

Minutes of a Meeting of Council held at City Hall in the City of Portage la Prairie on Monday, September 27, 2004 at 6:07 pm.

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

**ABSENT:**

**ADOPTION OF MINUTES** 221/04 Moved by: Councillor Wagner  
Seconded by: Councillor Quinn  
RESOLVED THAT the Council Minutes of September 13, 2004 be approved as circulated.  
Carried.

**DELEGATIONS:** None

**HEARINGS:** None

**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 – By-Law 04-8231 – 2<sup>nd</sup> & 3<sup>rd</sup>

Reading

222/04 Moved by: Councillor Quinn  
Seconded by: Councillor Robinson  
RESOLVED That By-Law 04-8231 being a by-law to authorize unpaid water & sewer charges be added to taxes be read a second time.  
Carried.

That By-Law 04-8231 be read a third time, finally passed signed and sealed.  
Carried.

In Favour: Councillors Brennan, Keryluk, Porter, Quinn, Robinson, Wagner & Mayor MacKenzie.

Amendment to Municipal Assessment City-Owned Halls – By-Law 04-8239 – 1<sup>st</sup>  
Reading

In June 2004 the Municipal Assessment Act was amended so that municipally owned community halls or community centres occupied by a non-profit organization can continue to be assessed in the name of the municipality. This amendment takes effects January 1, 2005.

A by-law naming these non-profit organizations is required in order for the assessment to continue in the name of the municipality, thereby not being taxable other than for local improvement charges. By-Law No. 04-8239 names these groups for this provision and has been changed to correct the listing of the Portage Community Centre Inc. to delete it from Heritage Square and retain it under the Glesby Centre.

223/04 Moved by: Councillor Quinn  
Seconded by: Councillor Robinson  
RESOLVED That By-Law No. 04-8239, being a by-law to allow municipally owned community halls and community centres occupied by non-profit organizations as listed therein be assessed in the name of the municipality, receive 1<sup>st</sup> reading.  
Carried.

Monthly Activity Report

Council reviewed the monthly activity reports.

**City Planning &  
Economic  
Development**

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

Conference Attraction  
Strategy & Partner  
Opportunities

Council's 8<sup>th</sup> Strategic Goal in their 2004-2006 Plan is to aggressively attract more conferences & events to Portage la Prairie in order to increase the number of outside visitors to the community. In response to this, an internal & external conference attraction strategy has been developed.

This external package has been designed internally and includes all available hotel rooms, meeting rooms, hall rentals, services, recreation facilities and programs that any conference or event may need to access in our community. It also features all the many advantages to hosting an event in Portage la Prairie.

This package is envisioned to be of very high quality to present a professional & appealing look. It would be a 6-page booklet, printed in full colour with glossy paper. Approximately 700 would be printed for a cost of approximately \$1900 inclusive of taxes.

\$500 was approved in the 2004 budget for this project. However key service sector stakeholders have indicated that they are open to assisting with this project both financially and with in-kind trades as it has potential benefits for the entire community.

224/04 Moved by: Councillor Brennan  
Seconded Councillor Wagner

RESOLVED BY That Council of the City of Portage la Prairie authorize Administration to actively solicit outside partnership dollars for the development of the conference attraction resource as presented.  
Carried.

Tourism Roundtable –  
For Information Only

In order to stimulate a more active participation in tourism development within the City from the tour operators and service sector areas in the community, the Tourism Advisory Committee is hosting the 3rd annual roundtable meeting.

The meeting was held on Tuesday, September 14 commencing at 7:00pm at the Canad Inns Portage la Prairie and was open to the public.

Once this valuable public input is compiled, the Tourism Advisory Committee will use this information to prepare their 2005 Strategic Plan and related budget items for City Council consideration.

Cooperative Billboard  
Advertising

The need to improve the external marketing of the City was identified at the 2002 and 2003 Tourism Opportunities Identification Roundtable hosted by the City's Tourism Advisory Committee (TAC). To this end, the TAC has developed an innovative approach to installing billboard advertising to passing motorists on the TransCanada highway East and West of Portage la Prairie through the sale of space on each billboard.

The pricing of this opportunity has been set so as to cover all expenses associated with the design, construction, installation, insurance & land rental for the signs. Approximately 10' high x 32' wide, the 2 billboards, located east & west of Exit 1A to Portage la Prairie, offer 6 spaces on each sign for sale to local businesses to advertise their logo. Each space costs \$2000 + GST and the logo will be displayed for a period of 5 years upon signing an agreement with the City.

225/04 Moved by: Councillor Brennan  
Seconded by: Councillor Wagner

RESOLVED That Council of the City of Portage la Prairie authorize the sale of billboard advertising partnerships for the

construction of 2 billboards to be placed outside City limits on the TransCanada Highway East & West.  
Carried.

2004 High School  
Graduation Survey – For  
Information Only

The City of Portage la Prairie has started into preparations for the distribution of the 2<sup>nd</sup> generation high school Graduation Class Survey to be administered in September 2004 to the Senior 4's of Portage Collegiate Institute, Arthur Meighen High School and Westpark School.

Monthly Activity  
Reports

Council reviewed the monthly activity reports.

**Public Safety  
Committee**

The Public Safety Committee has nothing to report.

Repeal of Community  
Policing By-Law – By-  
Law 04-8240 – 1<sup>st</sup>  
Reading

On November 6, 1995, By-Law 7809, a by-law authorizing the establishment of a Community Policing Committee was approved by Council.

As a result the Community Policing Workshop meetings in April, 2004, various initiatives were proposed. As part of these initiatives, there will be a new committee created that will be referred to as the "Policing Community Consultative Committee." The current Community Policing Committee has not been functional for a number of months now, and it is proposed that the by-law creating that committee be repealed.

226/04 Moved by: Councillor Wagner  
Seconded by: Councillor Quinn

RESOLVED THAT By-Law 04-8240 being a by-law to repeal By-Law 7809, known as the Community Policing By-Law, be now introduced and read a first time.  
Carried.

Appointment to RCMP  
Community  
Consultative Group

The forming of a Policing Community Consultative Committee is the final step in the Community Strategic Plan presented earlier this year. The Policing Community Consultative Committee will assist the local detachment in identifying policing concerns, developing crime prevention programs and promoting ongoing community policing strategies.

The Group will be comprised of individuals who represent a cross section of our community. They will act as advisors to the Portage la Prairie RCMP Detachment. Two members of Council will be appointed to represent the City on this Committee.

227/04 Moved by: Councillor Keryluk  
Seconded by: Councillor Robinson

RESOLVED THAT Councillor Quinn and Councillor Wagner be appointed to the RCMP Community Consultative Committee, effective immediately.  
Carried.

Monthly Activity  
Reports

Council reviewed the monthly activity reports.

Councillor Wagner read a letter from the Mayor of Kelowna to Inspector Turner expressing the town's appreciation of Inspector Turner's service during the Okanogan Park fire in 2003.

**Waterworks  
Committee**

The Waterworks Committee respectfully submits the following report:

Monthly Activity  
Reports

Council reviewed the monthly activity reports.

**Transportation  
Committee**

The Transportation Committee respectfully submits the following report:

Monthly Activity  
Reports

Council reviewed the monthly activity reports.

**Community Services  
Committee**

The Community Services Committee respectfully submits the following report:

Emergency Procedures  
and Pool Closure Policy

The approval of an Emergency Procedures & Pool Closure Policy will help to ensure a safe and enjoyable aquatic experience by outlining guidelines to follow in the event of an emergency or pool closure at either Southport Aquaplex or Splash Island.

The policy identifies a Major Emergency Checklist for both Southport and Splash Island. There are clear guidelines for Aquatic Personnel to follow pertaining to pool fouling, poor weather, low attendance and facility shutdown.

Councillor Wagner requested that clause 4.2 c) be reviewed to clarify when re-entry passes are to be handed out.

228/04 Moved by: Councillor Porter  
Seconded by: Councillor Brennan

RESOLVED THAT the Council of the City of Portage la Prairie adopts Policy ECD-CD-AM titled "Emergency Procedures and Pool Closure Policy".

Carried

Monthly Activity  
Reports

Council reviewed the monthly activity reports.

**DEFERRED  
BUSINESS:**

None

**NEW BUSINESS:**

Zoning By-Law –  
Central Auction  
Building – By-Law 04-  
8241 – 1<sup>st</sup> Reading

The property in question, Lots 6/7, Block 3, Plan 21428, Parish of Portage la Prairie, is presently zoned R1 - Single Family Dwelling. The applicants, City of Portage la Prairie, wish to rezone this property to C2 - Commercial District. See Appendix A "Map". This property was originally C-1 and was changed to R-1 when the new zoning by-law of 1994 was approved. The owner is under the impression it is still zoned commercial. See Appendix B "Original Variation order # 5/88".

The City of Portage la Prairie Development Plan 7.7 states:

Neighbourhood commercial development will be permitted in residential areas, at the discretion of City Council. The provision of adequate access and parking, visual screening and the impact on adjacent uses should be considered.

The application will be circulated to the Province for review and comment after first reading.

As per section 42 (8) of "The Planning Act", Council shall indicate its intention to enact a zoning by-law amendment by giving first reading and proceed with Public Notice as set out in subsections (2), (3), (4).

The first reading of By-Law No. 04-8241 will commence the process as defined in "The Planning Act" in considering this application.

229/04 Moved by: Councillor Brennan  
Seconded by: Councillor Wagner

RESOLVED That the Council of the City of Portage la Prairie give By-Law No. 04-8241 First Reading and provide public notices as defined in Section 42 (1) and (2) of "The Planning Act".  
Carried.

Proposed Bid to host the  
Trans-Canada  
Yellowhead Highway  
Association Annual  
Conference in 2006

The City of Portage la Prairie has been a member of the Trans-Canada Yellowhead Association for several years. The Annual Conference is held every two years in Edmonton, and is up for bid every two years rotated between Manitoba, Saskatchewan and British Columbia communities. In the Spring of 2000, Winnipeg held the conference.

The Trans-Canada Yellowhead Highway Association has requested proposals from Manitoba communities to host the 60<sup>th</sup> Annual Conference in 2006. Approximately 60 delegates from across Western Canada are anticipated to attend the three-day conference. The host committee is responsible to propose the exact date of the conference, which is held in April or May and to organize the meeting facility and accommodations, provide office equipment at the meeting and designate a local Conference Coordinator.

As a host, the City would work with the Association to actively pursue sponsorship to cover expenses. The Association has a budget of \$25,000, and it is expected that this will be completely recovered and optimally realize a profit. Approximately \$18,000 is recovered in delegate registration fees, while the Host is expected to solicit \$7000+ in sponsorship through local businesses and organizations. If sponsors are not received, the Host is responsible to cover any outstanding costs.

The host municipality is expected to either be the major sponsor or find sponsors to cover the expenses of the Welcome Breakfast (approximately \$900) and the closing awards banquet (\$1800). As well, the 2006 Host is expected to sponsor the farewell luncheon at the 2005 Conference (approximately \$2000) and provide a presentation to the delegates in order to invite them to our community and promote the next year's conference. In total, the anticipated financial risk to the City of hosting the conference directly depends on the amount of external sponsorship received. However, it could be as much as \$8,000 - \$10,000.

Council's 8<sup>th</sup> Strategic Goal Step in their 2004-2006 Plan is to aggressively attract more conferences and events to Portage la Prairie in order to increase the number of outside visitors to the community. The opportunity to participate in the development of a Portage la Prairie bid to attract the Conference would be beneficial to the City from an economic perspective as the Conference would provide an opportunity to showcase the City of Portage la Prairie and contribute to its tourism development. It may also be a catalyst for other organizations to host similar events in the City, continuing the economic spin-offs.

230/04 Moved by: Councillor Porter  
Seconded by: Councillor Wagner

RESOLVED THAT the Council of the City of Portage la Prairie submit a proposal to host the 2006 Trans-Canada Yellowhead Highway Association Annual Conference, at a cost not to exceed \$10,000.  
Carried.

**OLD BUSINESS:**

None

**ADJOURNMENT:**

The meeting adjourned at 6:30p.m.

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Mayor

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Manager of Administration

