

# CITY OF PRINCE ALBERT

## COUNCIL AGENDA



**TUESDAY,**  
**NOVEMBER 13 , 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 November 1, 2007 and Supplementary Agenda No. 1 of November 8, 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. ADOPTION OF MINUTES:**

Minutes of the Council Meeting held October 22, 2007, Special Council Meeting held October 22, 2007 and the Committee of the Whole Council Incamera Meeting held October 22, 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 November 5, 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 ADDICTIONS AWARENESS WEEK – NOVEMBER 18 – 24, 2007.

5.2 RESTORATIVE JUSTICE WEEK – NOVEMBER 18 – 25, 2007.

**6. 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.

6.1 Report from Development Coordinator dated October 22, 2007, with respect to **Kernaghan Crescent Road Closure. (BYLAW NO. 58 OF 2007)** **Page No.**  
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Bylaw No. 58 of 2007. 350

**Recommendations:**

- “1. That City Council approve the Plan of Survey consolidating Parcel S15, Plan 101233044, Extension 0 with the abutting parcel.**
- 2. That the Mayor and City Clerk be authorized to execute the Plan of Survey and all necessary documents on behalf of the City.**
- 3. That consideration of Bylaw No. 58 of 2007 be laid on the table and brought up under the Order of Business “Introduction & Consideration of Bylaws”.”**

- 6.2 Report from Planner 1 dated October 23, 2007, with respect to **Development Permit for a Discretionary Use in a R5 – Multiple Unit Dwelling Zone – 2650 – 6<sup>th</sup> Avenue East.** 149

**Recommendations:**

- “1. That City Council approve the Development Permit Application to build the addition of an office space and fellowship hall to the existing Scarborough Baptist Church building on the land known civically as 2650 – 6<sup>th</sup> Avenue East and legally described as Lots 28, 29 and 30, Block 108, Plan 63PA15438.**
- 2. 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:**
  - a) The applicant meeting all requirements of the City Council’s Zoning Bylaw No. 1 of 1987, as amended;**
  - b) The applicant supplying and obtaining all required building plans and/or permits;**
  - c) The building meeting all requirements of the National Building Code and subsequent inspections by the Building and Fire Inspector.”**

**7. PRESENTATIONS, DELEGATIONS & RELATED REPORTS:**

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

- 7.1 Correspondence from Chairperson, Prince Albert Addictions Awareness Week Committee dated November 6, 2007 requesting permission to address members of Council regarding the events during Addictions Awareness Week – November 18 – 24, 2007. 352

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

**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 Mark Warner dated October 6, 2007, requesting that **The City grant free access to city-owned recreational facilities to children when accompanied by their Big Brother or Big Sister.** 1

***Executive Committee Recommendation:***

***That Mr. Warner be advised to have the Big Brothers and Big Sisters Association make the appropriate application through the Community Grant Program for any funding that may be available.***

- 8.2 Correspondence from Chairperson, Prince Albert Council for the Arts dated October 10, 2007, **requesting that the Art Gallery of Prince Albert be renamed the John V. Hicks Gallery.** 3

***Suggested Disposition: Refer to Community Services for review and report.***

- 8.3 Correspondence from Assistant Property Manager, Gateway Mall dated October 12, 2007, **requesting permission for a Parade Permit for the Annual Santa Claus Parade to be held Saturday, November 17, 2007.** 4

***Suggested Disposition: Refer to Public Works for approval.***

- 8.4 Media Release dated October 17, 2007 – **Weather Affects Public Works Operations.** 5

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

- 8.5 Correspondence from General Manager, Prince Albert Exhibition Association dated October 18, 2007, **requesting that the terms of the transfer of ownership of Locomotive 5080 and the issue of restoration be amended to provide for the ownership transfer to be completed prior to restoration.** 6

***Executive Committee Recommendations:***

***That City Council Resolution No. 0665. (1)(c) of September 24, 2007, be rescinded and replaced as follows:***

***“(1)(c) That the transfer of ownership of Canadian National Railway Steam Locomotive 5080 be conditional upon the Prince Albert Exhibition Association entering into an Agreement requiring the Association to restore the Locomotive 5080 within a reasonable period of time to the satisfaction of the Director of Community Services and to report to same, on the progress of the restoration, when requested.”***

- 8.6 Correspondence from Chairperson, North Central Transportation Planning Committee dated October 18, 2007, **providing information on a series of one-day workshops regarding transportation issues.** 8

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

- 8.7 Media Release dated October 19, 2007 – **2008 Community Grant Program.** 10

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

- 8.8 Correspondence from Colleen Arcand dated October 24, 2007, **expressing concerns regarding property issues in the West Flat Area.** 11

***Suggested Disposition: Refer to Community Services Department, Economic Development and Planning Department and Bylaw Enforcement Manager for review and report.***

- 8.9 Correspondence from Lyle W. Zuk, Wilcox – Zuk Law Office dated October 25, 2007, **requesting that the City monitor the usage of the vacant lot located at 214 – 14<sup>th</sup> Street West.** 13

***Suggested Disposition: Refer to Economic Development and Planning Department, Police Services and City Solicitor for review.***

- 8.10 Media Release dated October 29, 2007 – **Crescent Acres Lot Development Moves Forward.** 14

***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 City Clerk dated October 30, 2007, with respect to **Shaw Cable Broadcast of City Council meetings.** 15

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

- 9.2 Report from Senior CAD Technologist dated October 19, 2007, with respect to **SaskPower/ SaskEnergy/ SaskTel/ Shaw Cable – Easement Agreement – Block 194, Parcel G, Plan 101233044.** 18

***Recommendation:***

***“That the Mayor and City Clerk be authorized to execute the Easement Agreement between Saskatchewan Power Corporation, SaskEnergy Incorporated, Saskatchewan Telecommunications, Shaw CableSystems Limited and The City of Prince Albert for the property legally described as, all that portion of Block 194, Plan 101233044, as described in Schedule “A”, and Secondly, Parcel G, Plan 101233044, Surface Parcel 145433044, on behalf of The City.”***

- 9.3 Report from Senior CAD Technologist dated October 23, 2007, with respect to **SaskPower/ SaskEnergy/ SaskTel/ Shaw Cable – Easement Agreement – Block 105, Plan 00PA19031.** 26

***Recommendation:***

***“That the Mayor and City Clerk be authorized to execute the Easement Agreement between Saskatchewan Power Corporation, SaskEnergy Incorporated, Saskatchewan Telecommunications, Shaw CableSystems Limited and The City of Prince Albert for the property legally described as, all that portion of Block 105, Plan 00PA19031, Extension 3, Surface Parcel 154361774, on behalf of The City.”***

- 9.4 Report from Airport Manager dated October 31, 2007, with respect to **Airport Land Lease for Hangar Space.** 120

**Recommendations:**

- “1. That City Council authorize J.A. Steyn Medical Professional Corporation to access land at the Prince Albert Municipal Airport to develop hangar and aircraft storage space on Lot 6, Block 103, Airport Road, Prince Albert.**
- 2. That the Mayor and City Clerk be authorized to execute any necessary Lease Agreement between J.A. Steyn Medical Professional Corporation and The City for the lease of Airport land on Lot 6, Block 103, Airport Road, Prince Albert.”**

- 9.5 Report from Planner 1 dated October 30, 2007, with respect to **Proposed Condominium Conversion Policy.** 208

**Executive Committee Recommendation:**

**Refer back to Administration to undertake more broad consultation with the Developers and to report in due course.**

- 9.6 Report from Director of Economic Development and Planning dated October 31, 2007, with respect to **Carlton Trail Rail and Business Plan.** 222

**Recommendations:**

- “1. That City Council authorized the Director of Economic Development and Planning to attend the meeting to be held on November 20, 2007, in Prince Albert, regarding the Carlton Trail Railway Business Plan and provide a further report regarding the outcome of that meeting.**
- 2. That the Carlton Trail Railway Business Plan be received as information and filed.”**

- 9.7 Report from Recreation Manager dated October 26, 2007, with respect to **2007 Recreation Facilities Program.** 315

**Recommendations:**

- “1. That the Carlton Park Community Club be provided a grant in the amount of \$3,180 for parking lot repairs at the Carlton Park Community Club.**
- 2. That the Nordale Community Club be provided a grant in the amount of \$6,750 for the replacement of the North and South roof and roof partitions of the Nordale Hall.”**

- 9.8 Report from Recreation Manager dated October 29, 2007, with respect to **Noon Hour Hockey League.** 33

**Recommendation:**

**“That City Council approve the use of Memorial Square for the operation of the Noon Hour Hockey League from December 2007 to March 2008.”**

- 9.9 Report from Finance Manager dated October 12, 2007, with respect to **Tax Deductible Donation Receipts Policy and Procedure.** 319

**Recommendation:**

**“That City Council approve the Tax Deductible Donations Receipts Policy and Procedure, as attached to the Report from the Finance Manager dated October 12, 2007.”**

- 9.10 Report from Chief Clerk dated October 23, 2007, with respect to **Account List No. 18 of 2007 in the amount of \$1,939,007.36.** 38

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

- 9.11 Report from Finance Manager dated October 23, 2007, with respect to **Collection/Bailiff Services – Request for Proposal No. 166 of 2007.** 347

***Recommendation:***

***“That City Council award Request for Proposal No. 166 of 2007 for Collection/Bailiff Services to Direct Collect Inc. for the period from January 1, 2008 to December 31, 2011.”***

***“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 Manager dated October 11, 2007, with respect to **Rotary Trail (RPT#CM-07-13).** 47

***Recommendations:***

- “1. That the Rotary Trail funding plan, as attached to the Report of the City Manager dated October 11, 2007, be approved.***
- 2. That a City contribution to the Rotary Trail in the amount of \$70,500 be referred to City Council’s 2008 Budget deliberations for consideration.***
- 3. That a letter of appreciation be forwarded to the Prince Albert Multi-Use Trail Committee.”***

- 10.2 Report from Executive Assistant/ Manager of Performance Management & Benchmarking dated October 22, 2007, with respect to **Neat and Clean “Sparkle 2007” Program – Status Update.** 54

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

- 10.3 Report from Executive Assistant/ Manager of Performance Management & Benchmarking dated October 22, 2007, with respect to **Benchmarking Update – 2007 Property Taxes.** 68

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

- 10.4 Report from Special Projects Manager City Manager’s Office dated October 30, 2007, with respect to **2007 Strategic Plan Work Plan.** 82

***Recommendations:***

- “1. That City Council approve the 2007 Strategic Plan Work Plan, as attached to the Report from the Special Projects Manager dated October 30, 2007.***
- 2. That quarterly reports regarding the status of the Strategic Plan Work Plan be forwarded to City Council for review.”***

- 10.5 Report from Municipal Service Centre/ Fleet Manager dated October 18, 2007, with respect to **Snow Blower Request for Proposal No. 180 of 2007.** 115

***Executive Committee Recommendation:***

***Refer to the City Solicitor for an Incamera Report regarding the tender specifications and options available to City Council.***

- 10.6 Report from Economic Development Coordinator dated October 12, 2007, with respect to **The Downtown Business Improvement District Levy. (BYLAW NO. 57 OF 2007)** 127

***Recommendations:***

- “1. That City Council approve the Downtown Improvement District’s Budget for 2008, as attached to the Report from the Economic Development Coordinator dated October 12, 2007.***

2. ***That City Council approve contributing \$10,688 to the Downtown Business Improvement District for 2008, as a grant in lieu of a portion of the taxes for City owned property in the District;***
3. ***That consideration of Bylaw No. 57 of 2007 be laid on the table and brought up under the Order of Business "Introduction & Consideration of Bylaws".***

10.7 Report from Development Coordinator dated October 29, 2007, with respect to **Sale Agreements - Riverview Walkways.** 158

***Recommendations:***

***"That the Mayor and City Clerk be authorized to execute the Sale Agreements and the necessary Transform Authorization for the Sale and Registration of the walkways in the Riverview area to the following residents:***

1. ***Alf and Joan Bates – Lot 83, Block 107, Plan 74PA14904, Extension 0 - \$1,200.***
2. ***Blaine Mappin and Julianne Pidborochynski – Lot 41, Block 111, Plan 74PA14904, Extension 0 - \$1,200.***
3. ***Shane Patrick and Betty-Lynn Anne McDonald – Lot 16, Block 111, Plan 74PA14904, Extension 0 - \$1,200.***
4. ***Rod and Lynn Guard – Lot 24, Block 111, Plan 74PA14904, Extension 0 - \$1,200.***
5. ***Jamie Person – Lot 5, Block 111, Plan 74PA14904, Extension 0 - \$1,200.***
6. ***Curtis and Sandra Klarenbach – Lot 91, Block 107, Plan 101359100, Extension 1 - \$1,950.***
7. ***Ronald William West and Dianne Alice Grimard – Lot 28, Block 107, Plan 74PA14904, Extension 0 – \$2,800."***

- 10.8 Report from Acting Director of Financial Services dated October 12, 2007, with respect to **Sanitation Charge Refund/Rebate.** 334

**Recommendation:**

***“That City Council deny the request to offer a rebate or refund to the residences in the City that did not have front door collection of recyclable materials up to October 31, 2007.”***

- 10.9 Report from Finance Manager dated October 22, 2007, with respect to **Waste Collection and Disposal Bylaw Revision. (BYLAW NO. 59 OF 2007)** 342

**Recommendation:**

***“That consideration of Bylaw No. 59 of 2007 be laid on the table and brought up under the Order of Business “Introduction & Consideration of Bylaws”.”***

**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:**

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|------|--|-----|
| 14.1 | Bylaw No. 57 of 2007, a Bylaw of The City of Prince Albert to establish the Downtown Business Improvement District Levy for 2008. (3 Readings)   | 141 |
| 14.2 | Bylaw No. 58 of 2007, a Bylaw of The City of Prince Albert to provide for the Closing of a portion of Right-of-Way along Muzzy Drive, as shown on Registered Plan No. 101233044, Parcel S15, Extension 0. (3 Readings) | 147 |
| 14.3 | Bylaw No. 59 of 2007, a Bylaw of The City of Prince Albert to amend the Waste Collection and Disposal Bylaw No. 15 of 2003, to change the rates for the Residential Utility Surcharge. (3 Readings)                    | 345 |

1<sup>st</sup> Reading:

***“That Bylaw Nos. 57, 58 and 59 of 2007 be introduced and read a first time.”***

2<sup>nd</sup> Reading:

***“That Bylaw Nos. 57, 58 and 59 of 2007 be now read a second time.”***

Leave Granted:

***“That leave be granted to read Bylaw Nos. 57, 58 and 59 of 2007 a third time.”***

3<sup>rd</sup> Reading:

***“That Bylaw Nos. 57, 58 and 59 of 2007 be read a third time and passed; and, that Bylaw Nos. 57, 58 and 59 of 2007, be now adopted, sealed and signed by the Mayor and City Clerk.”***

15. **UNFINISHED BUSINESS - BYLAWS:**
16. **GIVING NOTICE:**
17. **MOTIONS:**
18. **ADJOURNMENT:**