

CITY OF PRINCE ALBERT

COUNCIL AGENDA



MONDAY,
OCTOBER 22, 2007

7:00 P.M.

COUNCIL CHAMBER
CITY HALL

The Public is hereby advised that at 4:00 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 4:30 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 October 11, 2007 and Supplementary Agenda No. 1 of October 15, 2007 are indicated with a symbol (▶) at the beginning of each number.

1. CALL TO ORDER:

Mayor J. Scarrow will call the meeting to Order.

2. PRAYER:

The City Clerk will offer the prayer.

3. RECOGNITION AND PRESENTATIONS:

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

- 3.1 Bernice Sayese Award for Youth Citizen of The Year – Disa Amyotte.
- 3.2 Prince Albert Celtic Girls Soccer Team – 2007 Provincial Under 14 Champions.

4. ADOPTION OF MINUTES:

Minutes of the Council Meeting held October 9, 2007, Special Council Meetings held October 9 and 15, 2007 and September 24, 2007 and the Committee of the Whole Council Incamera Meeting held October 9, 2007 be taken as read and adopted.

5. APPROVAL OF AGENDA:

The Executive Committee having considered the items on the Executive Committee Agenda at its October 15, 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.”

6. NOTICE OF PROCLAMATIONS:

- 6.1 METIS WOMEN’S DAY – OCTOBER 19, 2007.

7. PUBLIC HEARINGS & APPEALS:

The Mayor will invite anyone wishing to address City Council respecting each item for Public Hearing or Appeal to come forward and be heard as each item is presented.

Page No.

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| 7.1 | Report from Planning Manager dated October 10, 2007, with respect to Zoning Bylaw Amendment - I - Institutional to R5 – Multiple Unit Dwelling. (BYLAW NO. 54 OF 2007) | 282 |
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Recommendation:

“That consideration of Bylaw No. 54 of 2007 be laid on the table and brought up under the Order of Business “Unfinished Business – Bylaws.”

8. PRESENTATIONS, DELEGATIONS & RELATED REPORTS:

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| 8.1 | Correspondence from Sergeant, Prince Albert Police Service dated September 27, 2007, along with the following speaking notes, both requesting permission to address City Council regarding National Block Parent Week - October 21 - 27, 2007. | 3 |
| | <ul style="list-style-type: none"> • Sergeant Rhonda Meakin received October 17, 2007. | 328 |

Suggested Disposition: Refer to the Mayor’s office.

9. 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. |
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| 9.1 Correspondence from Managing Director, Quality Assurance Division, Saskatchewan Assessment Management Agency, dated September 25, 2007, forwarding the annual Primary Audit Report. | 1 |
| <i>Suggested Disposition: Receive as information and file.</i> | |
| 9.2 Media Release dated October 1, 2007 - City Launches New Anti-Graffiti Paint Program. | 6 |
| <i>Suggested Disposition: Receive as information and file.</i> | |
| 9.3 Media Release dated October 3, 2007 - City Hosts Re-Dedication Ceremony of the Peace Grove in Mair Park. | 7 |
| <i>Suggested Disposition: Receive as information and file.</i> | |
| 9.4 Correspondence from Chairman, Prince Albert Sports Hall of Fame, received October 3, 2007, requesting that Jody Boulet be named the City’s appointee to the Prince Albert Sports Hall of Fame Board and that Prince Albert Sports Hall of Fame signage be placed along main thoroughfares and requesting that the City host recognition of Hall members. | 8 |
| <i>Suggested Disposition:</i> | |
| 1. <i>Refer to Public Works and Community Services for review and report.</i> | |
| 2. <i>Refer Appointment to Committee of the Whole Council.</i> | |

- 9.5 Media Release dated October 5, 2007 - **City Continues Litter Control Efforts.** 9
Suggested Disposition: Receive as information and file.
- 9.6 Media Release dated October 5, 2007 - **Community Partnerships Responsible for Homelessness and Housing Awareness Week - October 8 – 14, 2007.** 10
Suggested Disposition: Receive as information and file.
- 9.7 Media Release dated October 5, 2007 – **Media Press Conference - Outcomes of Public Forum to be Released.** 11
Suggested Disposition: Receive as information and file.
- 9.8 Media Release dated October 9, 2007 - **City Manager Resigns.** 12
Suggested Disposition: Receive as information and file.
- 9.9 Correspondence from Manager, North Central Saskatchewan Waste Management Corporation, received October 11, 2007, **forwarding information on the General Membership Meeting of the Corporation to be held at 7:00 p.m. on Thursday, October 25, 2007, at the Materials Recovery Facility located at 460 - 40th Street East.** 329
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.

10. **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.

- 10.1 Report from City Clerk dated October 10, 2007, with respect to **Rescheduling of the November 14, 2007 City Council Meeting to Tuesday, November 13, 2007.** **13**

Recommendations:

- “1. That pursuant to the provisions of City Council’s Procedure Bylaw No. 10 of 2005, as amended, City Council hereby agrees to alter its meeting schedule for November to meet at 7:00 p.m. on Tuesday, November 13, 2007 and cancel the City Council meeting scheduled for November 14, 2007.***
- 2. That notice of the change to the City Council meeting schedule be posted in accordance with Section 9(2)(a) of City Council’s Procedure Bylaw No. 10 of 2005.”***

- 10.2 Report from City Clerk dated October 10, 2007, with respect to **Deputy Mayor Appointments.** **89**

Executive Committee Recommendation:

“That the members of Council be appointed for Deputy Mayor duties from November 1, 2007 to October 31, 2008, as follows:

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| <i>November 1, 2007 – December 15, 2007</i> | <i>Councillor L. Atkinson</i> |
| <i>December 16, 2007 – January 31, 2008</i> | <i>Councillor S. Williams</i> |
| <i>February 1, 2008 – March 15, 2008</i> | <i>Councillor M. Ring</i> |
| <i>March 16, 2008 – April 30, 2008</i> | <i>Councillor T. Zurakowski</i> |
| <i>May 1, 2008 – June 15, 2008</i> | <i>Councillor D. Gervais</i> |
| <i>June 16, 2008 – July 31, 2008</i> | <i>Councillor F. A. Matheson</i> |
| <i>August 1, 2008 – September 15, 2008</i> | <i>Councillor G. Dionne</i> |
| <i>September 16, 2008 – October 31, 2008</i> | <i>Councillor J. Swystun.”</i> |

- 10.3 Report from Operations Coordinator dated September 26, 2007, with respect to **Saskatchewan Power Corporation Easement Agreement – Marquis Road.** **17**

Recommendation: Receive as information and file.

- 10.4 Report from Transportation Project Manager dated September 27, 2007, with respect to **Lease Agreement – 9th Street East Parking Lot.** **24**

Recommendations:

- “1. That the Lease Agreement between The City and The Prince Albert Development Corporation for the lease of eighteen (18) parking stalls in the 9th Street East parking lot be approved; and,***
- 2. That the Mayor and City Clerk be authorized to execute the Lease Agreement, on behalf of The City.”***

- 10.5 Report from Sanitation Manager dated September 27, 2007, with respect to **Grass Clipping Pickup.** **37**

Recommendation: Receive as information and file.

- 10.6 Report from Municipal Service Centre/ Fleet Manager dated October 3, 2007, with respect to **Ice Resurfacer Tender No. 167 of 2007.** **92**

Recommendations:

- “1. That Tender No. 167 of 2007 for the purchase of a new ice resurfacer be awarded to Fer-Mac Equipment Ltd in the amount of \$92,900, plus applicable taxes.***
- 2. That the trade-in allowance received for the used tractor mounted ice resurfacer and tractor unit be rejected, and, that the unit be retained for public auction at the City’s next annual auction in the spring of 2008.***
- 3. That Tender No. 169 of 2007 for the sale of used equipment be cancelled and the bids rejected.”***

- 10.7 Report from Property Coordinator II dated October 9, 2007, with respect to **Courtney Building Parking – Lease Agreement.** 39

Recommendations:

- “1. That the Lease Agreement between The City and Catholic Family Services of Prince Albert Inc. for parking on a portion of Lots 15, 16 & 27, Block A, Plan B be approved; and,**
- 2. That the Mayor and City Clerk be authorized to execute the Lease Agreement, on behalf of the City.”**

- 10.8 Report from Director of Community Services dated September 10, 2007, with respect to **Major Event Policy.** 52

Recommendation:

“That City Council approve the Major Event Policy, as attached to the Report from the Director of Community Services dated September 10, 2007.”

- 10.9 Report from Acting Finance Manager dated October 1, 2007, with respect to **Request for Proposals - Audit Services.** 68

Recommendations:

- “1. That City Council award the Request for Proposal for Audit Services to the low-bidder Deloitte & Touche LLP for the period from January 1, 2008 to December 31, 2012, commencing with the year ending December 31, 2007.**
- 2. That the Mayor and City Clerk be authorized to execute any necessary Agreement, on behalf of The City, once prepared.”**

- 10.10 Report from Chief Clerk dated October 10, 2007, with respect to **Account List No. 17 of 2007 in the amount of \$2,534,664.40.** 73

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.

11. REPORTS OF ADMINISTRATION & COMMITTEES:

- 11.1 Report from Director of Corporate Services dated October 3, 2007, with respect to **General Inquiry Telephone Line.** **83**

Executive Committee Recommendation:

“That Council direct Administration to prepare a more detailed report prior to the end of 2007 on additional ways to improve ‘customer service’.”

- 11.2 Report from Public Works Special Projects Manager dated October 15, 2007, with respect to **Carlton Trail Railway Company – Pipeline Crossing License Agreement Lease No. 406184.** **330**

Recommendation:

“That the Mayor and City Clerk be authorized to execute the Pipeline Crossing License Agreement Lease No. 406184 between Carlton Trail Railway Company and The City of Prince Albert, on behalf of The City.”

- 11.3 Report from Planner 1 dated October 4, 2007, along with the following report, both with respect to **Development Permit for a Group Home – 947 – 949 - 7th Street East.** **322**

- Planner 1 dated October 18, 2007, **requesting that The Public Hearing be postponed until a later date.** **342**

THE DEVELOPER HAS REQUESTED THAT THE PUBLIC HEARING FOR THIS ITEM BE POSTPONED TO NOVEMBER 2007.

Recommendation:

“That City Council postpone the Public Hearing for the Development Permit Application for a Group Home at 947 – 949 - 7th Street East, legally described as Lots 8 and 9, Block 12, Plan 77PA19510, Extension 0 to a later date for consideration.”

- 11.4 Report from Planner 1 dated October 9, 2007, with respect to **Plan Prince Albert Public Participation Summary Report.** **98**

Recommendations:

- “1. That City Council receive as information the Plan Prince Albert Public Participation Summary Report arising from the Public Participation Process, which is to be used in the development of policies for the Official Community Plan, formerly known as the Development Plan.***
- 2. That City Council direct Administration to release the Plan Prince Albert Public Participation Summary Report for public information.”***

- 11.5 Report from Planning Manager dated October 19, 2007, with respect to **Amendment to The Development Plan and Zoning Bylaw (BYLAW NOS. 55 AND 56 OF 2007) – 1st Reading.** **272**

Recommendations:

- “1. That Administration be authorized to proceed with Public Notice, subject to obtaining Ministerial Approval prior to holding the Public Hearing.***
- 2. That consideration Bylaw Nos. 55 and 56, 2007, be laid on the table and brought up under Order of Business “Introduction and Consideration of Bylaws.”***

- 11.6 Report from Planning Manager dated October 10, 2007, with respect to **Appeal No. 2 of 2007 – 74 – 18th Street West.** **290**

Recommendation: Refer to Administration for further review and report.

- 11.7 Report from Planning Manager dated October 10, 2007, with respect to **Appeal No. 3 of 2007 - 717 MacArthur Drive.** **297**

Recommendation: Receive as information and file.

- 11.8 Report from Acting Finance Manager dated October 1, 2007, with respect to **Payment of Grants to External Agencies – Policy and Procedure.** **303**

Recommendation:

“That the City Council approve the Payment of Grants to External Agencies Policy and Procedure, as attached to the Report from the Acting Finance Manager dated October 1, 2007, with the effective date being January 1, 2008.”

- 11.9 Report from Acting Director of Financial Services dated September 28, 2007, with respect to **2008 General Fund Pre-budget Report.** **308**

Executive Committee Recommendations:

“1. That the Mayor and City Council be appointed as the 2008 Budget Committee.

2. That the following schedule of meetings be set for the Budget Committee:

i. Public consultation meeting – March 26, 2008 at 7:00 pm

ii. Budget Committee Meetings – March 28 and 29, 2008 from 8:30 am to 5:00 pm

iii. Special Meeting of Council – March 31, 2008 at 4:00 pm

3. That City Council approve the following 2008 General Fund objectives for Administration:

i. That external agencies submit 2008 budget requests reflecting a zero to 2.5% increase over the approved 2007 funding level.

4. That City Council direct Administration to proceed with the 2008 Budget following the objectives

outlined in Scenario #2, as outlined in the Report from the Acting Director of Financial Services dated September 28, 2007; and

5. *That City Council identify other issues to be reviewed or investigated as part of the 2008 budget process.”*

12. 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.

13. MAYOR & COUNCILLORS FORUM:

14. INQUIRIES:

15. INTRODUCTION & CONSIDERATION OF BYLAWS:

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| 15.1 | Bylaw No. 55 of 2007, A Bylaw of The City of Prince Albert to Amend The City of Prince Albert Policy Plan, being Schedule “A” to The City of Prince Albert Development Plan adopted by Bylaw No. 2 of 1987. (1 st Reading) | 278 |
| 15.2 | Bylaw No. 56 of 2007, A Bylaw of The City of Prince Albert to amend the Zoning Bylaw No. 1 of 1987, as amended, to rezone all of those portions of: Parcel B, Plan AD1445, Extension 1 and Part of Undeveloped Road Allowance Prince Albert, Saskatchewan. (1 st Reading) | 280 |

1st Reading:

“That Bylaw Nos. 55 and 56 of 2007 be introduced and read a first time.”

16. UNFINISHED BUSINESS - BYLAWS:

- 16.1 Bylaw No. 54 of 2007, A Bylaw of The City of Prince Albert to amend Zoning Bylaw No. 1 of 1987, as amended, to Rezone part of Parcel C, Plan 83PA15238 from I – Institutional to R5 Residential Multiple Unit Dwelling. (2nd and 3rd Reading) 288

2nd Reading:

“That Bylaw No. 54 of 2007 be now read a second time.”

3rd Reading:

“That Bylaw No. 54 of 2007 be read a third time and passed; and, that Bylaw No. 54 of 2007, be now adopted, sealed and signed by the Mayor and City Clerk.”

17. GIVING NOTICE:

18. MOTIONS:

19. PUBLIC FORUM:

- ▶ 19.1 Brian Clavier.

20. ADJOURNMENT: