

Minutes of a Regular Meeting of Council held at City Hall in the City of Portage la Prairie on Monday, July 14, 2008 at 6:00 p.m.

**PRESENT:** Mayor Brennan, Councillors Quinn, Ferris, Keryluk, Shindle, Wagner and Bereza.

**ABSENT:** None

**ADOPTION OF MINUTES** 187/08 Moved by: Councillor Wagner  
Seconded by: Councillor Quinn  
RESOLVED THAT the Minutes of the Regular Meeting of Council held at City Hall on June 23, 2008 and the Special Meeting Minutes of Council held on June 24, 2008 be approved as circulated.  
Carried.

**DELEGATIONS:** Abe & Mary Friesen were in attendance to accept the Citizen of the Year Award. The Mayor thanked them on behalf of Council.

**HEARINGS:**

Zoning By-Law Amendment – April Krastel and Lorna Kennedy spoke in favour of the application.

Portage Daycare Inc. By-Law 08-8402 – 2<sup>nd</sup> & 3<sup>rd</sup> Reading

188/08 Moved by: Councillor Wagner  
Seconded by: Councillor Bereza  
RESOLVED THAT the public hearing for the Rezoning Amendment for the Portage Daycare Inc. now be closed.  
Carried.

The applicant, Portage Day Care Centre Inc., has applied to amend the City of Portage la Prairie Zoning By-Law No. 7680, to allow playgrounds, tot lots and similar uses including buffer strips, public reserves and public walkways as a conditional use in a C-2 Central Commercial Zone.

First Reading of this By-Law was given on May 12, 2008 to commence the process as defined in the Planning Act in considering this application.

As of this writing, we have not received any written objections to the proposed rezoning scheme.

189/08 Moved by: Councillor Bereza  
Seconded by: Councillor Wagner  
RESOLVED THAT the Council of the Rural Municipality of Portage la Prairie approve the application to allow playgrounds, tot lots and similar uses including buffer strips, public reserves and public walkways as a conditional use in a C-2 Central Commercial Zone.

THAT the Council of the City of Portage la Prairie approve the application.

THAT By-Law No. 08-8402 be read a second time.  
Carried.

190/08 Moved by: Councillor Bereza  
Seconded by: Councillor Wagner  
RESOLVED THAT By-Law No. 08-8402 be read a third time, finally passed, signed and sealed.  
Carried.

In Favour: Councillors Quinn, Wagner, Keryluk, Shindle, Bereza, Ferris and Mayor Brennan.

Variation – Pre-Con Builders/3177701 No one appeared in favour of, or in objection to this variation request.

Manitoba Ltd

- 191/08 Moved by: Councillor Bereza  
Seconded by: Councillor Wagner  
RESOLVED THAT the public hearing for the Variation Request of Pre-Con Builders/3177701 Manitoba Ltd. now be closed.  
Carried.

The applicant, Pre-Con Builders is applying for a variation order to allow the front yard to be reduced from the required 6m to 3.628m.

This building is in a C3-Highway Commercial. The application has been circulated to the various City Departments with no concerns being expressed. Public notices have been sent to all property owners within a 100 meter radius.

- 192/08 Moved by: Councillor Bereza  
Seconded by: Councillor Wagner  
RESOLVED THAT the Council of the City of Portage la Prairie approve the variation request of Pre-Con Builders to vary the front yard to be reduced from the required 6m to 3.658 m at the property known as 2202 Saskatchewan Avenue West which is legally described as Lot A, Plan 38794 in RL 56, Parish of Portage la Prairie.  
Carried.

Variation – Natalie Handford

No one appeared in favour of, or in objection to this variation request.

- 193/08 Moved by: Councillor Bereza  
Seconded by: Councillor Wagner  
RESOLVED THAT the hearing for the variation request of Natalie Handford now be closed.  
Carried.

The applicant, Natalie Handford, is applying for a variation order to allow

- 1) North side yard requirement of 3.6m to be reduced to 1.524m;
- 2) Rear yard requirement of 7.5m to be reduced to 3.96m.

Applicant owns the property to the south and the driveway extends onto this property. The applicant wishes to leave the driveway for use of 789 4<sup>th</sup> St NW.

This building is in an R1 – Single Family Dwelling zoning district.

The application has been circulated to the various City Departments with no concerns being expressed.

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

- 194/08 Moved by: Councillor Bereza  
Seconded by: Councillor Wagner  
RESOLVED THAT the Council of the City of Portage la Prairie approve the variation request of Natalie Handford to vary

- 1) North side yard requirement of 3.6m to be reduced to 1.524m;
- 2) Rear yard requirement of 7.5m to be reduced to 3.96m.

at the property which is legally described as Lot 1/2, Block 6, Plan 364, Parish of Portage la Prairie.

Carried.

## COMMITTEES:

Finance,  
Legislative &

**The Finance, Legislative and Property Committee respectfully submits the following reports:**

**Property  
Committee**

By-Law 08-8389 –  
Unpaid Water,  
Sewer & Solid  
Waste to Taxes for  
June – 1st Reading

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

195/08 Moved by: Councillor Quinn

Seconded by: Councillor Shindle

RESOLVED THAT By-Law 08-8389 being a by law to authorize unpaid water, sewer and solid waste charges be added to taxes be read a 1st time.  
Carried.

**City Planning &  
Economic  
Development**

**The City Planning & Economic Development Committee have nothing to report.**

**Public Safety  
Committee**

**The Public Safety Committee has nothing to report.**

**Waterworks  
Committee**

**The Waterworks Committee has nothing to report.**

**Transportation  
Committee**

**The Transportation Committee has nothing to report.**

**Community  
Services  
Committee**

**The Community Services Committee respectfully submits the following reports.**

Request to Cancel  
Public Skating

In May 2007 Council approved RLS-AB titled “Public Skate Policy” which established guidelines and procedures on the use, scheduling and cancellation of public and family skate times at the Portage Centennial Arena

Section 5.1 of the policy states:

Requests for Public and Family Skate cancellations (excluding Sunday Family Skate) will be considered for the purpose of hosting Special Events prior to September 30 of each season, if submitted in writing and provided to the Director of Recreation and Leisure Services.

Section 5.3 states:

It is the intent of the City to ensure that Family Skate is maintained on Sundays on a continuous basis and therefore, cancellation request for this time will only be given consideration under special circumstances. City Council, by resolution, may consider canceling the Sunday Family Skate if written notice is received a minimum eight (8) weeks prior to the requested date and if there are no other schedule alternatives available.

Current Schedule:

Friday: Public Skate 10:00am – 11:00am

Saturday: Public Skate 7:00pm – 8:15pm

Sunday: Family Skate 12:00pm – 1:00pm

In addition to Portage Minor Hockey Association’s events Portage Ringette Association has two tournaments scheduled and the Portage Collegiate Girls have three tournament weekends booked during the upcoming season resulting in potential cancellations on 12 out of 22 available weekends (55%).

Due to the large number of individuals attending public skating, the number of potential

cancellations and the limited impact on the organization Administration recommends that the request be denied at this time.

196/08 Moved by: Councillor Shindle  
Seconded by: Councillor Bereza

RESOLVED THAT the Council of the City of Portage la Prairie denies the Portage Minor Association request to cancel and/or reschedule Public and Family Skating during tournaments scheduled during the 2008 – 2009 season.  
Carried.

Splash Island  
Complimentary  
Swim Pass Request

The Families First program is operated through the Regional Health Authority Central Manitoba Inc. The program offers home visiting supports to families with children, from pregnancy to age five. They would like to provide the 41 participating families the opportunity to swim free of charge at Splash Island during scheduled public swim times for the remainder of the 2008 season.

The City of Portage la Prairie currently does not offer a season pass at Splash Island, however a 10 punch card pass is available. The value of 41 family – 10 punch card passes is \$5 535.00 (\$135.00 each). The value of 41 family day passes is \$615.00.

Council has supported similar initiatives in the past for community organizations offering services to children and families by providing complimentary pool rentals for the group (value \$\$105/hr) or complimentary single use passes.

197/08 Moved by: Councillor Shindle  
Seconded by: Councillor Bereza

RESOLVED THAT the Council of the City of Portage la Prairie grant 41 complimentary single use Family Passes to Splash Island for the Families First Home Visitor Program to be used during regular public swim times during the 2008 season.  
Carried.

Dutch Elm Disease  
Agreements

The City of Portage la Prairie and the Province of Manitoba enter into an agreement under the Dutch Elm disease Act each year for the period April 1 to March 31. The Act allows for the sharing of actual costs up to \$0.50 per capita.

Eligible costs include the pruning and replacement of diseased elm trees, basal spraying and general tree care. The estimated cost of the City program is \$21,000.00.

This program is critical to the maintenance of the urban forest and has assisted in the preservation of existing elms.

All work must be completed, and claims submitted by March 31, 2009.

198/08 Moved by: Councillor Shindle  
Seconded by: Councillor Bereza

RESOLVED THAT the Council of the City of Portage la Prairie authorize the Mayor and Manager of Administration to sign an agreement with the Province of Manitoba, on behalf of the City, for the cost-sharing of the Dutch Elm Disease Control Program for 2008/2009.  
Carried.

Citizen of the Year  
Awards

Council presented the Citizen of the Year Awards at the Canada Day Festivities at Island Park.

199/08 Moved by: Councillor Shindle  
Seconded by: Councillor Bereza

RESOLVED THAT the following individuals be honoured with the City's Annual Citizen Awards:  
Abe & Mary Friesen – Citizens of the Year  
Augusta "Gus" Calder – Sportsperson of the Year  
Terry Tully – Arts/Cultural Person of the Year  
Samantha Durnin– Youth Volunteer of the Year  
Carried.

**DEFERRED  
BUSINESS**

None

**NEW BUSINESS**

Engineering  
Services – Nutrient  
Removal Pilot  
Testing

In January, 2007, Manitoba Conservation met with members of Council to discuss future requirements for nutrient removal at the Water Pollution Control Facility. Manitoba Conservation is now in receipt of the completed Pre-feasibility Study, as approved by Council. The report identifies areas requiring further investigation through pilot testing. Our submission to the Green Municipal Fund identified pilot testing as a main component of the work to be done. The Federation of Canadian Municipalities approved the Grant with the expectation that Pilot testing would be done on innovative technologies that could be utilized by other municipalities.

Although many specific liquid and solid stream unit processes could be piloted to gain a better understanding of their applicability to the City's treatment process, there are limited funds and not all of these can be examined. The scope of work generally consists of the following tasks:

**Task 1: Biological Nutrient Removal**

Because the City of Portage la Prairie has phosphorous concentrations that are five times those typically found in biological nutrient removal plants it is important to run full scale tests of the Sequencing Batch Reactors to determine the amount of reduction that can be achieved. Testing would involve changing the system operating sequence to mirror biological removal plants, adding raw industrial waste as a carbon source to achieve near complete denitrification and gradually increasing the carbon dose to achieve biological phosphorous removal. This testing is expected to take eight to twelve weeks to complete. At the conclusion a technical memorandum would be prepared by Earth Tech.

**Task 2: Chemical Phosphorous Removal (Jar Testing)**

It is assumed that biological phosphorous alone will not reduce levels to those anticipated to be required by Manitoba Conservation (phosphorous concentrations of less than 1 mg/L). The BNR pilot might also indicate that it is not an economical or technically feasible method of phosphorus reduction. Therefore, it is desirable that we confirm the best chemical or combination of chemicals to achieve the required limit, as an alternative. These tests would be performed on the effluent from the Biological Nutrient Removal (BNR) testing. The tests will then be repeated to determine the requirements for chemical phosphorous removal in the absence of the BNR operation. City Laboratory staff and facilities would be utilized to reduce costs.

Testing is anticipated to take approximately ten days at the end of which a technical memorandum will be produced.

EarthTech has extensive experience with the Portage la Prairie Water Pollution Control Facility, having overseen the latest plant upgrade when Simplot arrived, and they have recently completed the Pre-feasibility Study for Nutrient Removal at the City of Portage la Prairie Water Pollution Control Facility. It is logical to carry on the work with the staff at Earth Tech.

EarthTech proposes to start the work immediately and be complete within four months.

There is approximately \$38,000 (50% of \$76,000) remaining in the Nutrient Study Grant from FCM. (The grant amount is half of the total expenditure, up to \$109,000, with approximately \$38,000 still available.)

The 2008 Budget includes \$400,000 of City funding for nutrient removal study/design work.

Earth Tech would be paid on an hourly rate basis. The proposed hourly rates for the various Technical staff are in line with the Rate Guidelines published by the Association of Professional Engineers and Geoscientists of Manitoba (APEGM).

200/08 Moved by: Councillor Keryluk  
Seconded by: Councillor Quinn

RESOLVED THAT the contract for engineering services for the Pilot Testing for Nutrient Removal at the Water Pollution Control Facility be awarded to Earth Tech Ltd. for the proposed cost of \$73,895.00, including fees and estimated disbursements, up to \$76,000, excluding GST.  
Carried.

#### Age Friendly Cities

In 2006, the City of Portage la Prairie participated in the World Health Organization Global Age-Friendly Cities Project. This was an international project with only select cities around the world chosen to participate. The project included the study of eight domains related to aging including transportation, housing and social participation. The research in Manitoba was conducted by the University of Manitoba's Centre on Aging which published its report in April of 2007.

Following the completion of the Age-Friendly Cities report, its release to the public and its adoption by the Council of the City of Portage la Prairie, a follow-up advisory committee was established, involving many of the same organizations and individuals who participated in guiding the original project. Funding in the amount of \$5000.00 has been allocated to the committee by the Province of Manitoba to further the initiative in the community. The Centre on Aging is following the progress of the Portage la Prairie Age Friendly Cities Advisory Committee as part of its on-going research.

To date the committee has established Draft Terms of Reference (attached), stabilized its membership and established priorities. Priorities identified by the group as they relate to seniors include housing, transportation and communicating relevant age-friendly information to the community.

The committee is requesting that the Age Friendly Cities Advisory Council be established as an Advisory Committee of Council. The Age-Friendly Cities project has been and continues to be a high profile endeavor in the province, the country and around the world. The City has received recognition for its participation and there is interest in the progress that is being made here. The Terms of Reference attached to this document outline the roles and responsibilities proposed for the committee. There is no anticipated additional cost to the City at this time.

201/08 Moved by: Councillor Shindle  
Seconded by: Councillor Bereza

RESOLVED THAT the Council of the City of Portage la Prairie establish an Age-Friendly Advisory Council to provide advice, consultation and recommendations to the City of Portage la Prairie on policies and issues related to creating an age-friendly environment and that the council review this committee after one year of existence to determine its future direction.  
Carried.

#### Out of Scope Employees Salary Increase

Out of Scope Employees are covered by the Out of Scope Employees Manual that sets out provisions for benefits and salaries.

It is proposed that the salary for Out of Scope employees be increased 3% for 2008 for Public Safety & Economic and Community Development Staff. Out of Scope Recreation Staff wage increases for 2008 as approved in 2008 budget, 3% for 2009 and 3% for 2010.

New to the contract for 2008 is the following:

- Louis Riel Day is now viewed by the City as a statutory holiday.
- Parks Department removed from the Manual as covered by CUPE Collective Agreement.
- Years of Service for vacation, 15 years of service changed to 14 years of service.
- Changes made to statutory holiday pay as per Province of Manitoba Labour Standards Code.

- Vision Plan effective Jan 1, 2009 will be 100% employer paid.
- Safety Shoes and Boots clause removed from Manual as no longer applies to existing staff.
- Uniform clause – refer to the City’s uniform policies and procedures guidelines in accordance with Province of Manitoba Labour Standards Code.
- Recreation & Leisure Services – Aquatics Division – Years of Service Incentive Program as approved in 2008 budget.

202/08 Moved by: Councillor Quinn

Seconded by: Councillor Shindle

RESOLVED THAT The City of Portage la Prairie approve the Out of Scope Employees Manual and update the rates of pay schedule for the years 2008 to 2010.  
Carried.

Tender Award for  
the Supply of  
Granular Activated  
Carbon

The tender was sent to several suppliers. The tender closed on Thursday, July 3rd, 2008 at 2:00pm. The contract is to supply 90,000 kilograms of Granular Activated Carbon to replace the existing exhausted GAC media in the four filters. This media is required for the removal of taste and odor and organic precursors that could combine with Chlorine to form Trihalomethane’s (THM). The GAC is also required to lessen the impact of Bromodichloromethane which is in excess of established limits.

203/08 Moved by: Councillor Keryluk

Seconded by: Councillor Ferris

RESOLVED That the Council of the City of Portage la Prairie award a contract for the supply of Granular Activated Carbon for the Water Treatment Plant, as specified in tender 08 OPS 025, to Brenntag Canada Inc. for their submitted total tender price of \$346,437.00 including GST.  
Carried.

Award of Tender –  
Supply of Loader

This tender was advertised in the Daily Graphic and on the City’s web page. All major companies were called and informed of the tender. Five tender packages were picked up at the Operation’s Dept. along with one tender package being mailed out. The above five tender packages were submitted on or before the closing date and time of July 8, 2008 at 2:00pm.

The pricing includes both taxes and are F.O.B. Portage. The only local business to submit a bid, Blight Equipment (Mazergroup), submitted the low bid and met all of the specifications asked for in the tender package. Their net bid less GST totals \$94,686.66 which is approximately \$55,000.00 under budget.

204/08 Moved by: Councillor Wagner

Seconded by: Councillor Ferris

RESOLVED That the Council of the City of Portage la Prairie award the Tender for the Supply of a Loader, as specified in tender 08 OPS 023, to Mazergroup Construction Equipment LTD and Blight Equipment, for the tendered price of \$99,421.00 including taxes, and including the trade of the City’s 1996 Case 621B loader, and purchase four year / 4000 hour extended warranty at an additional cost of \$3,179.00 plus taxes, bring the total purchase price to \$102,981.48 taxes included.  
Carried.

**OLD BUSINESS:**

None

**ADJOURNMENT**

There being no further business to discuss, Council adjourned at 6:35 p.m.

\_\_\_\_\_  
Mayor

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