004. This tender includes the collection of solid waste from all residential dwellings including multiple family dwellings, purchase of 30,000 waste collection tags, and tipping fees. The term of the contract is 3 years, from August 1, 2004 to July 31, 2007. The contract bids include tipping fees estimated at \$250,000 for the three year period. In this contract, the contractor will pay tipping fees at the landfill and the City will reimburse the contractor based upon verified tonnages. There is also provision for a CPI increase annually.

The low bidder is International Paper Industries Ltd. and they have never had a contract with the City in the past. Their equipment is of equal size and age as the present contractor and no concerns with the equipment is anticipated. The current contract payment varies between \$16,000 and \$18,500 per month, not including waste collection tag purchases or GST. This equates to about \$205,000 per year. The sales of collection tags currently offsets the cost of buying from the Contractor. The 2004 budget is \$223,600.00 or \$18,633.33/month, including tags. The tender price for the last five months of 2004 would be \$16,278.88/month net of GST rebate and minus tipping fee charges, which would be under budget by approximately \$11,772.25. The 2004 budget included a 10% increase on the final five months 2004.

This tender asked for a Waste Collection Tag quote for 30,000 tags over thirty-six months or 10,000/year. During the previous three years the City averaged approximately 11,000 per year in tag purchases and sales, with the trend to fewer tag purchases. International Paper Industries submitted a quote of \$3.66 per tag or \$109,800.00 for 30,000 tags. Waste Management of Canada submitted a quote of 20 cents/tag or \$6,000.00. If tag sales stay close to 10,000 tags per year or even up to 12,800 tags per year, International Papers' low bid would be the best selection overall, if all other quantities in the tender remain the same.

138/04 Moved by: Councillor Keryluk  
Seconded by: Councillor Porter

RESOLVED THAT the contract for the collection of residential solid waste for the three year period, August 1, 2004 to July 31, 2007, as specified in tender 01 OPS 016, be awarded to International Paper Industries Ltd. at the tendered price of \$877,059.27, including taxes  
Carried.

**Community Services  
Committee**

The Community Services Committee respectfully submits the following report:.

**Canada Day – Closure  
of Streets**

Island Park will be the site of our Canada Day Celebrations with a number of activities taking place focusing on children and family activities and entertainment. It is therefore determined that the George Hill Drive road should be closed for Canada Day for the set up of a main

stage. The remainder of the park will remain open to vehicles and snow fencing will be placed in areas programmed for children to ensure their safety.

Crescent Road from 3<sup>rd</sup> Street East to Royal Road and 4<sup>th</sup> Street West to Royal Road will be closed at 8:00 p.m. to mitigate vehicular/pedestrian conflict. Local traffic will be allowed access.

A letter to all Island Park residents will be sent notifying them of the closure upon approval of Council.

139/04 Moved by: Councillor Porter

Seconded by: Councillor Brennan

RESOLVED That the City Council advise the Island Park residents that the route for access to their properties will be Royal Road S., Pelechaty Drive, to Brandon Ave, and Massey Crescent from Noon June 30, 2004 to 5:00 pm July 2, 2004 with International Drive being accessible for residents exiting the park

That George Hill Drive be hereby closed for the Canada Day celebrations from Noon June 30, 2004 to 5:00 pm July 2, 2004.

That Crescent Road from 3<sup>rd</sup> Street East to Royal Road and 4<sup>th</sup> Street West to Royal Road be closed on July 1, 2004 from 8:00 p.m. until 12:00 pm or until the conclusion of the fireworks display.

That the Island Park Bridge be closed to all vehicle and pedestrian traffic on July 1, 2004 from 10:00 pm until 12:00 pm or until the conclusion of the fireworks display.

Carried.

Victoria School  
Playground Sponsorship  
Request

The Victoria Home and School committee in cooperation with the Victoria School plans to replace a dated play structure on their school grounds. The new play structure is estimated to cost \$19,000 and the committee has successfully raised \$14,000 with only \$5,000 remaining to secure.

The City maintains another play structure on 7<sup>th</sup> Street NE, which is also dated, but is scheduled to be replaced in 2005 with a new \$25,000 play structure, pending 2005 budget approval.

Should the 2005 budget from the Parks Department be approved, plans will proceed with the replacement of the 7<sup>th</sup> Street NE playground, which is located two streets away.

Historically, the City has not financially supported capital projects on school property.

140/04 Moved by: Councillor Porter

Seconded by: Councillor Brennan

RESOLVED THAT the Council of the City of Portage la Prairie deny the Victoria Home and School request for sponsorship towards the new play structure at Victoria School.

Carried.

Potato Festival

The first annual Portage Potato Festival is scheduled to take place Saturday, August 7, 2004 on Saskatchewan Avenue between Tupper Street & 3<sup>rd</sup> Street East as well as throughout Heritage Square.

The City of Portage la Prairie has already allocated \$7500 to the event in a cash donation approved in the 2004 budget deliberations. The Potato Festival Organizing Committee is requesting additional support from the City in the form of services to assist in the overall functions and marketing of the event.

The Festival Committee has requested assistance from the City for street closures, barricades, temporary water outlets, garbage removal, pavement

repairs and signage.

Administration anticipates the need for unforeseen circumstances requiring City crews, at a cost of \$44.20\* (an additional 2 hours x \$22.10 x 2 staff)

The Festival Committee also requested special event insurance coverage by the City which will be dealt with in a separate report to Council.

It is anticipated that the above requests for support for the Potato Festival, in addition to the \$7500.00 already allocated to the event, will be at an additional cost to the City of at least \$1,400.00.

141/04 Moved by: Councillor Porter

Seconded by: Councillor Brennan

RESOLVED THAT the City of Portage la Prairie provide up to \$1400 in like services to the Potato Festival to assist in the overall functions and marketing of the event.

Carried

Lloyd Henderson Park

Councillor Quinn commended the Beautification Committee on the work they have done at the Lloyd Henderson Park.

**DEFERRED  
BUSINESS:**

None

**NEW BUSINESS:**

MSOS Request for Support

The 2004 Manitoba Society of Seniors 55 Plus Games will take place in the City of Portage la Prairie June 15 – 17, 2004. Approximately 1,500 seniors from across the province will participate in a variety of activities such as floor shuffleboard, softball, cards, golf, bowling and swimming. Over the course of three days, the games are also host to official opening ceremonies and two entertainment evenings in the City of Portage la Prairie.

The organizing Committee for the Games would like to have signage placed on the TransCanada #1 highway on the East and West sides of Portage la Prairie. The Committee believes that this signage will not only be a legacy for the 2004 MSOS Games held in Portage la Prairie, but will also assist in promoting our community as a welcome host to significant special events and visitors alike.

The MSOS legacy signs would proclaim Portage la Prairie as the 2004 host of the Games and include the host Committee's "Where Hearts Beat Strong" logo and the date of the event. The Committee has priced out two 8' x 8' signs estimated at \$320/per sign, plus posts (\$100/per sign) & installation costs (\$100 per sign) for a total of \$1040 plus applicable taxes.

However, it is recommended that if the signs are to go on the #1 Highway that they are at least 8' x 16' or 8' x 20' to be visible by passing motorists. The cost of this larger sign is approximately \$650/sign plus posts (\$200 per sign) and installation (\$200 per sign) for a total of \$2100 plus applicable taxes. In addition, land must be rented to house the signs on each side of Portage la Prairie, which is estimated at approximately \$1000 each year. (\$500 per year per sign per year)

All sign construction estimates are based on a 50% discount given to the Games Committee from both Pro Image Signs and Portage Signs & Lettering.

The Games Committee feels that this initiative is very important for the community, however, they will not continue with the project if the City does not support the concept. They have requested that Council first determine if there is support for the project, and secondly, they have requested that the City determine the level of financial support for the

project, if any. Whatever support Council chooses to give will assist the Committee in determining the size and location of this legacy signage.

Administration assisted in the bid process for this event, and Council has approved facility fee waiver for the use of the Portage Centennial Arena and the Republic of Manitobah Park June 15, 16 & 17, 2004 valued at approximately \$5,800.

Council referred this matter back to Committee.

**OLD BUSINESS:**

Councillor Quinn noted that during the investigation for a request for conditional use, it was brought to the City's attention that the suites are not being leased at the present time because of their small size, and that approximately 18 individuals are on the waiting lists for seniors housing. He indicated that the RHA would like to have Council work with Manitoba Housing to have the smaller suites renovated/updated. This issue was referred to Committee for discussion.

Mayor MacKenzie attended the opening of the Regional Library last week, and noted that this is the largest library in southern Manitoba.

Mayor MacKenzie and Councillor Porter reported on their attendance at the FCM Conference and the plaque received by the City of Portage la Prairie from FCM for Outstanding Volunteer Contribution to FCM's International Programs, regarding the City's work with Tubigon in the Philippines.

**ADJOURNMENT:**

The meeting adjourned at 7:35 p.m.

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Mayor

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Manager of Administration