

Minutes of the Regular Meeting of Council held at City Hall in the City of Portage la Prairie on Monday, April 28, 2014 at 7:00 p.m.

PRESENT: Mayor Earl Porter, Chair; Councillors Brent Budz, Liz Driedger, Ryan Espey, Irvine Ferris, Brent Froese, and Diane Stasiuk

ADOPTION OF MINUTES: 94/14 Moved by: Councillor Ferris
Seconded by: Councillor Espey
RESOLVED THAT the minutes of the Regular Meeting of Council held at City Hall on Monday, April 14, 2014, be adopted as circulated.
Carried.

DELEGATIONS:
Mr. John Boehm Did not appear.

HEARINGS:
1. Variation PC 27-14, Ben Hermary
Preet Chawla and Bali Bhathal of Midtown Motor Inn appeared in objection to this application. They feel that the reduced number of parking in the application would impede parking for their customers. This would also hinder the loading zone and garbage pickup in the back lane.

Steve Bergson of Board of Trustees of the Trinity United Church appeared in opposition of the application. Mr. Bergson demonstrated on a map that the 10 stalls would certainly not be efficient for a business of this type. The parking is certainly not adequate. The distance to come out of the parking area would not be adequate and would cause problems with backing out and exiting the lot. Trinity has recently expanded its parking lot but will be signing it as private parking. Mr. Bergson thanked Council for hearing their objection.

Myles Irwin of Irwin Flooring expressed major concerns regarding security issues surrounding another business of this type in the area. He is also concerned about people leaving vehicles parked in front of their business overnight and the following morning.

95/14 Moved by: Councillor Driedger
Seconded by: Councillor Ferris
RESOLVED THAT the Public Hearing for Variation PC 27-14, Ben Hermary, 103 Saskatchewan Avenue West, now be closed.
Carried.

Ben Hermary is applying for a variation order to allow the parking requirement of 37 stalls to be reduced to 14 stalls. Applicant wishes to renovate existing building into a nightclub.

This building is in a 'C3' Avenue Commercial zone.
The application has been circulated to the various City Departments with no concerns.

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

96/14 Moved by: Councillor Driedger
Seconded by: Councillor Ferris
RESOLVED THAT the Council of the City of Portage la Prairie approve the variation request of Ben Hermary to vary the parking requirement of 37 stalls to be reduced to 14 stalls at the property known as 103 Saskatchewan Avenue West which is legally described as Lots 18/22 Plan 12, Parish of Portage la Prairie.
Defeated.

**FINANCE,
LEGISLATIVE, &
PROPERTIES
COMMITTEE:**

1. By-law #14-8618, Marketing and Economic Development Reserve – 2nd & 3rd Reading

The Accommodation Tax By-Law took into effect on April 1, 2014 which imposes a tax on hotel guests of 5% on the purchase price of their short term stay.
The By-Law specifies the use of the revenue generated from the Accommodation Tax as follows:

 - 50% of the total net proceeds from this tax shall be deposited to the Economic Development, Tourism and Marketing Reserve;
 - 50% of the total net proceeds from this tax shall be deposited to the Saskatchewan Avenue upgrades and development Reserve

There currently is an Economic Development Reserve, but rather than amend the 1995 by-law a new one is recommended naming it the Economic Development, Tourism and Marketing Reserve with reference to the updated Municipal Act and rescinding the older by-law.

97/14 Moved by: Councillor Budz
Seconded by: Councillor Driedger
RESOLVED THAT By-Law No.14-8618, being a by-law to create a Marketing and Economic Development Reserve Fund be given second reading.
Carried.

98/14 Moved by: Councillor Budz
Seconded by: Councillor Driedger
RESOLVED THAT By-Law No.14-8618 be given third reading, finally passed, signed and sealed.
Carried.
In Favour: Councillors Budz, Driedger, Espey, Ferris, Froese, Stasiuk, and Mayor Porter
2. By-law #14-8619, Saskatchewan Avenue Reserve – 2nd & 3rd Reading

The Accommodation Tax By-Law took into effect on April 1, 2014 which imposes a tax on hotel guests of 5% on the purchase price of their short term stay.
This recommendation is for the Saskatchewan Avenue Reserve.

99/14 Moved by: Councillor Budz
Seconded by: Councillor Driedger
RESOLVED THAT By-Law No.14-8619, being a by-law to create a Saskatchewan Avenue Reserve Fund be given second reading.
Carried.

100/14 Moved by: Councillor Budz
Seconded by: Councillor Driedger
RESOLVED THAT By-Law No.14-8619, be given third reading, finally passed, signed and sealed.
Carried.
In Favour: Councillors Budz, Driedger, Espey, Ferris, Froese, Stasiuk, and Mayor Porter
1. By-law #14-8620 Financial Plan and Tax Levy By-law – 2nd & 3rd Reading

City Council adopted the 2014 budget for the City of Portage la Prairie on January 13, 2014. The Tax Levy By-Law is comprised of the 2014 budget in the Financial Plan and sets the mill rates needed to raise the tax dollars. The 10–year Capital Plan also makes up part of the Financial Plan.

The information package provided to Council will be posted on the City’s website and includes the 2014 budget and capital plan, presented with graphs, tables and summaries in which Council and the public may find interesting and useful.

This By-law received first reading following the Public Hearing on April 14, 2014.

101/14 Moved by: Councillor Budz
Seconded by: Councillor Driedger
RESOLVED THAT By-Law No. 14-8620, being a by-law of the City of Portage la Prairie to authorize the levying and raising of property taxes for school and municipal purposes for the year ending December 31, 2014 be given second reading.
Carried.

102/14 Moved by: Councillor Budz
Seconded by: Councillor Driedger
RESOLVED THAT By-Law No. 14-8620 be given third and final reading, finally passed, signed and sealed.
Carried.
In Favour: Councillors Budz, Driedger, Espey, Ferris, Froese, Stasiuk, and Mayor Porter

**CITY PLANNING
& ECONOMIC
DEVELOPMENT
COMMITTEE**

1. Lease Agreement
-TransCanada
Billboard East &
West

In 2007 the City's Tourism Advisory Committee (TAC) initiated the Trans-Canada Billboard Project. The project was a strategic plan initiative of the TAC approved by City Council. It was intended to bring more traffic into the City by showcasing some of the businesses within City limits. Billboards were created with advertising sold to various businesses to pay for the project. Putting up billboards on the west (by Carberry) and east (by Fortier) sides of Portage la Prairie on the Trans-Canada Highway, allowed travelers to make plans to stop in Portage la Prairie well before they arrived.

The proposed lease agreements are for a five year term to commence upon date of signing and expire on November 30, 2019 at a cost of \$500 per year each. During discussion with the east side land owner, he indicated that he received \$500 per year for other signs on his property and would prefer if this agreement matched the others.

103/14 Moved by: Councillor Driedger
Seconded by: Councillor Ferris
RESOLVED THAT the Council of the City of Portage la Prairie approve the 5 year lease agreement with Archie Nichol and Don Dickson at \$500/year for the use of their land for placement of the TransCanada Billboards and that the Mayor and Manager of Administration be authorized to execute the lease on behalf of the City of Portage la Prairie.
Carried.

**PUBLIC SAFETY
COMMITTEE:**

Nothing to report.

**WATERWORKS
COMMITTEE:**

Nothing to report.

**TRANSPORT-
ATION
COMMITTEE:**

Nothing to report.

**COMMUNITY
SERVICES
COMMITTEE:**

1. Request from
Portage la Prairie
Regional Library
Board

On April 3, 2014 a letter was received from the Portage la Prairie Regional Library Board requesting Council's permission to install decorative panels to the wall around the entrance of the building. These panels would reflect services the Library Offers.

In contacting the Portage la Prairie Planning District it has been determined through City Zoning By-Law 10-8492 that these panels would be categorized as “signs.” The Zoning By-law states that a maximum of 6 sqm of sign surface is allowed, with an additional 3 sqm allowed when there is more than one tenant in a building. This 6 sqm is the total of all the signs on the building and includes fascia and freestanding signs. A Variation will be required prior to installing the signs on the building.

The letter indicated that they had not set a budget for this project as this was contingent on Council’s approval.

104/14 Moved by: Councillor Stasiuk
Seconded by: Councillor Espey

RESOLVED THAT the Council of the City of Portage la Prairie approve the plans of the Portage la Prairie Regional Library Board to install decorative panels around the entrance of the building subject to their application for the appropriate variation.
Carried.

**DEFERRED
BUSINESS:**

None

NEW BUSINESS:

1. 2014 Paving
Tender

The tender for the 2014 Pavement Contract was advertised in the Daily Graphic, Construction Data, Winnipeg Construction Association, City Web Page and Merx. The tender closed and bids were opened on April 15, 2014. The Contractor’s anticipated start date is June 2, 2014.

The 2014 Pavement Contract includes the following work:

1. 20th Street S.W. – Cres. Rd. to Sask. Ave. asphalt overlay (parking lanes)
2. 8th Street N.W. – Sask. Avenue to Lorne Ave. asphalt overlay (east side)
3. 3rd Street N.E. – Lorne Ave. to Victoria Ave. asphalt overlay
4. 5th Street S.E. – Queen Ave. to Cres. Rd. asphalt overlay
5. 7th Street N.E. – Lorne. Ave. to Fisher Ave. asphalt overlay
6. 1st Street N.W. – Sask. Ave. to Lorne Ave. asphalt overlay (parking lanes)
7. Fisher Avenue E. – Royal Rd. to 3rd St. N.E. asphalt overlay
8. Meyers Norris Penny – Rear lane asphalt overlay (east end)
9. Saskatchewan Avenue W. – Sidewalk Paving @ Rail Crossing
10. Park Drive – Sisson’s Dr. to 18th St. N.W. new road construction
11. Park Drive & 18th Street N.W. asphalt walking path

The 2014 Grant in Aid submission includes a funding request for overlaying 3rd Street N.E. (\$24,632.50) and 8th Street N.W. (\$12,612.50). The request has not yet been approved by Manitoba Infrastructure and Transportation.

Funding sources are summarized in the tables in the report (excluding GST).

105/14 Moved by: Councillor Froese
Seconded by: Councillor Stasiuk

RESOLVED THAT the Council of the City of Portage la Prairie award the 2014 Pavement Contract as specified in tender 14 OPS 001, to Maple Leaf Construction Ltd. for the tendered price of \$1,176,231.00 including taxes, with the understanding that the contract amount will be increased by \$30,000 plus GST for Park Drive curbing, and that the MNP lane, at \$4425 plus GST, is to be removed from the contract; and

THAT Administration be authorized to apply to the Province of Manitoba for a Municipal Road Improvement Program grant in the maximum eligible amount of \$300,000.

Carried.

2. Tender Award:
Water and Sewer
Servicing for
Park Drive

The tender was advertised in The Daily Graphic, on the City's web page, on MERX, with the Construction Association of Rural Manitoba and with the Winnipeg Construction Association. Local contractors were contacted. The tender opening was Tuesday, April 22, 2014.

The contract includes the installation of four water & wastewater service pairs. Three pairs of services are for City owned lots. The cost of the installation of the fourth pair of service pipes to a private lot will be charged to Portage Mutual Insurance, as agreed in February, 2014.

The work in this contract will start May 12, 2014 and be completed by May 30, 2014.

Park Drive road construction will start June 2, 2014. The existing wastewater sewer and watermain were constructed under the proposed road, therefore the building lots should be serviced with sewer and water prior to the road construction.

The low bidder has not worked for the City of Portage la Prairie before, however, they have listed successfully completed projects in the tender submission, and appear to be qualified to complete the work.

The funding for this project is included in the 2014 capital budget for Park Drive road construction (\$902,000). This was approved by Council Feb. 24, 2014.

106/14 Moved by: Councillor Ferris
Seconded by: Councillor Budz

RESOLVED THAT the Council of the City of Portage la Prairie award the Park Drive Water & Wastewater Service Contract, as specified in tender 14 OPS 019, to Moffat & Sons Ltd. for the tendered price of \$62,408.09 including taxes.

Carried.

3. Manitoba
Municipal Bridge
Program

The Province has a Municipal Bridge funding program that funds up to 50% of the cost of:

- 1) Preliminary engineering – proposal to be submitted with application
- 2) Detailed Design – engineering proposal to be submitted
- 3) Bridge Renewal – engineering proposal and reports to be submitted with the application.

There is \$50,000 included in the 2014 budget to conduct repairs on the Island Park bridge, and there is \$60,000 in the budget for engineering design services for preliminary design and cost estimates for options to upgrade or renew the access to the Island, with an anticipated grant of \$60,000 from the Municipal Bridge Program. A Request for Proposals for engineering services will be issued soon.

Applications can be submitted to the Municipal Bridge Program and further information on engineering and construction costs can be submitted at a later date.

The application for the 2014 Municipal Bridge program is due by April 30,

2014. Awards are expected to be announced within 6 to 8 weeks. Work can proceed immediately, and is still eligible for a grant, however, funding is not guaranteed.

107/14 Moved by: Councillor Froese
Seconded by: Councillor Stasiuk

RESOLVED THAT the Council of the City of Portage la Prairie authorize Administration to apply to the Province of Manitoba Municipal Bridge funding program for a grant for the preliminary engineering for the design of the replacement for Island Park Bridge, and for the bridge repairs to be completed in 2014, in the amount of 50% of \$170,000, or \$85,000.
Carried.

4. Purchase of New
SBR
Recirculation
Pump

The SBR Recirculation pumps are used to move settled mixed liquor throughout the basins within the SBRs and are an integral part of the secondary treatment process. There are eight pumps in total; two for each basin. These pumps are all over sixteen years old. The housings are worn from years of use and replacement of the housing is almost equivalent to the cost of a new pump. Replacing these pumps will minimize downtime and keep maintenance costs under control.

In the 2014 budget, \$80,000 was allocated toward the purchase of a new SBR Recirculation pump. All eight recirculation pumps are Flygt submersible style pumps. No other brand or pump type can be used and existing pumps must be replaced with the same model Flygt submersible pump. Xylem is the only supplier of this pump and therefore it is not possible to obtain other quotes, making it unreasonable to tender this purchase. The purchase price of the pump is also higher than the spending authority of any City employee and requires approval from City Council.

Xylem provided a quote for the replacement pump for \$68,054.21 plus taxes (\$73,498.55 net of GST rebate) which is under budget by \$6,501.45.

108/14 Moved by: Councillor Ferris
Seconded by: Councillor Budz

RESOLVED That the Council of the City of Portage la Prairie approve the purchase of an SBR recirculation pump from Xylem for the quoted price of \$76,901.26, including taxes.
Carried.

5. Tender Award:
Bridge Road
Watermain
Renewal Contract

The tender was advertised in The Daily Graphic, on the City's web page, on MERX, with the Construction Association of Rural Manitoba and with the Winnipeg Construction Association. Local contractors were contacted. The tender opening was Tuesday, April 15, 2014.

The contract consists of the following work:

- 120m of 150mm diameter watermain renewal
- 389m of 350mm diameter watermain renewal and upsizing
- 323m of 300mm watermain looping

In 1999 the City of Portage hired Reid Crowther Consulting to address water distribution issues including fire flow demands, system pressures and flows for the present and future conditions. The up sizing of the proposed watermain is to satisfy areas of deficient fire flows in this section of the City. The work in this contract will start June 2, 2014.

The 2014 annual watermain and wastewater sewer renewal budget is \$887,000. This is the first contract tendered from this budget. The pre-tender estimate for this work was \$630,600. The low tender bid is \$653,064.00, net of GST rebate. Administration will discuss alignment alternatives with the contractor, which might present a reduction in the overall cost of the work.

109/14 Moved by: Councillor Ferris
Seconded by: Councillor Budz

RESOLVED THAT the Council of the City of Portage la Prairie award the Bridge Road Watermain Renewal Contract, as specified in tender 14 OPS 002, to Towle Construction Ltd. for the tendered price of \$685,717.20 including taxes.
Carried.

OLD BUSINESS: None

ADJOURNMENT: There being no further business to discuss, Council adjourned at 7:40 p.m.

Mayor

Manager of Administration