

# CITY OF PRINCE ALBERT

## COUNCIL AGENDA



**MONDAY,**  
**SEPTEMBER 10 , 2007**

**7:00 P.M.**

**COUNCIL CHAMBER**  
**CITY HALL**

The Public is hereby advised that at 5:00 p.m., Committee of the Whole Council Incamera will convene in a closed session Meeting, where the following confidential items will be considered:

- Land;
- Legal;
- Labour; and,
- Advice from Administration.

Following the Incamera session, Council will convene in a Special Council meeting at approximately 5:30 p.m. or later (public session) to ratify the Committee of the Whole Council's recommendations.

Items that were not forwarded in the Agenda Package of August 30, 2007, are indicated with a symbol (▶) at the beginning of each number.

**1. CALL TO ORDER:**

The Deputy Mayor will call the meeting to Order.

**2. PRAYER:**

The City Clerk will offer the prayer.

**3. ADOPTION OF MINUTES:**

Minutes of the Council Meeting held August 13, 2007, Special Council Meeting held August 23, 2007, Committee of the Whole Council Incamera Meeting held August 13, 2007, and Special City Council Meeting held August 13, 2007, be taken as read and adopted.

**4. APPROVAL OF AGENDA:**

The Executive Committee having considered the items on the Executive Committee Agenda at its August 13, 2007 meeting, approved a motion to forward the Agenda, along with the noted amendments, to City Council for approval.

**Approval of Agenda & Supplemental Package:**

*“That the Agenda for this meeting be approved as presented and that the presentations, delegations and speakers listed on the Agenda be heard when called forward by the Mayor.”*

**5. NOTICE OF PROCLAMATIONS:**

- 5.1 PRINCE ALBERT LITERACY DAY – SEPTEMBER 7, 2007.
- 5.2 LAW SOCIETY CENTENNIAL WEEK – SEPTEMBER 9 – 15, 2007.
- 5.3 SPECIAL CARE HOME WEEK – SEPTEMBER 23 – 29, 2007.
- 5.4 NATIONAL VETERINARY TECHNICIAN WEEK – OCTOBER 14 – 20, 2007.
- ▶ 5.5 BIG BROTHER/ BIG SISTER MONTH – SEPTEMBER 2007

## **6. PUBLIC HEARINGS & APPEALS:**

	<b>Page No.</b>
6.1 Report from Chief Building Official dated August 8, 2007, with respect to <b>Zoning Bylaw Amendment – Sign Permit. (BYLAW NO. 51 OF 2007)</b>	<b>182</b>
<i>Recommendations:</i>	
<p><b>“1. That subject to approval of Bylaw No. 51 of 2007, City Council approve the placement of Litter Signs as per Section 32.3.11 of the Zoning Bylaw No. 1 of 1987, as amended, and approve the placement of “Litter” signs as additional free standing signage.</b></p> <p><b>2. That consideration of Bylaw No. 51 of 2007 be laid on the table and brought up under Order of Business “Unfinished Business – Bylaws”.”</b></p>	
6.2 Report from Planning Manager dated August 21, 2007, with respect to <b>Zoning Bylaw Amendment – Rezoning from P - Park to M1 – Heavy Industrial. (BYLAW NO. 50 OF 2007)</b>	<b>208</b>
<i>Recommendation:</i>	
<p><b>“That consideration of Bylaw No. 50 of 2007 be laid on the table and brought up under Order of Business “Unfinished Business – Bylaws”.”</b></p>	
6.3 Report from Planner 1 dated August 24, 2007, with respect to <b>Zoning Bylaw Amendment – 250 – 20<sup>th</sup> Street West. (BYLAW NO. 46 OF 2007)</b>	<b>215</b>
<i>Recommendations:</i>	
<p><b>“1. That a Development Permit Application for a Serenity Spa, Bed &amp; Breakfast business located at 250 – 20<sup>th</sup> Street West, legally described as Lot 51, Block 18, Plan 00PA02935, Extension 0 be approved, and, that the Director of Economic Development and Planning be authorized to execute the Development Permit on behalf of The City of Prince Albert, subject to:</b></p> <p style="padding-left: 40px;"><b>i) The City entering into a Contract Zoning</b></p>	

**Agreement with Garth Busch, Louise Busch and Kristin S. Walker (applicant and owner of the land) to a maximum of five (5) years.**

**ii) That the Mayor and City Clerk be authorized to execute the Agreement on behalf of The City, once prepared.**

**2. That consideration of Bylaw No. 46 of 2007 be laid on the table and brought up under the Order of Business “Unfinished Business – Bylaws”.**

6.4 Report from Development Coordinator dated August 28, 2007, with respect to **Zoning Bylaw Amendment – 15<sup>th</sup> Street and 15<sup>th</sup> Avenue East – Report 2. (BYLAW NO. 44 OF 2007)** **225**

**Recommendation:**

**“That consideration of Bylaw No. 44 of 2007 be laid on the table and brought up under the Order of Business “Unfinished Business – Bylaws”.**”

6.5 Report from Development Coordinator dated August 28, 2007, with respect to **Zoning Bylaw Amendment – Rezone from Park to M1 – Report 2. (BYLAW NO. 45 OF 2007)** **233**

**Recommendation:**

**“That consideration of Bylaw No. 45 of 2007 be laid on the table and brought up under the Order of Business “Unfinished Business - Bylaws”.**”

## 7. PRESENTATIONS, DELEGATIONS & RELATED REPORTS:

The Mayor will invite individuals by name to come forward and be heard.

	<b>Page No.</b>
7.1 Correspondence from Keri Sapsford, on behalf of the Prince Albert Transportation (in motion) Team, dated August 23, 2007, <b>requesting participation and support for the Prince Albert Active Transportation (in motion) Team.</b>	<b>15</b>
<ul style="list-style-type: none"> <li>• Correspondence from Keri Sapsford received September 4, 2007.</li> </ul>	<b>346</b>
 <i><b>Suggested Disposition: Refer to Mayor's Office.</b></i>	
7.2 Report from Transportation Project Manager dated August 29, 2007, along with the following correspondence, both with respect to <b>Special Needs Transit Vehicle Request.</b>	<b>176</b>
<ul style="list-style-type: none"> <li>▶ Executive Director, Community Service Centre dated September 10, 2007.</li> </ul>	<b>352</b>

***Executive Committee Recommendation: Refer back to the Public Works Department to discuss other solutions for funding for Special Needs Transportation and to provide a further Report for consideration by the Executive Committee.***

## 8. COMMUNICATIONS/PETITIONS PACKAGE:

*The Communications/Petitions Package is a listing of all correspondence directed to the Mayor and City Council. The City Clerk has indicated the suggested disposition, however, any item can be removed and dealt with separately.*

***"That the Communications/Petitions Package Items be referred, as indicated." (no vote at this point.)***

*Matters will be debated and referred.*

***"That the Communications/Petitions Package Items be referred, as indicated."***

Page No.

- 8.1 Correspondence from Public Relations Specialist, M&M Meat Shops dated July 20, 2007, **requesting that September 20, 2007 be proclaimed as National Family Dinner Night.** 1

**Note:**

***City Council has previously approved similar Proclamations such as “McHappy Day” and has requested that an amendment to City Council’s Procedure Bylaw be brought forward to allow the Mayor to approve proclamations for events sponsored by a Commercial Business that provides a significant benefit to the community.***

***Suggested Disposition: That the Proclamation of September 20, 2007, as National Family Dinner Night be approved and referred to the Mayor’s Office.***

- 8.2 Media Release dated August 3, 2007, with respect to **City Receives Provincial Funding.** 2

***Suggested Disposition: Receive as information and file.***

- 8.3 Correspondence from Jean Switenky dated August 13, 2007, **requesting that the penalty applied to the Water Bill at 578 – 11<sup>th</sup> Street East be written off.** 3

***Suggested Disposition: Refer to Financial Services for review.***

- 8.4 Correspondence from Executive Director, Prince Albert Downtown Improvement District Association, dated August 20, 2007, **providing recommendations regarding paid parking within the Downtown District.** 6

***Executive Committee Recommendation: Refer to Financial Services Department for review and report.***

- 8.5 Correspondence from Managing Director, Northern Grocers Inc., dated August 23, 2007, **requesting that The City establish a Tow Away Zone at 49 North Industrial Drive.** **8**

***Suggested Disposition: Refer to Public Works Department for review and report.***

- 8.6 Correspondence from Saskatchewan Office of Protocol and Honours received August 28, 2007, **forwarding information regarding the Saskatchewan Volunteer Medal.** **20**

***Suggested Disposition: Receive as information and file.***

- 8.7 Correspondence from Administration, Art Gallery of Prince Albert dated August 28, 2007, **requesting permission for a Community Event Permit in conjunction with the 1940 Swing Time on the River event to be held on September 8, 2007.** **23**

***Suggested Disposition: Administrative Approval Recommended.***

- 8.8 Media Release dated August 29, 2007, with respect to **City Expands Area for Flood Protection Program.** **24**

***Suggested Disposition: Receive as information and file.***

Council will resolve into Committee of the Whole Council.

***“That this Council resolve into Committee of the Whole to consider the Consent Agenda, Reports of Administration & Committees and Unfinished Business.”***

The Deputy Mayor will assume the Chair.

## 9. CONSENT AGENDA:

*The Consent Agenda is a listing of routine reports which are normally items for information purposes or matters for approval that are included in the current budgets.*

- 9.1 Report from Transportation Project Manager dated August 7, 2007, with respect to **Inquiry – Timing of Traffic Lights – 15<sup>th</sup> Avenue and 15<sup>th</sup> Street East.** **25**

***Recommendation: Receive as information and file.***

- 9.2 Report from Sanitation Manager dated August 9, 2007, with respect to **Replacement for Unit 64 – Garbage Truck.** **118**

***Recommendation:***

***“That pre-budget approval be authorized to proceed with the purchase of a HAUL-ALL Model 14 Refuse Collection Body, complete with a 2008 Ford F-550 Truck Chassis, from Fer-Marc Equipment, in the amount of \$99,958, plus Goods and Service Tax and Education and Health Tax.”***

- 9.3 Report from Transportation Project Manager dated August 14, 2007, with respect to **Inquiry – Bus Shelter – 15<sup>th</sup> Street and 6<sup>th</sup> Avenue East.** **27**

***Recommendation:***

***“That a new shelter be installed to replace the damaged bus shelter at the bus stop located at 15<sup>th</sup> Street and 6<sup>th</sup> Avenue East.”***

- 9.4 Report from Municipal Service Centre/ Fleet Manager dated August 15, 2007, with respect to **Snow Blower Replacement.** **123**

***Recommendations:***

***“1. That the City Manager be authorized to approve the purchase of a new snow blower for replacing versus repairing Unit # 186, a 1992 SNOGO snow blower, to a maximum replacement cost of \$140,000.***

***2. That the Municipal Service Centre/Fleet Manager***

***be authorized to prepare a Request for Proposal for the purchase of a new snow blower.***

**3. *That funding be allocated from the Public Works Equipment Reserve.***

- 9.5 Report from Transportation Project Manager dated August 20, 2007, with respect to **Unloading Zone – St. Mary’s Daycare – 13<sup>th</sup> Street West.** **31**

***Recommendation:***

***“That an unloading zone be implemented in front of St. Mary’s Daycare on 13<sup>th</sup> Street West commencing 44 metres from the east property line and ending 59 metres from the east property line.”***

- 9.6 Report from Senior CAD Technologist dated August 22, 2007, with respect to **Saskatchewan Power Corporation Easement Agreement – Muzzy Drive.** **34**

***Recommendation:***

***“That the Mayor and City Clerk be authorized to execute the Easement Agreement between Saskatchewan Power Corporation and The City of Prince Albert for the property along Muzzy Drive, legally described as Block 105, Plan 00PA19031, Extension 3, Surface Parcel 154361774.”***

- 9.7 Report from Senior CAD Technologist dated August 27, 2007, with respect to **SaskEnergy Incorporated Easement Agreement – Parcel K, Plan 74PA20483.** **39**

***Recommendation:***

***“That the Mayor and City Clerk be authorized to execute the Easement Agreement between SaskEnergy Incorporated and The City of Prince Albert for the property legally described as Block/ Parcel K, Plan No. 74PA20483, Extension 0, Surface Parcel 134022899.”***

- 9.8 Report from Transportation Project Manager dated August 27, 2007, with respect to **Parade and Block Party Approval Policy.** **139**

***Executive Committee Recommendation: Refer back to the Public Works Department for further review and report.***

- 9.9 Report from Manager of Capital Projects and Planning dated August 27, 2007, with respect to **Expansion of Gas Powered Pump Inventory.** **161**

***Recommendations:***

- “1. That the purchase of a new large capacity trailer mounted pump to ensure that the Public Works Department is better equipped to deal with existing and emergency water problems, at an estimated cost of \$30,000, be approved.***
- 2. That authorization to recondition the existing 1971 – 4–inch trailer mounted pump to increase the reliability and effectiveness of this unit in the estimate amount of \$10,000, be approved and funded from the Equipment Reserve.”***

- 9.10 Report from Sanitation Manager dated August 28, 2007, with respect to **Proposed Household Hazardous Waste Collection Day – September 29, 2007.** **165**

***Recommendations:***

- “1. That Administration proceed with the Household Hazardous Waste Collection Program.***
- 2. That the Household Hazardous Waste Collection Day be scheduled on Saturday, September 29, 2007, which is the last day of Free Week at the Landfill.”***

- 9.11 Report from Transportation Project Manager dated August 28, 2007, with respect to **Inquiry – Traffic Signalization – 1<sup>st</sup> Avenue West and River Street.** **44**

***Recommendation: Receive as information and file.***

- 9.12 Report from Transportation Project Manager dated August 28, 2007, with respect to **Inquiry – 200 Block - 34<sup>th</sup> Street West.** **47**

***Recommendation: Receive as information and file.***

- 9.13 Report from Planner 1 dated August 20, 2007, with respect to **Additions to the Approved List of Street Names.** **198**

***Recommendations:***

***“1. That City Council remove the name of Kelly from the List of Approved Street Names under Category 2: Royal Canadian Legion Honour Role.***

***2. That City Council approve the updated List of Approval Street Names, as attached to the Report from the Planner 1 dated August 20, 2007.”***

- 9.14 Report from Parks and Open Space Manager dated August 2, 2007, with respect to **Tree Trimming – Downtown District, City Hall and Arts Centre.** **49**

***Recommendation: Receive as information and file.***

- 9.15 Report from Recreation Manager dated August 10, 2007, with respect to **Follow Up – 2006 Community Grant Program.** **52**

***Recommendation: Receive as information and file.***

- 9.16 Report from Recreation Coordinator dated August 23, 2007, with respect to **2007 “B” Urban Aboriginal Community Grant Program.** **245**

***Recommendations:***

***“1. That the follow-up procedure for successful community organizations, as outlined in the Report from the Urban Aboriginal Community Grant Program Subcommittee dated August 23, 2007, be received as information and filed.***

***2. That projects UACGP No. 22 of 2007 to UACGP No. 41 of 2007 be approved and included in The City of Prince Albert’s submission for the 2007 “B” Urban Aboriginal Community Grant Program.***

3. ***That the Urban Aboriginal Community Grant Program Subcommittee be authorized to make amendments to the list of approved projects if surplus funds become available due to under expenditures in the approved projects.***
4. ***That the organizations be authorized to proceed once funds have been received from the Saskatchewan Lotteries Trust Fund for Sports, Culture and Recreation.***
5. ***That once the funds are received 75% of the approved grant be released to the successful organizations, and, that the balance of the grant be released upon receipt of the completed follow up and copies of supporting documentation for their expenditures.***
6. ***That the Mayor and City Clerk be authorized to execute the various Grant Agreements on behalf of The City, once prepared.”***

9.17 Report from Recreation Coordinator dated August 27, 2007, with respect to **2007 Year End Report – Summer Playground Program/ Kinsmen Skateboard and BMX Park.** **64**

***Recommendation: Receive as information and file.***

9.18 Report from City Assessor dated August 21, 2007, with respect to **Cancellation of Tax – Heritage Court Buffer Strip.** **288**

***Recommendation:***

***“That City Council cancel all outstanding property taxes, in the amount of \$3,196.81, with respect to the Heritage Court buffer strip, subject to receiving approval from Saskatchewan Rivers School Division No. 119.”***

9.19 Report from Acting City Comptroller dated August 22, 2007, with respect to **2006 Municipal Public Accounts.** **74**

***Recommendation: Receive as information and file.***

- 9.20 Report from Chief Clerk dated August 28, 2007, with respect to **Account List No. 14 of 2007 in the amount of \$6,932,437.27.** **102**

***Recommendation: Receive as information and file.***

***“That the Consent Agenda and the recommendations contained therein be approved, as indicated.”***

**Removed Items from Consent Agenda:**

*Items removed from the Consent Agenda will be dealt with at the beginning of the Reports of Administration & Committees.*

**10. REPORTS OF ADMINISTRATION & COMMITTEES:**

- 10.1 Report from City Clerk dated August 28, 2007, with respect to **2007 Members of Council Interim Record of Attendance.** **114**

***Recommendation:***

***“That the 2007 Members of Council Record of Attendance up to and including August 13, 2007, be received as information and filed.”***

- 10.2 Report from City Clerk dated September 5, 2007, with respect to **Amendment to Prince Albert Flood Protection Program Policy.** **347**

***Recommendation:***

***“That City Council Resolution No. 0458(9) of June 25, 2007, be amended as follows:***

***That the Prince Albert Flood Protection Program Policy be amended to extend the deadline for applications to December 30, 2008.”***

- 10.3 Report from Operations Coordinator dated August 24, 2007, with respect to **Saskatchewan Impaired Driver Treatment Centre – Cost Sharing Proposal.** **126**

***Executive Committee Recommendation:***

***“That Administration be directed to propose that a gravity system be utilized to service the Saskatchewan Impaired Driver Treatment Centre, with the Saskatchewan Impaired Driver Treatment Centre being responsible for all the construction costs over a period, up to ten (10) years, which will require The City to pay for the project up front and in turn be reimbursed by the Centre over the term, which would also require The City to take ownership of the lift station and pay for all Legal Agreements and Easements.”***

- 10.4 Report from Water Treatment Plant Manager dated August 28, 2007, with respect to **Sponsorship - SaskEnergy Incorporated Home Energy Efficiency Project.** **169**

***Recommendations:***

- “1. That the City of Prince Albert participate in the SaskEnergy Incorporated, Share the Warmth Home Energy Efficiency Project.***
- 2. That the total potential cost of \$590.75, be approved.”***

- 10.5 Report from Planning Manager dated August 16, 2007, with respect to **Zoning Bylaw Amendment – Parking Requirement for Multiple Unit Development. (BYLAW NO. 47 OF 2007 – 1<sup>st</sup> Reading)** **188**

***Recommendations:***

- “1. That City Council approve Bylaw No. 47 of 2007 for first reading and instruct Administration to provide public notice for a Public Hearing on October 9, 2007.***
- 2. That consideration of Bylaw No. 47 of 2007 be laid on the table and brought up under the Order of Business “Introduction and Consideration of Bylaws”.”***

- 10.6 Report from Neat and Clean Project Coordinator dated August 22, 2007, with respect to **Neat and Clean Additional Projects.** **241**

***Executive Committee Recommendation:***

- “1. That City Council approve Projects Nos. (1) Recap South Hill Cemetery Roads at a cost of \$75,000, (2) Anti Graffiti/Paint Program at a cost of \$3,000 and (3) Grated Separation Walls – Prince Albert Historical Museum/ Riverbank Pathway at a cost of \$7,500, and the Kinsmen Park Washroom Upgrade, at a cost of \$40,000, and that any remaining funds be allocated to Option No. 4, Roadway Resurfacing Projects.***
- 2. That the Neat and Clean budget be monitored allowing remaining funds to be allocated to the Roadway Resurfacing project.”***

- 10.7 Report from Recreation Manager dated August 29, 2007, with respect to **Utilization of Community Clubs.** **269**

***Recommendation: Receive as information and file.***

- 10.8 Report from Finance Manager dated August 27, 2007, with respect to **Ticketing Out of Province Vehicles.** **292**

***Recommendations:***

- “1. That Administration consult with Prince Albert Tourism to develop a policy and procedure for distribution of Top Hat parking passes.***
- 2. That the policy and procedure be forwarded to City Council for approval prior to March 2008.”***

- 10.9 Report from Fire Chief dated August 1, 2007, with respect to **Smoke Alarms – Rental Properties – Bylaw No. 33 of 2007 - Information.** **296**

***Executive Committee Recommendation:***

- “1. That the Fire and Emergency Services Department work with the Landlord Tenants Association and all stakeholders relative to housing to discuss the implementation of Smoke Alarm requirements for rental units.***
- 2. That the Fire and Emergency Services Department provide a report for consideration by City Council prior to December 31, 2007, with respect to the smoke alarm requirement, along with any proposed amendments to Bylaw No. 33 of 2007, The Fire and Emergency Services Bylaw.”***

- 10.10 Report from Transit Advisory Committee, dated August 23, 2007, with respect to **Transit Improvement Workplans.** **305**

***Recommendations:***

- “1. That the Work Plan #2, as attached to the Report from the Transit Advisory Committee dated August 23, 2007 be approved.***
- 2. That the Transit System route changes, as attached to the Report from the Transit Advisory Committee dated August 23, 2007, be approved for implementation on January 1, 2008.”***

**11. UNFINISHED BUSINESS:**

*Motion for Committee to rise and report (no seconder required):*

***“That this Committee rise and report.”***

*Chair will make the motion that the Report of Committee of the Whole be adopted (seconder required):*

***“That the Report of Committee of the Whole be adopted.”***

*The Mayor will assume the Chair.*

**12. MAYOR & COUNCILLORS FORUM:**

**13. INQUIRIES:**

**14. INTRODUCTION & CONSIDERATION OF BYLAWS:**

- 14.1 Bylaw No. 47 of 2007, to amend the Zoning Bylaw No. 1 of 1987, as amended, to Amend the Parking Requirements for Various Dwellings. (1<sup>st</sup> Reading) 193

1<sup>st</sup> Reading:

***“That Bylaw No. 47 of 2007 be introduced and read a first time.”***

**15. UNFINISHED BUSINESS - BYLAWS:**

- 15.1 Bylaw No. 44 of 2007, to amend the Zoning Bylaw No. 1 of 1987, as amended, to Rezone Parcel 104, Plan 00PA19031, Extension 0 from A1 – Agriculture to R5 – Multiple Unit Dwelling. (2<sup>nd</sup> and 3<sup>rd</sup> Reading) 231
- 15.2 Bylaw No. 45 of 2007, to amend the Zoning Bylaw No. 1 of 1987, as amended, to Rezone Lot 10, Block 3, Plan 02PA02921, Extension 0, from P - Park to M1 – Heavy Industrial . (2<sup>nd</sup> and 3<sup>rd</sup> Reading) 239
- 15.3 Bylaw No. 46 of 2007, to amend the Zoning Bylaw No. 1 of 1987, as amended, to Rezone Lot 51, Block 18, Plan 00PA02935, Extension 0, from R3 – Two Unit Dwelling Zone to C – Contract Zone. (2<sup>nd</sup> and 3<sup>rd</sup> Reading) 223
- 15.4 Bylaw No. 50 of 2007, to amend the Zoning Bylaw No. 1 of 1987, as amended, to Rezone Part of Parcel BB, Plan 63PA13254, Extension 2, from P – Park to M1 Heavy Industrial. (2<sup>nd</sup> and 3<sup>rd</sup> reading) 214

- 15.5 **Bylaw No. 51 of 2007, to amend the Zoning Bylaw No. 1 of 1987, as amended, to add Section 32.3.11(a) to permit City Council to approve signage exceeding Zone specific requirements. (2<sup>nd</sup> and 3<sup>rd</sup> Reading)** **185**

**2<sup>nd</sup> Reading:**

*“That Bylaw Nos. 44, 45, 46, 50 and 51 of 2007 be now read a second time.”*

**3<sup>rd</sup> Reading:**

*“That Bylaw Nos. 44, 45, 46, 50 and 51 of 2007, be read a third time and passed; and, that Bylaw Nos. 44, 45, 46, 50 and 51 of 2007 be now adopted, sealed and signed by the Mayor and City Clerk.”*

**16. GIVING NOTICE:**

**17. MOTIONS:**

- 17.1 Mayor J. Scarrow’s Motion that Administration investigate the possibility of allocating funding for a professionally constructed City of Prince Albert Parade Float to be utilized in The City and surrounding communities, including Waskesiu, Saskatoon and Regina, for the 2008 Summer Season, and that the proposal be referred for consideration during City Council’s 2008 Budget deliberations.

**18. ADJOURNMENT:**