

Minutes of a Regular Meeting of Council held at City Hall in the City of Portage la Prairie on Monday, September 28, 2009 at 6:00 p.m.

PRESENT: Deputy Mayor Dave Quinn, Chair; Councillors: Keryluk, Wagner, Shindle, Ferris, Bereza

ABSENT: Mayor Ken Brennan

ADOPTION OF MINUTES 250/09 Moved by: Councillor Wagner
Seconded by: Councillor Shindle
RESOLVED THAT the Minutes of the Regular Meeting of Council held at City Hall on Monday, September 14, 2009 be approved as circulated.
Carried.

DELEGATIONS:

1. Inspector J. M. Nadeau introduced new RCMP Constables Izza Mian, James Huberts, and Adam Fewer. On behalf of Council, Deputy Mayor Quinn welcomed them to the community.
2. Red River Basin Commission Outreach Co-ordinator, Robin Gislason gave a presentation on the history, membership, and future plans of the RRBC. Ms. Gislason asked Council to pass a Resolution of Support as a mechanism for gaining the support needed to achieve common goals for water protection and management within the Red River Basin. Councillor Keryluk asked what position the RRBC takes on the issue of Nutrient Removal. Ms. Gislason will email the City regarding the Board's position on Nutrient Removal.

HEARINGS:

Variation PC 64-09
Jones Neon Display
Ltd. J (Easyhome)
2352 Sissons Drive,
Unit 5 / Lots N & Q,
Plan 45309, Parish
of Portage la Prairie

No one appeared.

251/09 Moved by: Councillor Bereza
Seconded by: Councillor Wagner
RESOLVED THAT: The public hearing for Variation PC 64-09 Jones Neon Display Ltd. J (Easyhome) 2352 Sissons Drive, Unit 5 / Lots N & Q, Plan 45309, Parish of Portage la Prairie now be closed.
Carried.

The applicant, Jones Neon Display Ltd., are applying for a variation order to allow a second sign to be placed on the rear of the tenants unit.
This building was constructed new in 2006. Since then there have been 2 businesses that have received permission to have three signs installed (corner units) and one business has received permission to install a second sign.
Public notices have been sent to all property owners within a 100 meter radius.

252/09 Moved by: Councillor Bereza
Seconded by: Councillor Wagner
RESOLVED THAT the Council of the City of Portage la Prairie approve the variation request of Jones Neon Display Ltd. to vary the requirement of one sign, to allow a second sign to be installed on the building at the property known as 2352 Sissons Drive, Unit 5 which is legally described as Lot N & Q, Plan 45309, Parish of Portage la Prairie.
Carried.

Variation PC 68-09
– Bill Garrioch 640
10th St NW - Lots
12/13, Block 12,
Plan 100 in PL 60,
Parish of Portage la
Prairie

No one appeared.

- 253/09 Moved by: Councillor Bereza
Seconded by: Councillor Wagner
RESOLVED THAT: The public hearing for Variation PC 68-09 – Bill Garrioch 640 10th St NW - Lots 12/13, Block 12, Plan 100 in PL 60, Parish of Portage la Prairie now be closed.
Carried.

The applicant, Bill Garrioch, is applying for a variation order to allow the south side yard to be reduced from the required 1.5m down to .99m to allow for the construction of an attached garage.
This building is in an R1 – Single family dwelling district.
Public notices have been sent to all property owners within a 100 meter radius.

- 254/09 Moved by: Councillor Bereza
Seconded by: Councillor Wagner
RESOLVED THAT the Council of the City of Portage la Prairie approve the variation request of Bill Garrioch to vary the south side yard from the required 1.5m down to .99m, to allow for the construction of an attached garage, at the property known as 640 10th St NW which is legally described as Lots 12/13, Block 12, Plan 100 in PL 60, Parish of Portage la Prairie.
Carried.

**COMMITTEES:
Finance,
Legislative &
Property
Committee**

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

**2009 Taxes Added
/ Deletions**

The assessors have provided a list of additions and deletions to the assessment roll. Council may cancel any taxes, debt or monies owing to the City.

The additional tax revenue budgeted for 2009 was \$333,000 based on building permits issued in 2009 and estimated new assessment growth. The General Reserve was budgeted to receive \$260,000 of these revenues, leaving \$73,000 for the General Operating Fund.

The actual amount is \$249,102 which is approximately \$83,898 under the budgeted revenue and will impact the General Reserve by this shortfall. The General Operating Fund is not impacted by this.

Also included in the schedule is a list of taxes for cancellation. The cancellations amount to \$15,271.

Any appeals for these supplemental bills will be presented at the regularly scheduled Board of Revision Hearing set for November 16, 2009.

Since the September 14, 2009 committee meeting, Administration received further information on the changes on assessment. This results in a revised total of \$242,784 in added taxes, which is approximately \$90,216 under the budgeted revenue.

- 255/09 Moved by: Councillor Shindle
Seconded by: Councillor Wagner
RESOLVED THAT pursuant to Section 326 of The Municipal Act, the Council of the City of Portage la Prairie authorize the 2009 reported additions and deletions to the assessment rolls and realty taxes of the City of Portage la Prairie as provided by the assessors.
Carried.

**By-Law 09-8425 –
Unpaid Water,
Sewer and Solid
Waste to Taxes for
August 2009 – 2nd**

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

& 3rd Reading

256/09 Moved by: Councillor Shindle
Seconded by: Councillor Keryluk
RESOLVED THAT By-Law No. 09-8425 being a by-law to authorize unpaid water, sewer and solid waste charges be added to taxes be read a second time.
Carried.

257/09 Moved by: Councillor Shindle
Seconded by: Councillor Wagner
RESOLVED THAT By-Law No. 09-8425 being a by-law to authorize unpaid water, sewer and solid waste charges be added to taxes be read a third time, finally passed, signed, and sealed.
Carried.
In Favour: Deputy Mayor Quinn, Councillors Keryluk, Wagner, Shindle, Ferris, and Bereza.

Financial Services
Agreement with
PRRA

The City of Portage la Prairie's Finance Department provides the financial services for the City. This includes but is not limited to payroll, payables, cash management and financial reporting. Information Technology (IT) services are also provided to the City departments through this Department.

As a cost savings measure for PRRA, the City is able to provide main financial services to the PRRA. Details on these services are listed in the agreement. Costs for PRRA to receive these services are approximately \$20,800 for the 2010 year.

This agreement would be in effect from the cost-sharing commencement date between the City and the RM for the PRRA and will be subject to review after one year.

258/09 Moved by: Councillor Shindle
Seconded by: Councillor Wagner
RESOLVED THAT the Mayor and the Director of Finance sign the agreement with Portage Regional Recreation Authority (PRRA) for the City to provide financial services to the PRRA.
Carried.

Monthly Activity
Reports

Council reviewed the Monthly Activity Reports.

**City Planning &
Economic
Development**

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

By-Law 09-8445 –
Municipal Heritage
Designation for
200 Saskatchewan
Avenue East –
“Hills Drug Store”
– 1st Reading

The Portage Heritage Advisory Committee (PHAC) is proposing the Hills Drug Store property located at 200 Saskatchewan Avenue East for designation.

The owners of the property have consented to the designation after meeting with Administration and the Chairperson of the PHAC.

Deputy Mayor Quinn acknowledged Barry Bills, Chairperson of the Portage Heritage Advisory Committee.

259/09 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 # 09-8445 be given first reading.
Carried.

Portage
International

The Portage la Prairie International Committee terms of reference allow for ten members and the Mayor. Currently the Portage la Prairie International Committee

Committee
Appointment of
New Ministerial
Representative

wishes to fill the vacant Ministerial position.
Pastor Ray Willms is the name that has been suggested for the Ministerial representative that has been vacant for over a year. Ray Willms is the Senior Pastor at the Portage Alliance Church and is willing to share any information that he becomes aware of from the Portage la Prairie International Committee with the Ministerial Association and the churches of Portage la Prairie.

260/09

Moved by: Councillor Bereza
Seconded by: Councillor Wagner

RESOLVED THAT Council of the City of Portage la Prairie appoint Pastor Ray Willms as the Ministerial Representative to the Portage la Prairie International Committee for a two year term ending December 31, 2011.
Carried.

Monthly Activity
Reports

Council reviewed the Monthly Activity Reports.

**Public Safety
Committee**

The Public Safety Committee respectfully submits the following reports:

Pandemic
Influenza Plan

Council reviewed the pandemic influenza section of the City's Emergency Plan. The first 2 pages are to be included in the Emergency Plan in Appendix 13 as part of the Hazard Analysis section. The balance of the pages are a new Appendix 14 Departmental Pandemic Plans.

It is expected that in a pandemic influenza outbreak that the RHA and Province would be the primary responding agencies dealing with health and quarantine issues. The City's primary focus would be to continue to provide critical services such as supplying drinking water and sewage treatment including maintenance of utility pipes and fire protection during a pandemic outbreak.

The overall Emergency Plan has been in the process of being reviewed for the last few months and is expected to be submitted to Council for approval in October.

261/09

Moved by: Councillor Ferris
Seconded by: Councillor Keryluk

RESOLVED THAT the Pandemic Influenza Hazard Analysis and Departmental Pandemic Plans be approved.
Carried.

Monthly Activity
Reports

Council reviewed the Monthly Activity Reports.

**Waterworks
Committee**

The Waterworks Committee respectfully submits the following reports:

Monthly Activity
Reports

Council reviewed the Monthly Activity Reports.

**Transportation
Committee**

The Transportation Committee respectfully submits the following reports:

Monthly Activity
Reports

Committee reviewed the monthly activity reports.

Household
Hazardous & E-
Waste Day

Councillor Dave Quinn commended Public Works staff on their excellent work during the Hazardous Waste and E-Waste Day held September 12, 2009.

**Recreation and
Community
Services
Committee**

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

Portage Regional
 Recreation
 Authority Inc.
 Progress Report

Council reviewed the PRRA Progress Report.

Republic of
 Manitobah Park
 Walkway – for
 Information Only

As of Monday, September 14, 2009 the Republic of Manitobah Pathway was 95% complete. Approximately 4700 ft of 6ft wide limestone walkway has been constructed leading from the intersection of River and Crescent Road through The Republic of Manitobah Park connecting all of the playing fields together. This will enable someone in a mobility scooter or similar equipment to gain easy access to the park. It will also give persons on bicycles or walking a safer access to the park and get them away from vehicle traffic. We have also installed 6 new benches along the new path and will install concrete garbage containers once they arrive. We have some site clean-up to do in the next few days. The costs have been covered with \$7,500 from the City plus in-kind equipment and manpower plus a grant of \$15,000 from Neighbourhoods Alive.

Monthly Activity
 Reports

Council reviewed the Monthly Activity Reports.

**DEFERRED
 BUSINESS**

None

NEW BUSINESS

Award of Tender –
 Roof repair at
 Water Pollution
 Control Facility

The 2009 Capital Budget contains \$50,000 for roof repairs to the main plant. Spot repairs to areas leaking badly at present are estimated at \$16,620. Two quotes have been received for re-doing the entire roof (11,580 square feet) with the low quote being over budget by \$2,110.

262/09

Moved by: Councillor Keryluk
 Seconded by: Councillor Bereza

RESOLVED THAT the Council of the City of Portage la Prairie award the contract for the replacement of the roof surface at the Water Pollution Control Facility to Superior Spray Foam for the quoted price of \$52,110.00, plus GST. Carried.

Award of Contract
 – Electrical
 Services

The proposal call for electrical services was advertised in the Daily Graphic and packages were sent out to former contractors. Two bids were received. The proposals were opened on September 15 at 2:00 PM.

Both proposals were rated according to the Proposal Submission Evaluation using following criteria:

	V&R Electrical	Point West Electrical
Personnel (35)	35	35
Technical Specific experience with City of Portage la Prairie (10)	10	8
Company experience (5)	5	5
Total price (50)	50	45
Total points(100)	100	93

The highest rated proposal is from V&R Electric who has done work for the City of Portage la Prairie since 1983 and the City is pleased with their quality of work.

The proposal call provided an estimate of the total number of hours for Journeymen and apprentices required in the 3 year time frame. The hourly rate for a journeyman electrician has increased from \$30.24 to \$42.80 per hour since the last contract in 2006 but the Manitoba Journeyman rates set by the province have increased by more than that.

There is an allowance for a CPI increase after the first year of the contact for each following year. Each City facility has budgeted for electrical repairs.

- 263/09 Moved by: Councillor Shindle
Seconded by: Councillor Ferris
RESOLVED THAT the Council of the City of Portage la Prairie award the contract for electrical services to V&R Electric (estimated at \$24,372.00 including all applicable taxes) for a 3 year period ending September 30, 2012.
Carried.

Award of Contract
– Plumbing
Services Proposal
No. 09-OPS-015

The proposal call was advertised in the Daily Graphic and packages were sent out to local contractors. Only one bid was received. The proposal was opened on August 4 at 2:00 PM.

COMPANY NAME	BID PRICE
Knox Plumbing & Heating	\$52.44 /hr – Journeyman \$27.36/hr – Apprentice & Helper

Knox Plumbing and Heating has held this same contract since 1997 and has done good work. The contract is for plumbing repairs to various City-owned buildings as listed in the contract. The number of hours required varies greatly depending on maintenance needs.

This tender shows an increase of \$8.52 per hour but there has been no increase since 2006 and the Manitoba Journeyman rates have increased greatly in the past 3 years.

Each City facility has budgeted for plumbing repairs throughout the year.

- 264/09 Moved by: Councillor Shindle
Seconded by: Councillor Ferris
RESOLVED THAT the Council of the City of Portage la Prairie award the contract for Plumbing Services to Knox Plumbing and Heating for an hourly rate of \$52.44 for Journeyman & \$27.36 for apprentice and helper including all applicable taxes for a 3 year period ending August 31, 2012.
Carried.

Award of Tender –
Lorne Ave E / 14th
St. NE Watermain
Looping Contract

The tender was advertised in The Daily Graphic and on the City's web page. The tender opening was Tuesday, September 1, 2009, with three bids received.

a) Towle Construction Ltd.	\$224,325.15
b) Mac's Rentals Ltd.	\$241,573.50
c) Moon Construction Ltd.	\$267,120.00

The scope of work for this project consists of installing 300mm diameter and 200mm diameter watermain on 14th Street N.E. and Lorne Ave. respectively. Fire Hydrants will also be installed.

The City's net cost with the GST rebate is approximately \$213,643. The budget is \$150,000, with the City's share being \$100,000 and connection fees budgeted at \$50,000; therefore, the project is approximately \$64,000 over budget.

- 265/09 Moved by: Councillor Keryluk
Seconded by: Councillor Ferris
RESOLVED That the Council of the City of Portage la Prairie award the Lorne Avenue/14th St NE Watermain Looping Contract, as specified in tender 09 OPS 014, to Towle Construction Ltd. for the tendered price of \$224,325.15, including taxes.
Carried.

RCMP Cell Design
Services

City Council passed a resolution on January 22, 2007 awarding architectural services for Detention Cell Retrofit at the Public Safety Building to Calnitsky Associates Architects for the sum of \$32,500.00 plus disbursements and applicable taxes. The architectural services were defined as preparing contract specifications and drawings and a construction cost estimate. Contract administration during construction was not included in the architectural work to

be done at that time.

The design work took significantly longer than originally anticipated and involved the investigation of many more options than was planned for. Some of the options for which preliminary designs were prepared included an addition to the Police Building. The final option chosen is for a re-design of the cell area only.

Calnitsky Associates submitted an invoice for work done to date for \$25,673 and a fee estimate of \$86,512 for detailed design, tender award and contract administration for total architectural fees, excluding disbursements, of \$112,185.

Calnitsky Associates has provided a Class "C" cost estimate, excluding architectural fees, of \$638,000 effective May, 2009. Architectural fees represent 17% of the total project cost, which for a renovation project of this complexity is considered reasonable.

Total project cost is estimated at:

Consultant Fees	\$117,185
Construction Costs	<u>\$660,330</u>
Total estimated project cost	<u><u>\$777,515</u></u>

Funding for this construction project is to be provided as follows:

<u>Cost Apportionment based on staffing levels</u>	
City - 60%	<u>\$466,509</u>
RCMP - 40%	<u>\$311,006</u>
<u>City Funding</u>	
Calnitsky Invoice recorded as Accounts Payable	\$35,000
2009 Budget	<u>\$425,000</u>
Total City funding available	<u><u>\$460,000</u></u>

The RCMP have verbally committed to their share of funding for this project and will be providing a Memorandum of Understanding confirming this in the near future. Construction is slated to take place between January and March, 2010 and options related to an interim cell facility and/or phasing of construction are currently being analyzed.

266/09 Moved by: Councillor Ferris
 Seconded by: Councillor Keryluk

RESOLVED THAT architectural work for contract document preparation, contract administration and post construction services for Police Building cell renovations be awarded to Calnitsky Associates Architects for \$86,512.50, plus disbursements and GST, on condition that the RCMP sign an agreement committing to pay a pro-rata share of construction and architectural services related to this project based on the ratio of City/non City staffing levels at the Police Building.
 Carried.

PCU Centre
 Furniture, Fixtures,
 and Equipment

The Board of the Portage Regional Recreation Authority (PRRA) has reviewed the list of required program and service related items pertaining to the operations of the PCU Centre. This list of items is referred to as the Furniture, Fixture and Equipment list and includes office furniture, computers, communication systems, arena ice-resurfacers, portable stage and flooring, banquet tables and chairs, janitorial related maintenance equipment, lifeguard stations and pool vacuum to name only a few.

The PRRA addressed the significance of the items in relation to the function of the programs and determined that this list includes the minimal critical purchases. Some of these items are time sensitive and require several months to order and some require a public tender or request for proposal process. The purchasing process will be in accordance to policy already in place under the PRRA and similar to that of the City of Portage la Prairie. The requirement must be tendered if the purchase price of the item

is greater than \$9,500.00.

The PRRA also recognizes the value of purchasing locally. Local suppliers will be encouraged to bid for products or services required by the PRRA.

The F. F. & E. list is estimated at \$893,000 and the original budget is \$860,000. This list is included in the overall capital budget for the project.

267/09 Moved by: Councillor Shindle
Seconded by: Councillor Bereza

RESOLVED That the Council of the City of Portage la Prairie authorize the Portage Regional Recreation Authority Inc. to spend up to \$893,000 for the purchase of furniture, fixtures and equipment for the PCU Centre as part of the capital budget and on the condition that the Council of the Rural Municipality of Portage la Prairie also approve the authorization request.

Carried.

OLD BUSINESS

None

ADJOURNMENT

There being no further business to discuss, Council adjourned at 6:55 p.m.

Mayor

Manager of Administration