

Minutes of a Regular Meeting of Council held at City Hall in the City of Portage la Prairie on Monday, January 26, 2009 at 6:00 p.m.

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

**ABSENT:** None

**ADOPTION OF MINUTES** 29/09 Moved by: Councillor Quinn  
Seconded by: Councillor Wagner  
RESOLVED THAT the Minutes of the Regular Meeting of Council held at City Hall on January 26, 2009 be approved as circulated.  
Carried.

**DELEGATIONS:** There were no delegations scheduled, however, representatives from the Portage Animal Welfare Society had been invited to Committee to be available to answer questions regarding issues with Animal Control. Due to the length of the hearings they were invited by resolution to Council.

30/09 Moved by: Councillor Quinn  
Seconded by: Councillor Wagner  
RESOLVED THAT the delegation from the Portage Animal Welfare Society be invited to make their presentation to Council.  
Carried.

Karla Kirkwood of the Portage Animal Welfare Society addressed issues with respect to Animal Control. As well she informed Council on various other activities that P.A.W.S. were involved in.

**HEARINGS:**

Variation - PC4/09  
– Jim & Aileen Solomon  
Mr. Jim Solomon appeared in favour of the variation.  
Ms. Laurie Smith appeared with concerns regarding a caveat on her property and requested that it be removed. She would not object if the caveat were to be removed.  
Mr. Solomon stated that he had no concerns with the removing the caveat.

31/09 Moved by: Councillor Bereza  
Seconded by: Councillor Wagner  
RESOLVED THAT the public hearing for the Jim & Aileen Solomon Variation request now be closed.  
Carried.

The applicants, Jim and Aileen Solomon, are applying for a variation order to allow the minimum site width to be reduced from the required 46m to 18.288m as per a condition of subdivision (file number 4550-05-4795) to allow property to be subdivided into two parcels. Owners wish to build house on the second parcel. This request was previously approved July 16, 2007 (PC 35-07 see attachment). The order has since expired before the subdivision could be completed.

This building is in an RR – Rural Residential 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.

32/09 Moved by: Councillor Bereza  
Seconded by: Councillor Wagner  
RESOLVED THAT the Council of the City of Portage la Prairie approve the variation request of Jim and Aileen Solomon to vary the minimum site width to be reduced from the required 46m to 18.288m as per a condition of subdivision (file number 4550-05-4795) at the property known as 410 Old Bridge Road which is legally described as RL 103, Parish of Portage la Prairie.  
Carried.

Variation -  
PC78/08 – City of  
Portage la Prairie

- Mr. Ron McRorie appeared before Council to urge them to pave the parking lots.
- A letter from Mayfair Farm was read regarding their desire to see the PCU Centre parking lot paved.
- Mr. Kinelm Brookes was present to answer any questions regarding this variation.

- Mr. Geunter Schaub, Project Manager and Mr. Jeff Penner of Stantec were present via telephone to answer any questions.

33/09 Moved by: Councillor Quinn

Seconded by: Councillor Bereza

RESOLVED THAT the public hearing for the City of Portage la Prairie Variation request now be closed.

Carried.

The applicant, City of Portage la Prairie, is applying for a variation order to

- 1) reduce the number of parking stalls from 410 stalls down to 387 stalls, and;
- 2) to allow the paved parking stalls of 387 to be reduced to 86 paved stalls.

The parking stall requirements of 410 paved stalls for the recreation multiplex is based on assembly place parking space requirements of 1 space per 5 seats. The proposal is for 86 paved stalls and 301 unpaved stalls. The multiplex building is being designed to LEED Silver environmental standards. LEED promotes and gives points for gravel parking based on their being more environmentally friendly than asphalt paved lots. The current by-law does not recognize or reference LEED buildings.

This building is in a P – Parks and Recreation and Open Space District.

The application has been circulated to the various City Departments with concerns being expressed regarding unpaved parking and the number of parking stalls.

Upon review, the following are examples of other recreation parking areas:

- The existing Portage Arena has approximately 145 paved parking stalls and an unpaved parking area large enough to accommodate approximately 130 parking stalls.
- Splash Island has approximately 60 paved parking stalls.
- Southport Recreation Centre has approximately 160 paved parking stalls that serve the pool, bowling alley, gymnasium/weight and the restaurant.
- Dauphin's Recreation Complex has 325 paved parking stalls that serve 2 ice rinks, the curling rink, pool and lounge. Dauphin feels that this amount of parking is adequate for an average day but is making plans to create an additional 300 unpaved parking stalls.

The zoning by-law also states that all accessory off street parking is to be surfaced with asphalt, concrete or paving bricks in all zones other than "R1" and "R2". Of the 387 proposed parking stalls only 86 are to be paved.

The parking figures stated above are based on the current plans showing one arena, the swimming pool, fitness center, multi purpose rooms and the general administration/office area. Note: If the second arena is added at a future date, the parking lost for the expansion and the parking for the 2<sup>nd</sup> arena will need to be addressed.

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

Mayor Brennan relinquished his chair to Deputy Mayor Quinn to speak on this issue.

34/09 Moved by: Councillor Keryluk

Seconded by: Councillor Shindle

RESOLVED THAT

**OPTION 1:**

THAT the Council of the City of Portage la Prairie **APPROVE** the variation request for

1. Parking stalls reduced from the required 410 stalls down to 402 stalls, and **DENY**

2. Paved parking stalls of 402 to be reduced to 101 paved stalls

of the **City of Portage la Prairie** at the property known as **245 Royal Road South** which is legally described as Block 7, Plan 523, Parish of Portage la Prairie.

Carried.

No one appeared.

– Pattison Sign  
Group/Burger King

- 35/09 Moved by: Councillor Bereza  
Seconded by: Councillor Wagner  
RESOLVED THAT the public hearing for the Pattison Sign Group/Burger King Variation request now be closed.  
Carried.

The applicants, Pattison Sign Group/Burger King, are applying for a variation order to allow signs on the permitted two sides to be increased to four sides on the new restaurant. For this building, which is on a corner lot, the City zoning by-law allows signs on two sides for a maximum size of 22.09 sq m. Applicant wishes to install signs on all 4 sides of the building. Total area of all 4 signs would be 15.52 sq m for this building.

This building is in a C-3 Highway Commercial 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.

- 36/09 Moved by: Councillor Bereza  
Seconded by: Councillor Wagner  
RESOLVED THAT the Council of the City of Portage la Prairie approve the variation request of Pattison Sign Group/Burger King to vary the signs permitted on two sides of the building to be increased to all four sides at the property known as 2208 Saskatchewan Ave W, which is legally described as Lot A, Plan 38794 in RL 56, Parish of Portage la Prairie.  
Carried.

**COMMITTEES:**

**Finance,  
Legislative &  
Property  
Committee**

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

By-Law 09-8418 –  
Unpaid Water,  
Sewer and Solid  
Waste to Taxes for  
January 2009 – 1<sup>st</sup>  
Reading

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

- 37/09 Moved by: Councillor Quinn  
Seconded by: Councillor Bereza  
RESOLVED THAT By-Law No. 09-8418 being a by-law to authorize unpaid water, sewer and solid waste charges be added to taxes, be read a first time.  
Carried.

**Human Resource  
and Payroll  
Software**

The Human Resources Officer currently administers benefits for ninety-eight permanent employees and approximately 60 seasonal employees during the months of April to October. The current number of employees makes tracking of benefits time consuming and increases the margin for errors. Year end reporting is complex and time consuming.

A newer version of our current payroll software provider, ADP, offers the Performance Pack – Integrated Payroll & HR Internet Software. The program allows for absence, illness and benefits management, Employee Information Management as well as recording training and expense history. Internet based payroll processing provides instant information after transmission.

The 2009 Budget includes funds from the implementation of \$5,500 and annual cost of \$18,519.80, which is an increased annual cost of \$8,412 from the current payroll system.

Approval from Council is required for service agreements beyond 2 years.

- 38/09 Moved by: Councillor Quinn  
Seconded by: Councillor Shindle  
RESOLVED THAT the Mayor and the Director of Finance sign the agreement with ADP to provide the Premier Performance Pack software for Human Resources & Payroll functions.  
Carried

**City Planning &  
Economic  
Development**

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

Island of Lights  
2008/2009 Final  
Report – For  
Information Only

Council reviewed the Island of Lights 2008/2009 Final Report.

**Public Safety  
Committee**

The Public Safety Committee respectfully submits the following reports:

There is nothing to report.

**Waterworks  
Committee**

The Waterworks Committee respectfully submits the following reports:

There is nothing to report

**Transportation  
Committee**

The Transportation Committee respectfully submits the following reports:

Solid Waste  
Management Fees

The Solid Waste Management Program operates as a user pay utility. It provides solid waste collection, composting and recycling services for residents of the City of Portage la Prairie. These operating costs have increased significantly. There is also a need to purchase capital items such as a compost screener for the composting site.

The current user fee is \$64 per year for solid waste collection and \$21 per year for recycling collection, for a total amount of \$85 per year per residential unit. At these current rates, the 2009 Solid Waste would run an operating deficit of \$39,495.

Increasing the user fees from \$85 to \$100 per residential unit per year is necessary to cover the current and upcoming annual operating costs of the program and allow for future capital purchases. The 2009 budget includes an increase of \$15 per residential unit per year, for solid waste collection and recycling collection and a transfer to the Environmental Reserve of \$54,000.

This would result in \$82,245 additional revenue based on a full year with \$54,000 of this increase to be transferred to the Environmental Reserve for capital projects related to solid waste. The remaining amount of \$28,245 would partially offset operating costs.

The recommendation sets the increase to take effect March 1, 2009 which will result in approximately \$68,500 more in revenues for 2009. The transfer to the Environmental Reserve will be pro-rated to \$45,000 due to a later implementation date than budgeted.

- 39/09 Moved by: Councillor Wagner  
Seconded by: Councillor Quinn  
RESOLVED THAT By-Law No. 09-8430 being a by-law to amend the Fees & Charge By-Law No. 08-8412 be read a first time.  
Carried.

Grant-In-Aid  
Request

The proposed 2009 Grant-In-Aid submission to Manitoba Infrastructure Department of Highways is \$89,102.50.

Funding for the City's portion of the overlays will come from the 2009 overlay budget.

- 40/09 Moved by: Councillor Wagner  
Seconded by: Councillor Quinn  
RESOLVED THAT the Council of the City of Portage la Prairie submit a Grant-In-Aid request for a total of \$89,102.50, in the following priority:  
1 - Dust control on gravel roads (\$4,102.50)  
2 – Overlay 8<sup>th</sup> Street N.W. – Lorne Ave. to CNR Tracks (\$30,000)  
3 – Overlay 7<sup>th</sup> Avenue West – 4<sup>th</sup> Street N.W. to 6<sup>th</sup> Street N.W. (\$20,000)  
4 – Overlay 18<sup>th</sup> Street N.W. – Saskatchewan Avenue to CPR Tracks (\$35,000)  
Carried.

**Community  
Services  
Committee**

The Community Services Committee respectfully submits the following reports.

**School Rental  
Policy Revision**

Section 10. of the School Rental Policy for City Operated Aquatic Facilities RLS-AK “Lifeguard Ratio” requires updating the lifeguard to patron ratio chart to comply with changes in the Manitoba Health Act. As an example, it will change from 1 Lifeguard for 0 – 35 patrons to the new standard of 2 Lifeguards for 0 – 75 patrons.

This will have little impact on our operating budget as the fees and charges and current practices have already been adjusted to reflect this change.

- 41/09 Moved by: Councillor Shindle  
Seconded by: Councillor Bereza  
RESOLVED THAT the Council of the City of Portage la Prairie adopt the School Rental Policy for City Operated Aquatic Facilities, Policy #RLS-AK as amended.  
Carried.

**DEFERRED  
BUSINESS**

None

**NEW BUSINESS**

None

**Amend  
Management &  
Confidential  
Employees Salary  
Scale for 2009 to  
2010 for the  
Administrative  
Assistant –  
Operations**

Management and Confidential Employees are covered by the Management and Confidential Employees Manual that sets out provisions for benefits and salaries.

It is proposed that the salary for the Administrative Assistant – Operations be increased as this position has a supervisory role. It is recommended that the position salary be increased by \$2,500 for each step increment as provided in the 2009 budget.

- 42/09 Moved by: Councillor Quinn  
Seconded by: Councillor Shindle  
RESOLVED THAT the Operations Administrative Assistant salary be increased by \$2,500 in 2009 and that the Management and Confidential Employees Salary Scale Appendix “C” for the year 2009 reflect a salary range for this position of \$38,746 to \$45,142 and Appendix “D” for 2010 reflect a salary range of \$39,908 to \$46,496.  
Carried.

**Building Canada  
Infrastructure  
Program**

Canada and Manitoba have signed the Canada-Manitoba Building Canada Fund-Communities Component Agreement (BCF-CC) under the Government of Canada Building Canada Plan.

Within the BCF-CC Agreement the Government of Canada and the Province of Manitoba have each invested \$41 million towards infrastructure construction, expansion, renewal or upgrade projects in communities with less than 100,000 residents. The following categories of projects are eligible for funding:

- **Water Infrastructure**
- **Wastewater Infrastructure**
- Public Transit Infrastructure
- National Highway System Infrastructure

- Green Energy Infrastructure
- Disaster Mitigation Infrastructure
- Solid Waste Management Infrastructure
- Brownfield Remediation and Redevelopment Infrastructure
- Culture Infrastructure
- **Sport Infrastructure**
- Connectivity Infrastructure
- **Local Road Infrastructure**
- Shortline Rail Infrastructure
- Short Sea Shipping Infrastructure
- Regional and Local Airports Infrastructure
- Tourism Infrastructure
- Collaborative Projects

43/09 Moved by: Councillor Quinn  
Seconded by: Councillor Shindle

RESOLVED THAT That the City of Portage la Prairie apply for funding of the foll projects under the Canada-Manitoba Building Canada Fund- Communities Component Agree with projects listed in descending priority order:

	<u>City</u>	<u>Prov/Fed</u>	<u>Total Project</u>
PCU Centre - second arena	\$1,300,000.	\$2,600,000.	\$3,900,000.
Island water and sewer	360,000.	720,000.	1,080,000.
Royal Road South Causeway	1,100,000.	2,200,000.	3,300,000.
PCU Centre/Golf Course Road	92,000.	184,000.	276,000.
PCU Centre paved parking lot	200,000.	400,000.	600,000.
Heritage Square development	200,000.	400,000.	600,000.
McCain Avenue sewer	87,000.	174,000.	261,000.
25 <sup>th</sup> Street reconstruction	70,000.	140,000.	210,000.
Nutrient removal pilot study	200,000.	400,000.	600,000.
Lorne Avenue water	75,000.	150,000.	225,000.
5 <sup>th</sup> Street SE/Dufferin Sewer	92,000.	184,000.	276,000.
6 <sup>th</sup> Avenue NE sewer	93,000.	186,000.	279,000.
Industrial Park water	388,000.	776,000.	1,164,000.
Alexander Avenue to Meighen water	113,000.	226,000.	339,000.
Water Treatment Plant lime ponds retrofit and sewer service	<u>83,000.</u>	<u>166,000.</u>	<u>249,000.</u>
Totals	<u>\$4,453,000.</u>	<u>\$8,906,000.</u>	<u>\$13,359,000.</u>

Carried.

## OLD BUSINESS

Portage Regional  
Recreation  
Authority Citizen  
Appointment

The City of Portage la Prairie is pleased to welcome Ms. Dale Brownlee to the Portage Regional Recreation Authority.

A long time resident of the City of Portage la Prairie, she brings extensive sport and recreation experience to the table as well as a tremendous skill set through her career in civil service. Ms. Brownlee has an impressive background in managing and directing health promotion programs and policy through various government departments such as Child and Family Services, Healthy Populations for the Healthy Living Branch, and the Programs for the Children and Youth Secretariat. Her experience will be an extremely valuable asset in developing the Portage Regional Recreation Authority and we look forward to working with her.

44/09 Moved by: Councillor Shindle  
Seconded by: Councillor Wagner

RESOVLED THAT the Council of the City of Portage la Prairie appoint Ms. Dale Brownlee as the City of Portage la Prairie citizen representative on the Portage Regional Recreation Authority until Council's next Organization meeting in November of 2009.  
Carried.

## ADJOURNMENT

There being no further business to discuss, Council adjourned at 8:14 p.m.

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Mayor

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