

# CITY OF PRINCE ALBERT

## COUNCIL AGENDA



**MONDAY,**  
**AUGUST 11, 2008**

**4:00 P.M.**

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

The Public is hereby advised that at 2:30 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 3:00 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 July 31, 2008 and Supplementary Agenda of August 7, 2008 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. SUBMISSION OF PECUNIARY INTEREST FORMS:**

**4. ADOPTION OF MINUTES:**

Minutes of the Council Meeting held July 21, 2008, Special Council Meeting held July 21, 2008 and the Committee of the Whole Council Incamera Meeting held July 21, 2008, be taken as read and adopted.

**5. APPROVAL OF AGENDA:**

The Executive Committee having considered the items on the Executive Committee Agenda at its August 5, 2008 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:**

- **NATIONAL ADDICTIONS’ AWARENESS WEEK – NOVEMBER 17 – 22, 2008.**

**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.**

- 7.1 Report from Planner 1 dated July 23, 2008, along with the following, all with respect to **Zoning Bylaw Amendment from A1 – Agricultural to R5 – Multiple Unit Dwelling, R2 Large Single Dwelling, and P - Park. (RPT#EDP-08-174) (BYLAW NO. 31 OF 2008)** **248**

- Public Notice dated August 2, 2008. **304**

- ▶ Public Notice dated July 26, 2008. 332

**Recommendations:**

- “1. That Bylaw No. 31 of 2008 to rezone Part of Parcel 13-48-26-2, LSD 7, Extension 9, and Part of Parcel 109, Plan 00PA19034, Extension 0 from A1 – Agricultural to P – Park, R2 – Large Single Dwelling and R5 – Multiple Unit Dwelling be given second and third reading.**
- 2. That consideration of Bylaw No. 31 of 2008 be laid on the table and brought up under the Order of Business “Unfinished Business – Bylaws”.”**

- 7.2 Report from Planner 1 dated July 30, 2008, along with the following, all with respect to **Development Permit Application for Modular Townhouse Condominium Developments in Jack Matheson Crescent. (RPT#EDP-08-172)** 263

- Correspondence from Justin Olson received August 5, 2008. 305
- Correspondence from Christy Wicinski dated August 5, 2008. 306
- Report from Property Coordinator II dated August 7, 2008. (RPT#EDP-08-179) 307

**Recommendation:**

**“That the proposed Modular Townhouse Condominium Developments for affordable housing on Lots 3, 4, 5, 7, 8, 9 and 10 located in Jack Matheson Crescent be approved, and, that the Director of Economic Development and Planning Department be authorized to execute the Development Permit on behalf of The City, subject to:**

- 1. Final Building Plans being submitted and approved by The City.**
- 2. Final Site Plans being provided that meet the requirements of City Council’s Zoning Bylaw No. 1 of 1987, as amended, and approved by the Director of Economic Development and Planning.**

3. ***Landscaping Plan being provided and approved by the Acting Director of Community Services.***
4. ***The Applicant completing all required health, fire and building inspections.***
5. ***The Mayor and City Clerk being authorized to execute the Plan of Survey and any necessary Agreements, on behalf of The City, once prepared.”***

## **8. PRESENTATIONS, DELEGATIONS & RELATED REPORTS:**

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

- |     |   |            |
|-----|---|------------|
| 8.1 | Report from Transportation Project Manager dated July 24, 2008, along with the following, all with respect to <b>Inquiry – 4 Way Stop – 6<sup>th</sup> Avenue West and 22<sup>nd</sup> Street. (RPT#PW-08-84)</b> | <b>74</b>  |
|     | ▶ Correspondence from Terry Ulvild dated August 11, 2008.   | <b>333</b> |
|     | ▶ Correspondence from Debbie Glass received August 11, 2008.  | <b>334</b> |

***Executive Committee Recommendation:***

***“That a cost be established for the installation of a pedestrian half signal at 6<sup>th</sup> Avenue West and 24<sup>th</sup> Street and referred to the Budget Committees 2009 Budget Deliberations.”***

- |     |  |            |
|-----|--|------------|
| 8.2 | Report from Planner 1 dated June 27, 2008, along with the following, both with respect to <b>Plan Prince Albert – Final Draft. (RPT#EDP-08-152) (BYLAW NO. 27 OF 2008 – 1st Reading)</b> | <b>94</b>  |
|     | ▶ Correspondence from Brian Clavier dated August 11, 2008.   | <b>335</b> |

***Public Hearing: September 8, 2008.***

**Recommendations:**

- “1. That Bylaw No. 27 of 2008 be given First Reading.**
- 2. That Administration be instructed to undertake the necessary Public Notification to hold a Public Hearing on September 8, 2008, in accordance with the provisions of The Planning and Development Act, 2007.**
- 3. That consideration of Bylaw No. 27 of 2008 be laid on the table and brought up under the Order of Business “Introduction and Consideration of Bylaws”.”**

**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.”**

- 9.1 Correspondence from Elaine Richard dated July 9, 2008, **expressing concerns regarding the lack of benches around the City.** **1**

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

- 9.2 Correspondence from Chairperson, Prince Albert Multi-Use Recreation Trail Committee, dated July 14, 2008, **forwarding a proposal to supply dispensers and waste bags to support safe and clean use of The Rotary Trail.** **2**

**Executive Committee Recommendations:**

- “1. That Administration be instructed to provide more information regarding the disposal of the waste bags.**
- 2. That the Multi-Use Recreation Trail Committee be invited to update City Council regarding plans for the remainder of 2008, as well as, projects for 2009.”**

- 9.3 Correspondence from Event Coordinator, Green Living Action Day Festival Event for TigerLily Education Inc., dated July 25, 2008, **requesting permission for the use of Memorial Square from 10:00 a.m. to 5:00 p.m. on Saturday, September 13, 2008, and requesting that the Day be proclaimed as Green Living Action Day.** 6

**Suggested Disposition:**

- 1. Proclamation - Refer to Mayor’s Office for approval.**
- 2. Use of Memorial Square - Refer to Community Services for review.**

- 9.4 Correspondence from Saskatchewan Co-Chair, North/South Trade Corridor Committee, dated July 25, 2008, **requesting that The City support the efforts of the North/South Trade Corridor Committee’s Resolution in support of a 24 hour Trade Corridor from the United States to Canada.** 8

**Suggested Disposition: Refer to Economic Development and Planning to solicit comments from the Prince Albert Regional Economic Development Authority, Chamber of Commerce and the Prince Albert Downtown Business Improvement District Inc. and to report.**

- 9.5 Correspondence from Impact Day Coordinators, dated July 29, 2008, **requesting that The City enter into an Indemnity Agreement to allow for Impact Day in Little Red River Park on September 5, 2008.** 20

**Suggested Disposition:**

- 1. Approval Recommended subject to review by the**

**City Solicitor.**

2. ***That the Mayor and City Clerk be authorized to execute the Indemnity Agreement on behalf of The City.***

9.6 **Media Releases:**

- |    |  |            |
|----|--|------------|
| a. | <b>Street Closed for Farmer’s Market</b> – dated July 22, 2008.  | <b>23</b>  |
| b. | <b>Restricted Access – 15<sup>th</sup> Street West and 4<sup>th</sup> Avenue</b> – dated July 22, 2008.          | <b>24</b>  |
| c. | <b>No Access – 12<sup>th</sup> Street West (Central to 1<sup>st</sup> Avenue)</b> – dated July 24, 2008.         | <b>25</b>  |
| d. | <b>No Access – Intersection at 6<sup>th</sup> Avenue West and 17<sup>th</sup> Street</b> – dated July 25, 2008.  | <b>26</b>  |
| e. | <b>No Access – 1<sup>st</sup> Avenue West (16<sup>th</sup> to 17<sup>th</sup> Street)</b> – dated July 25, 2008. | <b>27</b>  |
| f. | <b>No Access – Central Avenue (9<sup>th</sup> Street to River Street)</b> – dated July 28, 2008.                 | <b>28</b>  |
| g. | <b>Reminder to Keep Dogs and Cats on a Leash</b> – August 1, 2008.   | <b>329</b> |
| h. | <b>City Advises Residents to Prepare for Street Oiling</b> – dated August 5, 2008.                               | <b>330</b> |
| i. | <b>Art Hauser Centre Parking Lot Closed for Resurfacing</b> – dated August 5, 2008.                              | <b>331</b> |

***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 Manager dated July 29, 2008, with respect to **Request for Proposals – Amendment to the City’s Purchasing Policy No. 17. (RPT#CM-08-13)** **54**

***Executive Committee Recommendation:***

***“That the City’s Purchasing Policy No. 17, Section No. 5 and Section No. 16, with respect to Request for Proposals, be amended to include the information, as contained in “Schedule A”, attached to the report from the City Manager dated July 29, 2008, subject to Administration issuing the necessary Public Notice in accordance with the provisions of Section 101 (2)(j) of The Cities Act.”***

- 10.2 Report from City Manager dated July 29, 2008, with respect to **Airport Master Plan. (RPT#CM-08-14)** **64**

***Recommendation:***

***“That Administration be directed to prepare and issue a Request for Proposal from LPS AVIA Consulting and Wardrop Engineering, for the preparation of the Prince Albert Airport Master Plan, and, that the costs be borne by the Airport Fund Improvement Reserve.”***

- 10.3 Report from Coordinator, Health, Safety & Environment dated July 29, 2008, with respect to **Occupational Health & Safety Policy. (RPT#CORP-OH&S-08-01)** **283**

*Note: The Occupational Health and Safety Manual is available for viewing in the City Clerk’s Office, Room 208, of City Hall.*

***Recommendation:***

***“That the Occupational Health and Safety Policy, as attached to the Report from Coordinator, Health, Safety & Environment dated July 29, 2008, be approved.”***

- 10.4 Report from Transportation Project Manager dated July 17, 2008, with respect to **Inquiry – Flashing Orange Signals – Intersections of Central Avenue and 14<sup>th</sup> Street and 1<sup>st</sup> Avenue East and 14<sup>th</sup> Street. (RPT#PW-08-83)** **29**

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

- 10.5 Report from Sanitation Manager dated July 28, 2008, with respect to **Tender No. 127 of 2008 – 250 (300 Gallon) Blue Recycle Bins. (RPT#PW-08-85)** **32**

***Recommendation:***

***“That Tender No. 127 of 2008 be awarded to Plastic Master Western Ltd., in the amount of \$75,817.50, plus Provincial Sales Tax, for a total of \$79,608.38.”***

- 10.6 Report from Sanitation Manager dated July 29, 2008, with respect to **Inquiry – Spring Cleanup. (RPT#PW-08-86)** **78**

***Executive Committee Recommendations:***

***“1. That the existing period of Spring Cleanup pickup from the Victoria Day weekend in May to approximately the first week in November be maintained.***

***2. That the Spring Cleanup period be clearly noted on the Schedule.”***

- 10.7 Report from Director of Public Works dated July 31, 2008, with respect to **Building Canada Fund Application. (RPT#PW-08-89)** **85**

***Recommendations:***

***“1. That completion of the landfill perimeter wall as a means of mitigating environmental impacts at The City of Prince Albert Regional Landfill Facility be approved.***

***2. That the design and tendering of the landfill perimeter wall in 2009 be approved, with construction to be completed in 2010.***

***3. That the Administration be directed to apply to the Building Canada Fund to receive funding for the landfill perimeter wall project.***

**4. That the Mayor and City Clerk be authorized to execute the Application and any necessary Agreement, once prepared.”**

10.8 Report from Chief Clerk dated July 15, 2008, with respect to **Account List No. 12 of 2008** in the amount of **\$9,525,121.36. (RPT#FIN-CC-08-13)** **36**

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

10.9 Report from Chief Clerk dated July 29, 2008, with respect to **Account List No. 13 of 2008** in the amount of **\$2,843,735.37. (RPT#FIN-CC-08-14)** **45**

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

10.10 Report from City Assessor dated July 30, 2008, with respect to **Canceling Property Tax Penalties. (RPT#FIN-08-35)** **275**

**Recommendations:**

**“1. That the provisions of Bylaw No. 19 of 2007, that stipulate that current taxes are due by June 30<sup>th</sup> of the year to which they apply, and, that a penalty of 1.9% shall be applied on the first day of July on outstanding taxes be confirmed.**

**2. That the request for the cancellation of tax penalties for 1202 Cowan Drive be denied.”**

**“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 Transportation Project Manager dated June 25, 2008, with respect to **Changes to Bylaw No. 16 of 2005, The Traffic Bylaw. (RPT#PW-08-78) (BYLAW NO. 33 OF 2008)** **68**

***Recommendations:***

- “1. That Bylaw No. 33 of 2008 to amend Schedule 55(b) and Schedule 43 of City Council’s Traffic Bylaw No. 16 of 2005, as amended, be given 3 readings and passed.***
- 2. That consideration of Bylaw No. 33 of 2008 be laid on the table and brought up under the Order of Business “Introduction and Consideration of Bylaws”.***

- 11.2 Report from Operations Coordinator dated July 30, 2008, with respect to **Saskatchewan Institute of Applied Science and Technology Sidewalk. (RPT#PW-08-87)** **81**

***Recommendation:***

***“That \$21,000 be reallocated from the Sidewalk Rehabilitation Program to cover the cost for sidewalk installation at Saskatchewan Institute of Applied Science and Technology, as outlined in the report from the Operations Coordinator dated July 30, 2008.”***

- 11.3 Report from Planner 1 dated July 18, 2008, with respect to **Zoning Bylaw Amendment from R1 – Small Single Dwelling to R3 – Two Unit Dwelling. (RPT#EDP-08-168) (BYLAW NO. 17 OF 2008)** **225**

***Recommendations:***

- “1. That Bylaw No. 17 of 2008 to rezone part of Parcel N, Plan 80PA10027, Extension 0 from R1 – Small Single Dwelling to R3 – Two Unit Dwelling be given second and third reading .***
- 2. That City Council approve the Plan of Proposed Subdivision to create five (5) lots on the land legally described as part of Parcel N, Plan 80PA10027, Extension 0.***

3. ***That the Mayor and City Clerk be authorized to execute the Plan of Survey and any necessary Agreements, on behalf of The City, once prepared.***
4. ***That consideration of Bylaw No. 17 of 2008 be laid on the table and brought up under the Order of Business “Unfinished Business – Bylaws”.***

- 11.4 Report from Development Coordinator dated July 28, 2008, with respect to **Zoning Bylaw Amendment from C2 - Service Commercial to C - Contract Zone. (RPT#EDP-08-170) (BYLAW NO. 35 OF 2008 – 1<sup>st</sup> Reading)** **255**

***Public Hearing: September 8, 2008.***

***Recommendations:***

- “1. ***That Bylaw No. 35 of 2008 be given First Reading.***
2. ***That Administration be instructed to undertake the necessary Public Notification to hold a Public Hearing on September 8, 2008, in accordance with the provisions of The Planning and Development Act, 2007.***”

- 11.5 Report from Acting Director of Financial Services dated July 29, 2008, with respect to **2006 Councillor Indemnity and Registered Retirement Savings Plan Overpayment Update - July 2008. (RPT#FIN-08-34)** **271**

***Recommendations:***

- “1. ***That City Council direct Financial Services to treat the 2006 Council Indemnity and Registered Retirement Savings Plan Overpayment accounts, of the two former Councillors, as more than 60 days past due and to send demand letters, pursuant to the standard accounts receivable process for the amount of the original invoice plus the finance charges.***
2. ***That Financial Services be directed to recover the 2006 Council Indemnity and Registered Retirement Savings Plan Overpayment accounts of the two current Councillors by deducting from the next available monthly indemnity of each of those Councillors the amount of the original invoice plus the finance charges.***”

**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:**

- |      |  |     |
|------|--|-----|
| 15.1 | Bylaw No. 27 of 2008, a Bylaw to adopt an Official Community Plan. (1 <sup>st</sup> Reading)   | 119 |
| 15.2 | Bylaw No. 33 of 2008, a Bylaw to amend City Council’s Traffic Bylaw No. 16 of 2005, as amended, to amend Schedule “55 (b)”, with respect to School Zones and to amend Schedule “43”, with respect to the Heavy Vehicle Route. (3 Readings)   | 71  |
| 15.3 | Bylaw No. 35 of 2008, a Bylaw to amend City Council’s Zoning Bylaw No. 1 of 1987, as amended, to rezone Lots 49, 55, Block 15, Plan 99PA23055, Extension 0 from C2 – Service Commercial Zone to C – Contract Zone. (1 <sup>st</sup> Reading) | 261 |

1<sup>st</sup> Reading:

***“That Bylaw Nos. 27, 33 and 35 of 2008, be introduced and read a first time.”***

2<sup>nd</sup> Reading:

***“That Bylaw No. 33 of 2008 be now read a second time.”***

Leave Granted:

***“That leave be granted to read Bylaw No. 33 of 2008 a third time.”***

3<sup>rd</sup> Reading:

***“That Bylaw No. 33 of 2008 be read a third time and passed; and, that Bylaw No. 33 of 2008, be now adopted, sealed and signed by the Mayor and City Clerk.”***

**16. UNFINISHED BUSINESS - BYLAWS:**

- 16.1 Bylaw No. 17 of 2008, a Bylaw to amend City Council’s Zoning Bylaw No. 1 of 1987, as amended, to rezone part of Parcel N, Plan 80PA10027, Extension 0 from R1 – Small Single Dwelling to R3 – Two Unit Dwelling. (2<sup>nd</sup> and 3<sup>rd</sup> Reading) 246
- 16.2 Bylaw No. 31 of 2008, a Bylaw to amend City Council’s Zoning Bylaw No. 1 of 1987, as amended, to rezone part of Parcel 13-48-26-2, LSD 7, Extension 9, and Part of Parcel 109, Plan 00PA19034, Extension 0 from A1 – Agricultural to P – Park, R2 – Large Single Dwelling and R5 – Multiple Unit Dwelling. (2<sup>nd</sup> and 3<sup>rd</sup> Reading) 253

2<sup>nd</sup> Reading:

***“That Bylaw Nos. 17 and 31 of 2008 be now read a second time.”***

3<sup>rd</sup> Reading:

*“That Bylaw Nos. 17 and 31 of 2008 be read a third time and passed; and, that Bylaw No. 17 and 31 of 2008, be now adopted, sealed and signed by the Mayor and City Clerk.”*

17. **GIVING NOTICE:**
18. **MOTIONS:**
19. **ADJOURNMENT:**