

Minutes of a Regular Meeting of Council held at City Hall in the City of Portage la Prairie on Monday, November 9, 2009 at 6:10 p.m.

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

ADOPTION OF MINUTES 301/09 Moved by: Councillor Wagner
Seconded by: Councillor Ferris
RESOLVED THAT the Minutes of the Regular Meeting of Council held at City Hall on Monday, October 26, 2009 be approved as circulated.
Carried.

DELEGATIONS:

Community Revitalization Corporation Elicia Funk, Executive Director of Community Revitalization Corporation gave a presentation to the members of Council explaining what the corporation is all about. Ms. Funk reviewed the handouts provided to Council regarding funding, five and one year plans. She reviewed programs and planned future programs. The Mayor thanked Ms. Funk for her presentation and commended the board for their successes.

HEARINGS:

PC 66/09 – Zoning Amendment – BJ Fox and Kelly Joel, By-Law #09-8446 - 2nd & 3rd Reading B.J. Fox and Kelly Joel were present to answer questions.

302/09 Moved by: Councillor Bereza
Seconded by: Councillor Wagner
RESOLVED THAT the public hearing for PC 66/09 – BJ Fox and Kelly Joel, By-Law #09-8446 now be closed.
Carried.

The applicants, B.J. Fox and Kelly Joel, wish to amend Table 5-2 to allow contractors' yards, as a conditional use in a C-2 Central Commercial District.

The Portage la Prairie Planning District Development Plan states:

4.4.2.1 Downtown will continue to evolve as a healthy and attractive place to live and work. New development will be encouraged which supports the Downtown revitalization goals.

4.4.2.2 The Plan supports the maintenance of existing residential neighbourhoods in the Downtown. The commercial and residential policies of the Plan guide infill development and intensification of uses in the Downtown to achieve a livable Downtown that meets the needs of varying age groups in combination with a choice of housing types and conveniently located shopping.

4.4.3.1 The Plan recognizes Saskatchewan Avenue as a strategic corridor where planned development can improve Portage la Prairie as a competitive and attractive destination for future commercial and residential expansion.

4.4.3.3 Retail development along the Saskatchewan Avenue commercial corridor is encouraged. It will be planned to suit the adjoining residential context and balance vehicle accessibility with the creation of a high quality pedestrian environment.

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

The application has been advertised in the Daily Graphic for two consecutive weeks and circulated to the Province as per Section 168 of the Planning Act.

First Reading of this By-Law was given on **September 14, 2009** 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 re-zoning scheme.

- 303/09 Moved by Councillor Quinn
Seconded by Councillor Shindle
RESOLVED THAT By-Law No. 09-8446 to amend Zoning By-Law 7680 respecting "Contractor's Yards" be read a second time.
Carried.
- 304/09 Moved by Councillor Quinn
Seconded by Councillor Shindle
RESOLVED THAT By-Law 09-8446 be tabled until the Planning District submits a definition for "Contractor's Yards."
Defeated.
- 305/09 Moved by Councillor Bereza
Seconded by Councillor Wagner
RESOLVED THAT By-Law No. 09-8446 to amend Zoning By-Law 7680 respecting "Contractor's Yards" be read a third time, finally passed, signed and sealed.
Carried.
In Favour: Councillors Bereza, Keryluk, Wagner, and Mayor Brennan
Against: Councillors Quinn, Shindle, and Ferris

By-Law #09-8452
Additional Funding
Authorization –
Multiplex – 1st
Reading

No one appeared.

- 306/09 Moved by: Councillor Quinn
Seconded by: Councillor Shindle
RESOLVED THAT the public hearing for By-Law #09-8452 Additional Funding Authorization - Multiplex now be closed.
Carried.

The Phase 1 PCU Centre includes the main arena, aquatics, fitness and banquet rooms. The project costs were originally set up to be shared by the City, RM, other levels of government and public contributions. City Council had committed up to \$16 million dollars towards this project, with the RM committed to \$8 Million, Canada Manitoba Infrastructure at \$8.33 Million and public funds estimated at \$3.4 Million. The total cost of the project was estimated at \$35.7 Million.

Cost estimates for the construction of the project has changed now from \$35.7 Million to \$37 Million.

The City's share of the project cost has therefore increased from \$16 Million to \$17.3 Million. Prior to these increases, the funding arrangement for the City's share was \$10.1 Million in Debt and the remaining \$5.9 Million from Reserves. However, it is recommended to reduce the reserve funding by \$400,000 to reduce the burden on the City's reserves. The recommended funding for the City's share would then be:

Debt:	\$11.8 Million
Reserves:	<u>\$ 5.5 Million</u>
Total City Share	\$17.3 Million

The additional \$1.8 Million in debt is required since \$10 Million in Debt has already been issued.

A borrowing by-law is required for the additional debt as well as an amendment to the 2009 Financial Plan. A public hearing is required for the amendment and notice has been posted for the hearing to take place November 9, 2009 at 6:00 pm in the Council Chambers of City Hall.

The Debenture authorization by-law requires 1st reading and approval by the

Municipal Board before 2nd & 3rd reading takes place. After the approvals are in place, another by-law will be required to issue the debt and release the funds.

307/09 Moved by: Councillor Quinn
Seconded by: Councillor Shindle

RESOLVED THAT the 2009 Financial Plan be amended to include up to \$1,800,000.00 in debt for the additional costs of construction of the PCU Centre and the reduction of \$400,000 from the General Reserve funding for the PCU Centre, and

THAT By-Law No. 09- 8452 authorizing the City's request to borrow up to \$1,800,000.00 for the additional costs of construction of the multiplex be given 1st Reading; and

THAT By-Law No. 09-8452 be sent to the Municipal Board for approval.
Carried

COMMITTEES:

Finance, Legislative & Property Committee

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

2010 Fees and
Charges By-Law
09-8449 – 2nd & 3rd
Reading

The Fees & Charges By-Law pulls together all the fees collected by the various departments within the City, and is updated annually to reflect any changes. This new by-law is scheduled to become effective January 1, 2010. CPI average for the last 12 months as of August 2009 was 1.38%. As well salary increases for 2010 will be 3%.

Proposed changes to the 2010 Fees and Charges By-Law include:

1. PUBLIC SAFETY – Schedule A

Fire Alarms – the annual rental raised to \$400.00

Fire Inspections Services – Rural Municipality service is now covered due to the agreement with Portage Regional Recreation Authority.

MPI has raised the rates for Basic calls and complex calls.

\$658 per incident for basic calls and \$877 per incident for complex calls.

2. OPERATIONS – Schedule B

A CPI increase of about 2%, rounded up to the nearest dollar, has been applied to most items, and anything requiring labour has been increased 3%. Other items with significant changes have comments as noted.

- Meter by-pass re-sealing has been added at a charge of \$150 to cover the cost of replacing the seal on a large meter by-pass valve.

3. ECONOMIC AND COMMUNITY DEVELOPMENT – Schedule C – No Changes

4. FINANCE DIVISION – Schedule D – No Changes

308/09 Moved by: Councillor Quinn
Seconded by: Councillor Shindle

RESOLVED THAT By-Law No. 09-8449 known as the Fees and Charges By-Law, be now read a second time.
Carried.

309/09 Moved by: Councillor Quinn
Seconded by: Councillor Shindle

RESOLVED THAT By-Law No. 09-8449 be now read a third time, finally passed, signed and sealed.
Carried.

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

Unpaid Water,
Sewer, and Solid
Waste to Taxes for
October 2009 –
By-Law #09-8427
– 1st Reading

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

310/09 Moved by: Councillor Quinn
Seconded by: Councillor Shindle

RESOLVED THAT By-Law No. 09-8427 being a by-law to authorize unpaid water, sewer and solid waste charges be added to taxes be read a first time.
Carried.

2010 Property Tax
Discount Rate By-
Law #09-8451 – 1st
Reading

By Law 06-8339 remains in effect until it is repealed by passing a new by-law to change the tax prepayment discount rate.

The current tax discount rate is 2.1%, giving an **effective annual rate of 4.2%**, mid-way between the 90 day T-Bill and the City's investment rate of return at the time the by-law was proposed.

Based on the City's current savings rate of 2.25% and the current 90-day Treasury Bill rate of 0.24%, the recommended tax discount rate is .66% in January, decreasing by **0.11%** per month to reach par in July. This would provide an **effective annual rate of 1.32%** (slightly better than midway point of 1.225%). The tax discount and application is provided in the by-law.

311/09 Moved by: Councillor Quinn
Seconded by: Councillor Shindle

RESOLVED THAT By-Law # 09-8451 to provide for the payment of taxes and to provide for the rates of discount for prepayment of taxes be read a first time.
Carried.

Short Term
Borrowing By-Law
#09-8453 – 1st
Reading

A by-law for short term financing is established for every fiscal year. Cash inflows appear to be sufficient to provide funding for City operations. However, there may be requirements for interim financing until public funds, grant funds and debenture debt issued for arrives for the Portage Mutual Arena.
By-Law No. 09-8453 will set up a line of credit for 2010, at no cost to the City, which can be drawn on only in the event it is required, with interest charges applying from that time on.

312/09 Moved by: Councillor Quinn
Seconded by: Councillor Shindle

RESOLVED THAT By-Law No. 09-8453 to set up a line of credit with the City's financial institution be given 1st Reading.
Carried.

**City Planning &
Economic
Development**

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

Monthly Activity
Reports

Council reviewed the Monthly Activity Reports.

**Public Safety
Committee**

The Public Safety Committee respectfully submits the following reports:

Nothing to Report

**Waterworks
Committee**

The Waterworks Committee respectfully submits the following reports:

Nothing to Report

**Transportation
Committee**

The Transportation Committee respectfully submits the following reports:

Manitoba Planning
Conference

Councillor Wagner announced that he attended the Manitoba Planning Conference and that Portage la Prairie was a runner-up in the category for Manitoba Planning Excellence Award.

Island of Lights –
Closure of Streets
in Island Park

In previous years, City Council passed a resolution that authorized the closure of International Drive, George Hill Drive, Brandon Avenue, and Massey Crescent to allow for the operation of the Island of Lights.

We are proposing to close the identified roads from November 27, 2009 to January 7, 2010 from 5:30 p.m. to 6:00 a.m. daily as we did last year.

The residential access will be from Royal Road South, Pelechaty Drive, to Brandon Ave, and Massey Crescent. A letter to all Island Park residents will be sent notifying them of the closure once approved by Council.

313/09

Moved by: Councillor Wagner

Seconded by: Councillor Bereza

RESOLVED THAT Council advise the Island Park residents that the route for access to their properties will be Royal Road South, Pelechaty Drive, to Brandon Ave, and Massey Crescent for the following dates and times:

November 27, 2009 to January 7, 2010 5:30 p.m. to 6:00 a.m. daily

That International Drive, George Hill Drive and Brandon Avenue east from George Hill Drive to International Drive are hereby closed for the following Dates and times:

November 27, 2009 to January 7, 2010 5:30 p.m. to 6:00 a.m. daily

Carried.

**Recreation and
Community
Services
Committee**

The Recreation and Community Services Committee respectfully submits the following reports:

Social Planning
Initiative Phase
One report – For
Information Only

The Institute of Urban Studies (IUS), in partnership with the Portage Community Network (PCN), undertook a public engagement process to produce a social planning framework for the City of Portage la Prairie. This document represents the Phase One report on this process. The PCN had previously identified the following areas of concern: Poverty; food security; crime prevention; public transportation; community and neighbourhood development; availability and accessibility of services and resources; recreation/youth programming; and affordable housing and homelessness.

The report highlights the findings of this process and includes a demographic profile and mapping study of the city, a summary of findings from the stakeholder and public engagement processes, and a review of social planning theory and practices. The overall intent is to gain an initial understanding of the issues at hand, and to set out the theoretical and practical issues involved in social planning. The Phase One report should then be able to aid the City in preparing for, implementing, monitoring, and evaluating the social planning process in Portage la Prairie.

Portage Terriers
Request for
Occasional Liquor
Permit

The Portage and District Terriers have requested a community event permit for their upcoming hockey game on December 31, 2009. The Manitoba Liquor Control Commission requires authorization from the City of Portage la Prairie, as owners of the facility, before issuing a liquor permit to the organizers.

314/09

Moved by: Councillor Shindle

Seconded by: Councillor Bereza

RESOLVED THAT the Council of the City of Portage la Prairie approve the request of the Portage & District Terriers to obtain a community event permit through the Manitoba Liquor Control Commission for the Thursday, December 31, 2009 hockey game to be held at the Portage Centennial Arena.

Carried.

Participation in
Canadian Red
Cross New
Lifeguard Program
– For Information
Only

The Canadian Red Cross (CRC) is launching a new Lifeguard Program this fall. This program is national in scope and will be introduced in stages starting with select provinces in Atlantic and Western Canada.

The content is in keeping with the Red Cross Injury Prevention philosophy and meets all industry requirements including the international life guarding standards. The program will be delivered by certified CRC Lifeguard Instructors trained through a comprehensive Instructor Development Program.

In recognition of Portage la Prairie's cooperative relationship with the Canadian Red Cross, our Aquatic Manager, Dean Janzen has been selected as one of 45 individuals from across Canada to participate in the launch of this new program. Training for this program will occur in Halifax on November 11-15th and all costs associated are compliments of the Canadian Red Cross.

Portage la Prairie is the only Manitoba representative attending. Our participation in the launch will mean that our community will be a leader in this new CRC Lifeguard Program in the Province.

Fire Commission
Office

Councillor Quinn asked the Mayor to forward a letter to the new Commissioner and the retired Commissioner.

**DEFERRED
BUSINESS**

None

NEW BUSINESS

Salary and Benefit
Adjustments

There have been a number of changes to Water Treatment Plant and Water Pollution Control Facility Operators, Engineering Technicians and Fire Fighter staff salaries that have significantly reduced the salary gap between these positions and their supervisors.

Fire Chief and Deputy Fire Chief

The Fire Fighter union contract and Management salaries provide for the following increases in 2009 and 2010:

	<u>Jan 1/2009</u>	<u>July 1/2009</u>	<u>Jan1/2010</u>	<u>Increase</u>
Fire Fighter Captains	6.8%	2.5%	6.4%	16.5%
Fire Chief/Deputy Chief	3.0%	n/a	3.0%	6.1%

The Fire Fighters contract also calls for a 4.5% increase in 2011.

The 2009 cost of this salary increase is \$8,000.

Manager of Engineering

To address high turn over and long term vacancies in the engineering technician positions, the salary level was increased in 2003.

Prior to the Engineering Technologist salary adjustment in 2003, the salary for this position was 72% of the Manager of Engineering's maximum salary. For 2009 the Engineering Technologist maximum salary is now 80% of the Manager of Engineering's salary.

To restore this historic relationship effective January 1, 2009 requires a salary increase of 12.1% for the Manager of Engineering position.

The 2009 cost of this salary increase is \$5,962.

Managers of Water Treatment Plant and Water Pollution Control Facility

Water Treatment Plant and Water Pollution Control Facility Operators and Foremen salaries were increased by a market value adjustment of 10% effective February 9, 2009. In addition, any incumbent in these positions who possesses an unconditional

Class 4 Water Treatment Plant or Water Pollution Control Facility operator certificate received an additional 5% salary increase.

The Water Treatment Plant and Water Pollution Control Facility Managers were not granted this increase and to maintain the salary separation between these positions there should be a salary increase of 10% effective February 9, 2009.
The 2009 cost of this salary increase is \$14,380.

Parks Manager

With the inclusion of PRRA Facility Manager duties, it is proposed that the Parks Manager salary be increased by 13.3% to take these additional responsibilities into account.

Management Overtime

Management/confidential staff do not qualify for overtime pay, however overtime is regularly required to get the job done for many members of the Management/Confidential employee group. Increased holidays in lieu of overtime has been discussed in the past and seems to be a recurring theme with Management staff. Typically this would entail an additional week of holidays for Management in lieu of overtime. The direct cost for this would be minimal, however, this would mean one week less of work per year from Management.

315/09 Moved by: Councillor Quinn
Seconded by: Councillor Shindle

1. RESOLVED THAT the Fire Chief and Deputy Fire Chief salaries be retroactively adjusted to reflect increases of 6.8% effective January 1, 2009 (instead of 3%) and 2.5% July 1, 2009, with a further 6.4% increase effective January 1, 2010.
2. THAT the Manager of Engineering salary be increased 12.1% effective January 1, 2009 (instead of 3%), split equally between General and Utility Funds, with a further increase of 3% effective January 1, 2010.
3. THAT the Manager of Water Treatment Plant and Manager of Water Pollution Control Facility salaries be increased by 10% effective February 9, 2009 with an additional 5% salary increase upon successful completion and receipt of an unconditional Class 4 Water Treatment Plant or Water Pollution Control Facility operator certificate from the Province of Manitoba.
4. THAT the Manager of Parks salary be increased by 13.3% effective October 12, 2009 to reflect additional duties related to the agreement between the City and PRRA to provide Facility Operations Manager services to the PRRA.
5. THAT the following new clause 14(k) be added to the Management/Confidential Employee Manual:
“Effective April 1, 2009 Management and Confidential Employees commence accruing one additional week of holidays in lieu of overtime in addition to the holidays listed in 14 (a) per year. Holiday eligibility will be April 1, 2010 and each year thereafter.”

Carried.

Debenture Issuance
– Portage Mutual
Arena Construction
By-Law #09-8450
– 2nd and 3rd
Reading

Debenture By-Law 09-8439 is the borrowing by-law for \$1.55 Million for the construction of the Portage Mutual Arena and associated works. The by-law was approved by the Municipal Board.

The Canada-Manitoba Infrastructure Program has approved the City's submission for \$5.1 million to construct a second arena at the PCU Centre. This is tri-partite funding with the City, Province and Federal shares each being \$1.7 million. The Federal share of the funding is new money available for construction of the second arena. This will bring the Federal/Provincial share of funding for phase 1 and phase 2 of the PCU Centre to \$10 million; \$5 million each.

The remaining \$1.85 Million dollars of the City's share for the Portage Mutual Arena will be funded from General Reserves.

By-law 09-8450 issues the borrowing, with \$85,000 from the Portage & District Foundation and \$1,465,000 from the Province of Manitoba. It received first reading October 13, 2009 and was forwarded to the Municipal Board for approval.

NOTE: The Municipal Board has requested a revision of the Schedules due to a rounding error in the calculations. The schedules have been revised accordingly.

316/09 Moved by: Councillor Quinn
Seconded by: Councillor Shindle
RESOLVED THAT By-Law No. 09-8450 authorizing the issuance of \$1,550,000.00 for partial costs of the construction of the Portage Mutual Arena and associated works be given second reading as amended.
Carried.

317/09 Moved by: Councillor Quinn
Seconded by: Councillor Shindle
RESOLVED THAT By-Law No. 09-8450 authorizing the issuance of \$1,550,000.00 for partial costs of the construction of the Portage Mutual Arena and associated works be read a third time, finally passed, signed, and sealed.
Carried.
In Favour: Councillors Bereza, Ferris, Keryluk, Quinn, Shindle, Wagner, and Mayor Brennan

Award of Tender –
Facility Security
System Monitoring

The contract for Facility Security System Monitoring entails remote monitoring of the security system and alarms at each of 21 City facilities, for a three year period.

The Operations Department issued a Request for Quotation to three locally operating security system monitoring firms, and advertised in the Daily Graphic. Three bids were received.

<u>Company</u>	<u>Monthly rate/site</u>	<u>Total Bid</u>	<u>Service Rate</u>
Portage Monitoring	\$30.00	\$25,401.60*	\$50.00/hr
ArmAll Security	\$20.00	\$16,934.40**	\$25.00/hr
AAA Alarms	\$19.50	\$16,511.04	\$ 75.00/hr, plus \$136.80 travel

*conditional bid

Portage Monitoring and Arm-All included faxed or emailed reports in their price. AAA Alarms charges \$5.00 plus taxes for each report. Reports are requested at least monthly, but can be requested weekly, depending upon situations that arise. Monthly reports would add \$3780 to AAA Alarms' bid.

Portage Monitoring utilizes a company operating out of Burnaby BC to monitor the systems. ArmAll utilizes a company based in Winnipeg to monitor the systems. AAA Alarms is based out of Winnipeg.

*Portage Monitoring offered to donate an equivalent of 50% of the contract value to the PCU Centre capital fund. This would equate to \$11,340 before taxes, resulting in a net bid of \$14061.60.

**Arm-All offered to donate 10% (\$1,512 before taxes) to a charity of the City's choice – presumably the PCU Centre. This would result in a net bid of \$15,422.

318/09 Moved by: Councillor Quinn
Seconded by: Councillor Shindle
RESOLVED THAT the Council of the City of Portage la Prairie reject all submitted bids for Facility Security System Monitoring Services and the process be repeated.
Carried.

OLD BUSINESS

Animal Control
By-Law
Amendment -
Poultry

A letter from Mr. Bill Knott was read by the Mayor, asking Council if there was any interest in amending the Animal Control By-Law. There was no interest indicated.

By-Law #09-8454
– Heritage
Designation – Hills
Drug Store – 1st
Reading

On account of an administrative error the process for the designation of 200 Saskatchewan Avenue East otherwise referred to as “Hills Drug Store” must start over. The previous By-Law #09-8445 needs to be rescinded.

319/09 Moved by: Councillor Bereza
Seconded by: Councillor Wagner

RESOLVED THAT the Council of the City of Portage la Prairie approve the municipal heritage designation of 200 Saskatchewan Avenue East referred to as the “Hills Drug Store” in the City of Portage la Prairie and further that By-law # 09-8454 be given first reading.

Carried.

ADJOURNMENT

There being no further business to discuss, Council adjourned at 7:25 p.m.

Mayor

Manager of Administration