


**CITY OF MARTENSVILLE
COMMITTEE OF THE WHOLE
MAY 14th, 2019
AGENDA**

1. **CALL TO ORDER:** Meeting called to order at 5:00 PM
2. **PUBLIC HEARINGS:** (5:00 PM)
3. **DELEGATIONS:**
4. **REPORTS FROM ADMINISTRATION**
 - 4.1 City Manager
 - 4.2 Director of Corporate Services
 - 4.3 City Clerk
 - 4.3.1 RFD – Purchase Order Policy
 - 4.3.2 RFD – Proposed Naming Policy
 - 4.4 Director of Recreation and Community Services
 - 4.4.1 RFD – Martensville and District Lions Club
 - 4.4.2 RFD – Lottery Grants 2019
 - 4.4.3 RFD – 2020-2022 Rental Rates
 - 4.5 Director of Infrastructure & Planning
 - 4.6 Community Economic Development Manager
 - 4.6.1 CEDM Report
5. **COUNCIL MEMBERS ROUND TABLE DISCUSSION:**
6. **IN-CAMERA ITEMS:**
7. **ADJOURN**



Request for Decision

	Date:	May 9, 2019
Topic:	Amendments to the Purchase Policy	
Background:	<p>Administration has been reviewing the Purchase Policy and have suggested some amendments to provide clearer procedures for when purchase orders are being used.</p> <p>Schedule “A” is being proposed to provide guidance on the process of getting Telephone/Fax or Email Quotes.</p> <p>Schedule “B” is being proposed to ensure all Purchase Orders have been filled out correctly and have the appropriate documentation attached.</p> <p>Schedule “C” is being proposed to allow Directors to authorize spending limits that may not already be addressed in the policy.</p> <p>New purchase orders have been ordered as well, with a check box to indicate the Purchase Policy has been followed and the correct information and coding has been obtained.</p>	
Proposed by:	City Clerk	
Communication Strategy:	All Directors will review with their Staff the amendments to the Purchase Policy and introduce the new Purchase Orders that will be used.	
Recommendations	That City Council approve the proposed amendments.	
Report Writer:	Carla Budnick	City Manager 
Position:	City Clerk	



POLICY AND PROCEDURE
NAME: PURCHASING POLICY

CITY OF MARTENSVILLE
NUMBER: 11/92

1. PURPOSE:

- 1.1 The purpose of this policy is to outline administrative procedures and establish general guidelines for the purchase, acquisition, sale or lease of goods, services and works for the City of Martensville.

2. DEFINITIONS:

- 2.1 **Bid:** Is an offer to supply goods, services and works by an outside party under defined terms and conditions.
- 2.2 **Contract:** A written document containing terms and conditions, signed under seal by both parties.
- 2.3 **Purchase:** Any procurement of goods, services and works made by any department and meets the following criteria:
 - a) Conforms to a plan or program approved by Council in the budget process; and
 - b) Complies with established spending limits as set out in this Purchasing Policy.
- 2.4 **Purchase Order:** A City document used to formalize a purchase transaction with a vendor.
- 2.5 **Emergency Operational Purchase:** Any purchase made by any department that is required in order to continue operations, and is typically needed on short notice for repairs resulting from plant or equipment failures.
- 2.6 **Public Tender:** A process requiring the tender to be advertised in a local newspaper or through electronic tendering and the tender opening to be made publicly.
- 2.7 **Request For Proposal (RFP):** A request to suppliers to submit innovative proposals for the supply of goods and/or services. RFPs do not bind firms to existing processes or rigid specifications, but, encourages new approaches, techniques and methods for meeting the City requirements. RFPs need not be advertised unless the value of the purchase is expected to exceed \$100,000.00. RFPs will not be opened publicly.
- 2.8 **Sole Source Contract:** An agreement entered into by the City for the purchase of goods, services and work which has not been publicly advertised or for which written quotations or telephone quotations have not been received from more than one vendor.



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- 2.9 **Telephone/Fax/Email Quotation:** A process of securing price quotations from selected vendors by telephone, fax and/or email. **Schedule "A"**
- 2.10 **Written Quotation:** A process requiring selected vendors to submit written quotations upon request of the City. Such quotations are not advertised and are not opened publicly.

3. COMPETITIVE BIDDING POLICY:

- 3.1 When the City of Martinsville decides to purchase goods, services or works from outside parties, it shall do so through the competitive bidding practices as outlined below:
 - (a) Public tendering is required when the value of the purchase is expected to exceed \$10,000.00.
 - (b) Written, facsimile and/or email quotations may be obtained when the value of the purchase is expected to be between \$2,500.00 and \$10,000.00.
 - (c) Telephone quotations may be obtained when the value of the purchase is not expected to exceed \$2,500.00.
 - (d) Requests for Proposals (RFPs) may be used for the procurement of goods, services and works when, in the opinion of the City, the above competitive bidding practices are not practical or advantageous to the City
 - (e) Sole Source Contracts may be awarded if the acquisition is expected to be less than \$10,000.00 unless it is deemed to be in the best interests of the City to obtain written quotations.

4. TENDER/BID/PROPOSAL ACCEPTANCE CRITERIA

- 4.1 In all cases, the City reserves the right to refuse any or all tenders, bids or proposals.
- 4.2 Where the City decides to accept a tender or bid, it shall accept the lowest qualified tender or bid meeting its specifications, unless the tender documents set out additional and/or other acceptance criteria.
- 4.3 Qualified means that in the opinion of the City, the tenderer or bidder has the expertise and ability, physically and financially, to supply or perform the goods, services or works tendered or bid, and whose past performance or references are satisfactory to the City.
- 4.4 In the case of requests for proposals, the City shall accept the proposal which, in the opinion of the City, best meets the requirements of the City, unless the proposal documents set out additional and/or other acceptance criteria.



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5. GENERAL:

- 5.1 City purchases must be made by designated City personnel. Purchases that exceed the spending guidelines detailed in paragraph 6.3, require the signature of the immediate supervisor prior to purchase or award of contract.
- 5.2 All purchases for equipment, materials, supplies or services are to be made by purchase order. Wherever conveniently possible, the price of the items purchased or services received shall be reflected on the City copy of the said purchase order.
- 5.3 Directors shall use recognized methods in securing competitive prices and shall award contracts in accordance with the purchasing policies of City Council.
- 5.4 Competitive quotes shall be obtained from all local suppliers for purchases of \$100.00 and over.
- 5.5 For purposes of clarity to all prospective bidders, tender documents shall include a list of all the criteria that will be evaluated and considered in the awarding of the contract. Directors will give favorable consideration to the tender or quotation meeting the specifications at the lowest cost to the City, taking into consideration such factors as suitability, price, availability, parts availability, warranty and ongoing service.
- 5.6 Directors will group-purchase common items whenever possible.

6. PURCHASE AUTHORIZATION LEVELS:

- 6.1 Directors shall ensure that all purchase requests are formally documented and conform to the spending authorization levels detailed in 6.3 hereunder.
- 6.2 Directors may delegate signing authority to appropriate staff and are responsible to ensure proper control is maintained within their respective departments. **Schedule "C"**
- 6.3 Staff shall not exceed the following procurement limits without the authorization of their immediate supervisor:

a) Front Line Staff	Up to \$200
b) Middle Management	Up to \$10,000
c) Directors & Administrative Team	Up to \$25,000
d) City Manager	Over \$25,000



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- 6.4 With the exception of clause 6.5, the provision for all purchases of goods, services or works must be provided for in the current operational or capital budgets.
- 6.5 The Directors, in consultation with the City Manager or his/her designate, may expend up to a maximum of \$35,000 on emergency purchases, when, due to the nature and timing of a situation, it is not practicable to acquire goods, services or work through the normal purchasing process. Directors shall provide Council, at the earliest possible convenience, with full details and written justification for all emergency purchases.
- 6.6 The City Manager may authorize a sole source contract, when it is deemed to be in the best interests of the City, to a maximum of \$10,000.00. Sole source contracts exceeding \$10,000.00 must be authorized by Council.

7. PURCHASE ORDERS:

- 7.1 A City purchase order must be used for all purchases over \$200.00, except for the payment of goods and services for wages, travel expenses, utilities and written contracts. *Schedule "B"*
- 7.2 The three part City purchase order form shall be used, with the original attached to the invoice, the second copy given to the vendor and the third copy retained by the Director in the purchase order book.
- 7.3 All purchase orders must be signed and coded by the City Manager, City Clerk, CEDM or appropriate Department Director or appointed designate however, the Department Director is responsible for all departmental purchases.
- 7.4 Purchase Order books shall be controlled by City Hall and shall be signed out by the Receptionist. All used/completed purchase order books must be returned to City Hall for auditing purposes.

8. CREDIT CARDS AND STORE ACCOUNTS

- 8.1 Credit Card Purchases are to be used primarily for purchasing items that:
 - Are not covered by any type of contract;
 - Are priced in non-Canadian currencies;
 - Provided the fastest way to procure goods and services required to assist with an emergency situation;
 - Items need to be secured in advance, in lieu of other forms of payment.



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8.2 Fuel Purchase

- All fuel purchases must be signed for by a City Employee;
- Fuel Statements are reconciled by the Accounts Payable Clerk and charged out to appropriate departments.

8.3 In Store Accounts

- Purchase orders will be required to be used when purchases are made;
- All purchases must be signed for by a City Employee;
- Account Statements are reconciled by the Accounts Payable Clerk and charged out to appropriate departments.

9. SOURCES OF SUPPLY:

9.1 The City shall endeavor to ensure that as many suppliers as practicable are given the opportunity to quote with respect to City purchases, and shall attempt to obtain a minimum of three quotations. Wherever possible, Directors should avoid specifying exclusive products and should provide for equivalents and/or approved alternates, in an effort to increase competition.

9.2 The City will not consider suppliers/contractors whose past performance has been unsatisfactory.

9.3 Where in the opinion of the City, no competitive supply markets exist, the Directors may employ whatever value analysis and negotiation methods consistent with the intent of the overall policy, they deem appropriate to obtain acceptable products at the lowest possible price.

10. EQUAL TENDERS:

10.1 Where, in the opinion of the City, bids or tenders are equal, the successful bidder shall be determined by departmental preference.

11. WITHDRAWING OR AMENDING BIDS:

11.1 Any tender or bid may be withdrawn or amended by the bidder prior to the close of tenders or bids.



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12. AWARDING CONTRACTS:

- 12.1 The Directors shall award all contracts where funds have been provided for in the approved budget and where the contract is to be awarded to the lowest qualified bidder meeting all criteria and specifications. City Council shall award contracts where:
- (a) In the case of public tenders, Administration is recommending the award of a contract to other than the lowest qualified bidder meeting established criteria and specifications.
 - (b) The lowest recommended bid would exceed the approved budget.
 - (c) Funds have not been provided for in the approved budget, with the exception of purchases made under clause 6.5.
 - (d) The amount of a sole source contract exceeds \$10,000.00.
 - (e) The contract award is of a controversial nature.
 - (f) The City Manager, for any reason, refers the award of the contract to City Council.
- 12.2 All unsuccessful bidders, who submitted bids in writing, shall be given written notification of the name of the successful bidder.
- 12.3 In all cases, the City reserves the right to refuse any or all tenders or bids where it is deemed to be in the best interests of the City to do so.

13. SPECIFICATIONS:

- 13.1 Directors or their designate shall be responsible for preparing specifications, and any changes thereto.
- 13.2 Directors shall ensure that such specifications, or changes thereto, are as broad as practicable to assure competitive bids.
- 13.3 Criteria that will be considered and analyzed in the award of a tender, other than and/or in addition to lowest qualified bid meeting the City's specifications, shall be clearly set out in the tender document.

14. PAYMENTS/DEPOSITS:

- 14.1 All departments shall provide the accounting department with such documentation as may be required to effect payment of invoices.
- 14.2 Variances between invoices and corresponding purchase orders, shall require departmental approval before such invoices are paid.



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14.3 All monies forwarded with tenders/RFPs shall immediately be deposited in the City's bank account. The City shall refund the deposits submitted by unsuccessful bidders.

15. DISPOSAL OF SURPLUS ITEMS:

15.1 The City of Martensville shall dispose of all valuable surplus items by way of public sale. The Directors may approve disposal by way of trade-in allowance, auction sale, bids or public solicitation. Exceptions must be approved in writing by the City Manager.

16. CONFLICT OF INTEREST:

16.1 No City Employee shall place himself/herself or another in a position of advantage or conflict when acquiring good or services on behalf of the City. All such purchasing from a business owned by a City employee, elected official or anyone else holding a position with the City where they accept payment for work (volunteer firefighter or contracted employee) must be approved in advance by the City Manager, regardless of the dollar amount.

16.2 Accepting gifts or favors from suppliers is prohibited, except promotional items such as caps, pens, golf shirts, or other items of a similar nature, with a value of under \$50.00 and entertainment for the strict purpose of business discussions. Potential conflicts should be referred to the appropriate Directors or City Manager in advance for clarification.

17. EXCEPTIONS:

17.1 The requirement for a public tender does not apply to the purchase of the following goods or services:

- (a) professional services (i.e. legal, insurance, consultants, architects, etcetera);
- (b) utility contracts (i.e. power, telephone, gas, etcetera);
- (c) land sales and land purchase contracts;
- (d) contracts or agreements relating to employee compensation, reimbursements, training, education, etcetera;

17.2 The following items can be processed without a purchase order unless otherwise requested by vendor:

- (a) utility contracts (i.e. power, telephone, gas, water, etc.)
- (b) grants to organizations
- (c) payments to other taxing authorities
- (d) land purchases/expropriation
- (e) federal, provincial, municipal agreements



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- (f) federal, provincial, municipal fees and levies
- (g) contracts or agreements relating to employee compensation, benefits, reimbursement, training education, etc.
- (h) professional services (i.e. legal, insurance, consultants, architects, etc.)

COUNCIL ADOPTING RESOLUTION:

#206/06032008

JUNE 3, 2008

#31/02192013

FEBRUARY 19, 2013

#48/02172015

FEBRUARY 17, 2015

#123/07172018

JULY 17, 2018



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SCHEDULE "A"
TELEPHONE/FAX/EMAIL QUOTATION PROCESS

1. Three quotes must be obtained for any purchase of \$100 and over.
2. Telephone quotes must be written out on the Telephone Quote Sheet below.
3. Fax quotes must be kept.
4. Email quotes must be printed off.
5. All three quotes must always be attached to the purchase order/invoice.

TELEPHONE QUOTES

DATE: _____

COMPANY NAME:

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT

EMPLOYEE SIGNATURE

THIS QUOTE MUST BE ATTACHED TO THE PURCHASE ORDER



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SCHEDULE "B"
PURCHASE ORDER PROCESS

Purchase orders must be attached to all purchases over \$200 along with required quote documentation.

The Purchase Order **must always** contain the following information:

- Department
- Company Name
- Order Date
- Quantity
- Description
- Unit Price
- Amount
- Account to charge to
- Signature



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SCHEUDLE "C"
PURCHASE AUTHORIZATION LEVELS



Memo

To: _____
From: _____, Director of _____
CC: City Manager Scott Blevins and Payables Clerk Teresa Jankoski
Date: _____
Re: Purchase Policy 11/92 – Purchase Authorization Levels

On July 17, 2018, Purchase Policy 11/92 was amended and adopted.

Point 6.2 identifies that ***Directors may delegate signing authority to appropriate staff and are responsible to ensure proper control is maintained within their respective departments.***


Point 6.3 identifies that ***Staff shall not exceed the following procurement limits without the authorization of their immediate supervisor:***

At this time, I delegate _____ spending limit to be _____
It is the employee's responsibility to ensure the at Purchase Policy 11/92 is always followed. If there are any question or concerns they should be brought to the attention of your immediate Supervisor of Director immediately.

Directors Signature



Request for Decision

	Date:	May 9, 2019
Topic:	Proposed Naming of Civic Property & Development Areas	
Background:	<p>The City of Martinsville currently has a Civic Naming Bylaw that dates back to 2006. The Naming Committee met and felt it was time for the Bylaw to be updated. Administration took the opportunity to review other municipalities and discovered the majority of them had Naming Policies rather than Naming Bylaws.</p> <p>Administration has drafted a proposed Naming of Civic Property & Development Areas Policy that identifies guidelines for the Naming Committee and Administration to follow when reviewing requests or picking names to be accepted or used.</p> <p>One change from the Bylaw to the Policy is the requests will now be accepted by the City Clerk. The City Clerk will be responsible to provide the Naming Committee with all information received for requests, notify applicants of the opportunity to be heard by the Naming Committee, notify all affected parties of possible changes and maintains a Master List with all the Names along with history of the names.</p> <p>When the Naming Committee meets and makes recommendations, the City Clerk will draft a report for City Council to review and all final decisions will be voted on by City Council.</p>	
Proposed by:	City Clerk	
Communication Strategy:	The Policy will be placed on the Website	
Recommendations	That City Council approve the proposed policy.	
Report Writer:	Carla Budnick	City Manager 
Position:	City Clerk	



POLICY AND PROCEDURE

CITY OF MARTENSVILLE

NAME: NAMING OF CIVIC PROPERTY AND DEVELOPMENT AREAS

NUMBER:

1. PURPOSE

To ensure proper screening of suggested names and consistency with Council naming guideline, and to avoid duplication in the naming of municipality-owned or controlled facilities, streets, suburban development areas, neighbourhoods and parks.

2. DEFINITIONS

- 2.1. Municipally-owned or Controlled Facility – any building, or structure owned by or under the direction and control of the City, including bridges, civic buildings, fire halls, etc.
- 2.2. Names Master List – a master list, kept in the Clerk’s Office, containing all screened and approved name suggestions for naming municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods, and parks. The Names Master List is divided into two categories: Assigned Names and Unassigned Names.
- 2.3. Neighbourhood - for purposes of this policy, a neighbourhood is any residential development area recognized by the City of Martensville Development Plan as a neighbourhood, or a residential section having distinguishing characteristics.
- 2.5. Street - for the purpose of this policy, a street is any roadway (excluding laneways and unimproved rights-of-way) under the direction and control of the City of Martensville.
- 2.6. Park - for the purpose of this policy, a park is any area owned or controlled by the City for which the primary uses are the provision of leisure services and beautification of the community. Small pieces of City land not suitable for Park development are excluded from this policy. Leisure Centres and other community centres that may be located in a park are not excluded from this policy.
- 2.7. Major Civic Infrastructure – for the purpose of this policy, a piece of major civic infrastructure is a large facility, public work, amenity, bridge, or other structure which has a significant city and/or regional use or impact.

3. POLICY

Neighbourhoods, Streets, Parks and major municipally-owned or controlled facilities, shall be named. Names are to be chosen from a pre-screened Names Master List.



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**NAME: NAMING OF CIVIC PROPERTY
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3.1 Names Master List

- a) A Names Master List for naming municipally owned or controlled facilities (excluding libraries), streets, neighbourhoods and parks, shall be created by the Naming Committee and approved by City Council. Libraries will be named by the Board of the Martensville Library.
- b) The Names Master List shall be kept in the Clerk's Office.

3.2 Naming Committee

- a) The Naming Committee will include the Mayor, two Councillors, City Manager, City Clerk and Planning Manager.
- b) The Naming Committee shall review and screen all suggestions and requests for naming municipally owned or controlled facilities, streets, neighbourhoods and parks.
- c) The Naming Committee shall screen all requests and suggestions for naming or renaming municipally owned or controlled facilities, streets, neighbourhoods and parks to ensure that each suggestion or request meets the Council Guidelines for naming as set out in 3.3 below.
- d) The Naming Committee shall report to Council as new requests and suggestions are screened and recommended for approval as additions to the Names Master List.

3.3 Guidelines

- a) The screening of new name submissions for the naming or renaming of municipally owned or controlled facilities, streets, neighbourhoods and parks, shall be done in consideration of, but not limited to the following criteria:
 - i. Outstanding contribution by any individual from the public at large, in any of the following ways:
 - A person who has demonstrated excellence, courage, or exceptional dedication to service in ways that bring special credit to the City of Martensville.



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- A person who has volunteered significant amounts of time, effort, and/or resources to support community services or humanitarian causes;
 - A person who has risked his or her life to save or protect others; and
 - A person who has achieved a deed or activity performed in an outstanding professional manner or of an uncommonly high standard that brings considerable benefit to the City of Martensville.
- ii. Streets shall be named in honour of former Mayors of the City of Martensville starting with living Mayors first, then continuing with deceased Mayors;
- iii. Historical names celebrating a historic event or figure;
- iv. Names which recognize the flora and fauna of the local area or the geographical or topographical feature of the local area; and
- v. The name of a person or a name other than a person may be added to the Names Maser List when unique or extenuating circumstances warrant.
- b) The naming or renaming of municipally owned or controlled facilities, streets, neighbourhoods and parks shall be done in consideration of, but not limited to, the following guidelines:
- i. Ease of identification and avoidance of confusion for the public;
 - ii. Consistency in the theme of the area;
 - iii. Purpose of facility and logical connection to the name;
 - iv. The suffix 'Street' will be reserved for streets that are aligned north to south and the suffix 'Avenue' will be reserved for streets that are aligned west to east;



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- v. Surnames alone will be used for the naming of streets and neighbourhoods unless unique or extenuating circumstances warrant the full name to be used.
- vi. For the naming of fire hall(s), any former Fire Chief of the City of Martensville serving a minimum of ten (10) years;
- vii. When a name has been applied, it will be removed from the Unassigned Names category of the Names Master List and placed in the Assigned Names category.
- viii. The naming must not result in, or be perceived to confer any competitive advantage; benefit or preferential treatment to the named party; and
- ix. Names applied to extensions of street should normally be the same as the existing street that is being extended; and

3.3. Duplicate Surnames

- a) Subject to the approval of City Council as provided in this policy, where a name submission duplicates a surname that is on the Names Master List or that has been used for naming or renaming:
 - i. In the case of an individual who is not a former elected official of the City of Martensville, the individuals' history will be acknowledged in the Names Master List without creating a new record or in the City's naming records, as appropriate; and
 - ii. In the case of an individual who is a former elected official of the City of Martensville, the name will be added to the Names Master List and given name(s) and surname may be applied together to a municipality owned or controlled facility, neighbourhood or park.



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3.4 Suggestions for Adding to Names Master List

- a) All suggestions for adding names to the Names Master List for naming of municipally-owned or controlled facilities, streets, neighbourhoods and parks shall be submitted to the Naming Committee.
- b) All suggestions will be screened by the Naming Committee and forwarded to City Council for approval.

3.5 Requests for Naming Specific Municipally Controlled Property

- a) All requests for a name to be applied to a specific municipally owned or controlled facility, street, neighbourhood or park shall be submitted to the Naming Committee.
- b) The Naming Committee will screen all requests for naming a specific municipally controlled property and forward a recommendation to Council for approval.

3.6 Requests for Renaming a Specific Civic Controlled Property

- a) All requests for specific renaming of municipally owned or controlled facilities, streets, neighbourhoods or parks shall be submitted to the City Clerk.
- b) The City Clerk shall notify all property owners, civic departments, agencies, community associations, etc. who may be affected by the proposed renaming and gather comments.
- c) The Naming Committee will screen all requests for renaming any municipally controlled property and forward a recommendation to Council for approval.
- d) The City of Martinsville will not normally provide compensation for any costs associated with a name change.

3.7 Selection of names from Names Master List

- a) Upon request from the City Clerk, the Naming Committee will select the appropriate name for each municipally-owned or controlled facility, street, neighbourhood or park from the Names Master List.
- b) Upon selection of name(s) by the Naming Committee, the City Clerk will prepare a report to City Council noting the selection(s) for Council's information.



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3.8 Naming Contests

- a) Any naming contests to name municipally owned or controlled facilities, streets, neighbourhoods or parks shall be consistent with this policy.
- b) Naming contest rules will be approved by the Naming Committee and City Council.

3.9 Re-use of Names

- a) Names from renamed or decommissioned municipally owned or controlled facility, streets, and parks will normally be transferred to the Unassigned Names category of the Names Master List and flagged with a high priority for re-use.
- b) In the case of re-used street names, a note will be included within the Names Master List that the same suffix cannot be re-used to avoid any confusion.

3.10 Naming of Major Civic Infrastructure

- a) All requests for a name to be applied to a Major Civic Infrastructure shall be submitted to the City Clerk.
- b) The Naming Committee will collect and screen all requests for naming Major Civic Infrastructure using the guidelines in this policy and forward a recommendation to City Council for approval.
- c) Final approval of Major Civic Infrastructure shall be the responsibility of City Council.
- d) The naming of Major Civic Infrastructure shall occur prior to the opening of the infrastructure for general use.

4. RESPONSIBILITIES

4.1 City Council

- a) Approves all names to be included on the Names Master List for naming municipally owned or controlled facilities, streets, neighbourhoods and parks.
- b) Receives and approves all requests for naming, or renaming, specific municipally owned or controlled facilities, streets, neighbourhoods or parks including Major Civic Infrastructure.



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4.2 Naming Committee

- a) Recommends amendments to this policy to City Council.
- b) Screens all suggestions for adding new names to the Names Master List, naming a specific municipally controlled property and renaming of any municipally controlled property and recommends support or non-support of suggestions to City Council.

4.3 City Clerk's Office

- a) Receives all suggestions and requests for naming or renaming of any municipally owned or controlled facility, street, neighbourhoods or parks.
- b) Forwards all suggestions and requests for naming or renaming to the Naming Committee for screening and recommendation.
- c) Notifies applicants of the opportunity to be heard by the Naming Committee.
- d) Notifies all affected property owners, neighbourhood associations or any other organization where a renaming of a municipally owned or controlled facility, street, neighbourhood or park is proposed.
- e) Prepares reports to City Council on behalf of the Naming Committee recommending that new names be added to the Names Master List, and the naming, or renaming, of specific municipally owned or controlled facilities, streets, neighbourhoods or parks.
- f) Performs all related administrative duties associated with the effective administration of this policy.




Request for Decision

Date: May 7, 2019

Topic:	Request from Martensville and District Lions Club		
Background:	<p>At the March 12, 2019 Committee of the Whole meeting, Administration presented a proposal from the Martensville and District Lions Club to construct a shelter/shade facility in Lions Park in commemoration of the club's 40th anniversary. The Club requested that the City provide financing for this project to be paid back by the Club over several years to be determined. Council requested additional detail regarding the terms of the financing the Club's capacity to repay to funds.</p> <p>The Club has indicated that the intent would be to repay the funds over a period of no more than five years. The Club will allocate funds raised annually through the Valley Street Stock event to the repayment. Further, the Club plans to pursue sponsorship opportunities to potentially reduce the cost of the project and shorten the repayment term.</p> <p>Administration has developed the attached agreement outlining the terms for construction and financing of the project.</p>		
Public Hearing Summary:			
Proposed By:	Director Recreation and Community Services		
Correlation to Business: (Strategic Plan)	5.3 Sustainability Pillar: Environment 5.3.1 Focus on Parks Strategy – Complete plans for existing and new parks and recreation facilities.		
Benefits:	Enhancement to existing parks space and spray park.		
Disadvantages:	Risk of financial outlay from City not being recouped.		
Alternatives:	That the City not proceed with the proposal from the Lions Club.		
Finance/Budget Implications:	The City will be required to provide initial financing of \$25,000 for the project.		
Operating Costs:	-0-	Capital Costs:	\$25,000
Budget Available:		Source of Funds:	
Budget Cost:		Under budgeted Cost:	
Communication Strategy:	The Director of Recreation and Community Services will meet with members of the Lions Club to advise them of Council's direction.		
Recommendations:	That Council authorize the Mayor and City Manager to enter into an agreement with the Martensville and District Lions Club for the construction and financing of a shelter/shade facility at Lions Park.		



Request for Decision

Report Writer:	Ted Schaeffer	City Manager:	
Position:	Director Recreation Community Services		

**MARTENSVILLE AND DISTRICT LIONS CLUB
CONSTRUCTION AGREEMENT**

Agreement dated _____, 2019

Between:

CITY OF MARTENSVILLE, a municipal corporation continued under *The Cities Act*
(the “**City**”)

- and -

MARTENSVILLE AND DISTRICT LIONS CLUB
(the “**Club**”)

WHEREAS the City is the owner of property legally described as Surface Parcel Number 79S48016, and is generally referred to as Lions Park (the Park).

NOW THEREFORE, the parties agree as follows:

1. IMPROVEMENTS TO THE PROPERTY

1.1 Subject to Article 1.2, the Club shall be permitted to make, alterations, additions or improvements to the Park facility located on the property, specifically the addition of a shade/shelter facility.

1.2 Before commencing any excavation or construction work on the Property, the Club shall:

(a) Submit to the City detailed proposal (plans and drawings) in a form satisfactory to the City; and

(b) Agree to not alter or improve the Park or construct or install any improvements to the Park without providing the proposal plans and specification and having the prior written consent of the City, which consent shall not be unreasonably withheld or delayed.

(c) The Clubs’ proposal shall include the following

- i. Require all sub-contractors to obtain all necessary and required building or development permits, and abide by the Martensville’s Occupational Health & Safety guidelines;
- ii. Include cost estimates and quotes;
- iii. A description of the work to be completed;

- iv. An explanation/ reasoning or purpose for the work to be completed; and
- v. The successful proponent must supply: an updated City of Martinsville Business License, Worker's Compensation Board (WCB) in good standing, contain \$2,000,000.00 Insurance Liability coverage and hold a valid certification or ticket qualifying them to be suitable to perform the work outline in the proposal.

1.3 The parties acknowledge and agree that all improvements to the Park shall immediately vest in and remain the property of the City.

1.4 The Club undertakes and agrees not to enter into any contractual obligations involving improvements to the Property for a period exceeding the unexpired term of this Agreement, without the express written consent of the City.

1.5 The Club covenants and agrees with the City that the Club shall indemnify and save harmless the City from and against all expenses, liens, claims or damages which may arise by reason of any alteration, addition or improvements to the Property undertaken by the Residents.

2. CITY'S COVENANTS

2.1 The City shall provide funding of up to \$25,000 for the purpose of completing the addition of the shade/shelter facility. The funding shall be in the form of an interest free loan to be repaid by the Club over a five (5) year period.

3. CLUB'S COVENANTS:

3.1 The Club shall:

- (a) ensure that no liens or encumbrances are permitted, placed on or allowed to remain on the Park;
- (b) not alter or improve the Park or construct or install any improvements to the Park without providing the plans and specifications and the prior written consent of the City, which consent shall not be unreasonably withheld or delayed.

3.2 The Club shall indemnify and save the City harmless from and against all expenses, liens, claims or damages which may arise by reason of any alteration, additions or improvements to the Park undertaken by the Residents.

3.3 The Club shall repay the funding as indicated in Article 2.1.

4. MUTUAL COVENANTS:

4.1 It is mutually understood and agreed that the Park, including all structures in the Park, will remain under the overall supervision and control of the City.

5. INSURANCE

5.1 During the term of this Agreement, the Club (or a Sub-Contractor) shall, at its sole cost and expense, take out and keep in full force and effect:

- (a) a commercial general liability insurance policy for bodily injury, including death, and property damage or loss, including personal and advertising injury, cross liability and non-owned automobile, in an amount of not less than \$2,000,000 per any one occurrence, or any greater amount as required by the City from time to time;

5.2 The insurance policies required by this section shall:

- (a) be in a form, amount and deductible approved by the City;
- (b) contain a waiver by the insurer of any rights of subrogation or indemnity or any other claim over to which the insurer might otherwise be entitled against the City and persons for whom in law the City is responsible;
- (c) list the City as an additional insured.

5.3 At its own expense, the Club may obtain coverage in addition to that required by this section.

6. INDEMNITY

6.1 The City shall not be liable or responsible in any way for any death or injury arising from, out of or coincidental to, any occurrence in, upon or at the Park or for damage to property of the Club or of others located on the Park unless such death, injury or damage results from the negligence or recklessness of the City, its employees, agents or others for whom in law the City is responsible.

6.2 The Club shall indemnify and save the City harmless from and against all and any losses, claims, demands, actions, damages, costs, liabilities and/or expenses in connection with the loss of life, personal injury or damage to persons or property arising from any occurrence in, upon or at the Park, or the occupancy or use of the Park or any part thereof, by the Club, or occasioned wholly or in part by any act or omission of the Club, its employees, agents, or anyone permitted by the Club to be at the Park or anyone for whom in law the Club is responsible.

6.3 Where the City is, without fault on its own part, to be made a party to any litigation commenced against the Club, then the Club shall protect and hold the City harmless and shall pay all costs, expenses and reasonable legal fees incurred or paid by the City in connection with such litigation.

6.4 This section shall survive the termination or expiration of this Agreement.

7. TERM

7.1 The term of this Agreement shall be for four (4) months from the date of signing and that it may be extended for additional months unless either party provides termination as required in this Agreement (the "Term").

8. TERMINATION

8.1 Should either party wish to withdraw from this Agreement at any time prior to expiry of the Term, they may do so by serving written notice to the other party of the Agreement TWO (2) weeks prior to withdrawal.

8.2 Notwithstanding subsection 8.1, the City may terminate the Agreement with one (1) weeks prior written notice if the club is, in the opinion of the City, in violation of any of the terms of this Agreement.

9. NOTICE

9.1 Any notice required or permitted to be given under this Agreement shall be in writing and shall be delivered personally by hand or prepaid registered mail, or delivered by email to the other party at:

The City:

City of Martensville
PO Box 970
Martensville, SK S0K 2T0
E: recreation@moosejaw.ca

The Club:

c/o Doug Ward

E: dlward@sasktel.net

or such other address as the parties may advise by notice.

9.2 A notice is deemed to be received on the following days:

- (a) if the notice is hand delivered, the notice is deemed to be received on the date of delivery;
- (b) if the notice is sent by registered mail, the notice is deemed to be received three (3) days after the date of such mailing;
- (d) if a notice is sent by email, such notice is deemed to be received on the date shown on the "read receipt" message; and
- (e) if postal service is interrupted or substantially delayed, all notices shall be hand-delivered or sent by email during the period of such interruption or substantial delay.

10. GENERAL

10.1 This Agreement constitutes the entire agreement between the parties relating to the use of the Park and supersedes all prior agreements, undertakings, representations,

understandings, written or oral, between the parties or their representatives relating thereto.

- 10.2 If any provision(s) of this Agreement is/are found to be illegal or unenforceable, such provision(s) shall be considered separate and severed from this Agreement and the remaining provisions shall remain in force and be binding upon the parties as if the illegal or unenforceable provision(s) had not been included in this Agreement.
- 10.3 This Agreement may not be assigned by the Club without the prior written consent of the City, which consent shall not be unreasonably withheld.
- 10.4 No amendment or modification to this Agreement shall be binding upon either party unless it is agreed to in writing and signed by the parties.
- 10.5 Any waiver of any breach or any covenants of this Agreement by either party shall be limited to the particular instance and shall not be deemed to be a general waiver of any right or benefit in any other instance.
- 10.6 The parties shall execute such documents and do such things that may be necessary to carry out the intent of and give effect to the terms of this Agreement.
- 10.7 This Agreement shall ensure to the benefit of, apply to and be binding upon the parties and their respective successors, administrators, executors and permitted assigns.
- 10.8 This Agreement shall be governed by and construed according to the applicable laws of Saskatchewan and of Canada.

The parties have duly executed this Agreement as of the date written above.

**MARTENSVILLE AND DISTRICT
LIONS CLUB**

CITY OF MARTENSVILLE

(signature)

City Manager

(position, please print)

(signature)

Mayor

(position, please print)

(seal)




Request for Decision

Date: May 7, 2019

Topic:	2019 Sask Lotteries Grant Funding Allocation
Background:	<p>Sask Lotteries Trust Funding comes directly from proceeds from lottery ticket sales. The funding is based on a per capita formula using the population of Martensville and an allocation from the RM of Corman Park. The 2019-20 funding is:</p> <p style="margin-left: 40px;">Martensville @ \$6.92 x 9,645 pop = \$66,743.00 RM of Corman Park allocation <u>\$7,500.00</u> Total \$74,243.00</p> <p>After the local funding requests are received a proposed funding list is prepared indicating all the requests, brief explanation of their request and grant amount requested. The proposed funding allocation is based on the organization's project, what benefits it provides to the organization and community, the number of people served and whether it meets the criteria as established by the Sask Lotteries Trust Fund.</p> <p>A portion of funding is allocated to target populations as per Sask Lotteries guidelines.</p> <p>Upon completion of the project, groups are required to complete follow up reports, including receipts for eligible expenditures, for submission to Sask Lotteries.</p>
Public Hearing Summary:	
Proposed By:	Director Recreation and Community Services
Correlation to Business: (Strategic Plan)	
Benefits:	Distributes funding to a wide variety of local sport, recreation, culture and service groups to enhance their organizations and the quality of programming they are able to provide to the community.
Disadvantages:	None
Alternatives:	Re-allocate the available funding to applicants, if Council deems the proposed allocation requires adjustment.
Finance/Budget Implications:	No implications to the City budget as all funds are received from the Sask Lotteries Trust Fund. Some funding is allocated directly to City programs.



Request for Decision

Operating Costs:	-0-	Capital Costs:	0
Budget Available:		Source of Funds:	
Budget Cost:		Under budgeted Cost:	
Communication Strategy:	All recipients of the grant program are informed by letter of the funding allocation awarded to their organization.		
Recommendations:	That Council approve the 2019 Sask Lotteries funding allocation proposal as attached.		
Report Writer:	Ted Schaeffer	City Manager:	
Position:	Director Recreation Community Services		

2019/2020 Sask Lottery Applications

Total Allocation for 2019 - \$74243 / Total Targetted Amount - \$22272.90

Targeted

Group	Project	2019 Allocation	Proposed Expenses	Requested	2018 Allocation
New Horizons Centre	Trips, Activities, entertainment, supplies	\$ 9,000.00	\$ 12,000.00	\$ 12,000.00	\$ 8,000.00
Martensville Info. & Visitor Centre	Canada Day Celebrations	\$ 5,200.00	\$ 17,981.36	\$ 10,000.00	\$ 5,200.00
Martensville Historical Centre	Anniversary Celebration & day to day operations	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 1,500.00
High School - Girls on the Move	Activities, travel	\$ 1,000.00	\$ 2,850.00	\$ 1,500.00	\$ 500.00
High School - Girls Soccer	Travel & referees	\$ 300.00	\$ 1,280.00	\$ 500.00	\$ 300.00
Prairie Heat Ladies Fastball	Rental Fees and Equipment	\$ 500.00	\$ 612.63	\$ 600.00	\$ 500.00
Buster Days	Entertainment	\$ 3,000.00	\$ 6,000.00	\$ 6,000.00	\$ 1,000.00
Girl Guides	Camp	\$ 1,500.00	\$ 2,500.00	\$ 2,500.00	\$ 500.00
Martensville Library	Summer Reading Program supplies, advertising,	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Toddler Time	Equipment	\$ 3,043.00	\$ 3,000.00	\$ 3,000.00	
Subtotal		\$ 28,543.00	\$ 51,223.99	\$ 41,100.00	\$ 18,500.00

Schools

Group	Project	2019 Allocation	Proposed Expenses	Requested	2018 Allocation
Valley Manor School	Soccer Goals	\$ 2,000.00	\$ 8,000.00	\$ 2,500.00	\$ 2,000.00
Venture Heights School	Rock Climbing Wall	\$ 2,000.00	\$ 12,099.00	\$ 3,000.00	\$ 2,000.00
High School - Gender & Sexuality Alliance	Resources, travel, button maker	\$ 400.00	\$ 400.00	\$ 400.00	
High School - Boys Soccer	Travel, Refeing	\$ 300.00	\$ 550.00	\$ 400.00	
High School - Football	Equipment, Officials, Travel	\$ 1,000.00	\$ 19,500.00	\$ 19,500.00	\$ 1,000.00
Subtotal		\$ 5,700.00	\$ 40,549.00	\$ 25,800.00	\$ 5,000.00

Service Groups

Group	Project	2019 Allocation	Proposed Expenses	Requested	2018 Allocation
Martensville Maddogs Football	Equipment, travel, physio, lining	\$ 4,500.00	\$ 14,200.00	\$ 14,200.00	\$ 1,500.00
Skate Martensville	Program Incentives, development, supplies	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 5,000.00
Martensville Minor Hockey Association	Training, Rentals, equipment	\$ 5,000.00	\$ 19,500.00	\$ 5,000.00	\$ 5,000.00
MCRP - Tuff Run	Advertising, DJ, Supplies	\$ 500.00	\$ 3,600.00	\$ 500.00	\$ 500.00
MCRP - Road Hockey	Fencing, Equipment	\$ 500.00	\$ 840.85	\$ 500.00	\$ 500.00
Martensville Amateur Softball Association	Equipment	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,500.00

Sask Five Giants	Equipment, hitting nets	\$ 5,000.00	\$ 11,000.00	\$ 5,000.00	\$ 4,500.00
Slo-Pitch	Equipment	\$ 1,000.00	\$ 1,750.00	\$ 1,750.00	\$ 500.00
Martensville Minor Soccer	Field Equipment, Paint, Nets	\$ 5,000.00	\$ 5,350.00	\$ 5,350.00	\$ 5,000.00
Minor Basketball	Equipment, Gym rental	\$ 1,500.00	\$ 2,950.00	\$ 2,950.00	\$ 1,500.00
Martensville Curling Club	Blades, paint & ice supplies, equipment, advertising, Clinics	\$ 4,000.00	\$ 45,000.00	\$ 45,000.00	\$ 2,000.00
Rocky Ridge Model Railroad Club	Travel Costs	\$ 500.00	\$ 15,000.00	\$ 1,000.00	\$ 500.00
574 Dakota RCACS	Rent, AGM, Activities	\$ 4,000.00	\$ 25,000.00	\$ 10,000.00	\$ 3,000.00
Sask Valley Riding Club	Clinicians, Rentals	\$ 1,000.00	\$ 3,500.00	\$ 1,000.00	\$ 1,500.00
Prairie Valley Scouts	Equipment	\$ 500.00	\$ 600.00	\$ 600.00	\$ 500.00

Subtotal **\$ 40,000.00 \$ 155,290.85 \$ 99,850.00 \$ 36,000.00**

Other 2018 Allocations

Community Play Space Borads	\$ 10,000.00
Defibulator	\$ 2,203.00
Neighborhood Watch	\$ 1,000.00
High School Weight Room	\$ 500.00
High School Outdoor Lcub	\$ 500.00


Totals **\$ 74,243.00 \$ 338,836.83 \$ 233,650.00 \$ 73,703.00**



Request for Decision

Date:	May 8, 2019
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Topic:	2020-22 RENTAL AND ADMISSION RATES
Background:	<p>Rental and admission rates have traditionally been reviewed yearly, to establish rates for the following year. Factors taken into consideration include facility operation costs, cost recovery rates and comparable rates from other communities and facilities.</p> <p>Administration is proposing that rental rates be set for a three year period including the years 2020-2022. Rental rates for the Northridge Community Centre will be set for the years 2021-23. Setting rates for multiple years is a common practice with municipalities, and helps user groups to better budget and set registration rates for future years.</p> <p>The proposed rate schedule includes the following:</p> <ul style="list-style-type: none"> • Annual increases of 2% to rental fees to all facilities. • Daily rental rate to be set at 10 x hourly rate for MAP rentals. • Addition of a non-prime time ice rates. • No increase to admission rates for 2020. • 2.5% increase in admission rates for 2021-22. (Except annual) • No increase to annual MAP memberships for 2020-22. • Eliminating the 3 month and 6 month MAP memberships. • Adding a 20 pack admission option to the MAP. <p>Rental rates for 2019 are included for reference.</p>
Proposed by:	Director of Recreation and Community Services
Correlation to Business (Strategic) Plan	
Benefits:	The annual review helps to ensure that operational cost increases are reflected in rental rates.
Disadvantages:	
Alternatives:	That Council implement different rental and admission rates.

Finance/Budget Implications:	The proposed rate increases will offset yearly increases in operational costs and maintain cost recovery levels.		
Operating Costs:	-0-	Capital Cost:	-0-
Budget Available:	-0-	Source of Funds:	-0-
Budget Cost:	-0-	Underbudgeted Cost:	
Communication Strategy:	Rental rates will be posted on the city website and local sporting organizations will receive a letter informing them of rental fee rates.		
Recommendations:	That Council approve the proposed 2020-22 Facility Rental and Admission rates and 2021-23 NRCCC rental rates.		
Report Writer:	Ted Schaeffer	City Manager:	
Position:	Director of Recreation & Community Services		

CITY OF MARTENSVILLE

Rounding is in effect - 0-\$10 - nearest \$0.10, \$10-\$100 - nearest \$0.25, Over \$100 - nearest \$1.00

MAP RENTALS <i>Day rate is 10 x hourly rate</i>	2019	2020		2021		2022	
		2% increase	Rounded	2% increase	Rounded	2% increase	Rounded
Board Room							
Per Hour	\$ 30.25	\$ 30.86	\$ 30.75	\$ 31.47	\$ 31.50	\$ 32.10	\$ 32.00
Service Group Hourly	\$ 15.00	\$ 15.30	\$ 15.25	\$ 15.61	\$ 15.50	\$ 15.92	\$ 16.00
Multi Purpose Room							
Per Hour	\$ 43.00	\$ 43.86	\$ 43.75	\$ 44.74	\$ 44.75	\$ 45.63	\$ 45.75
Full Day - Delete	\$ 297.25						
Service Group Hourly	\$ 15.00	\$ 15.30	\$ 15.25	\$ 15.61	\$ 15.50	\$ 15.92	\$ 16.00
Service Group / Full Day - Delete	\$ 75.50						
Full Gym (3 courts)							
Per Hour	\$ 198.00	\$ 201.96	\$ 202.00	\$ 206.00	\$ 206.00	\$ 210.12	\$ 210.00
Full Day - Delete	\$ 1,356.00						
Service Group Hourly	\$ 63.00	\$ 64.26	\$ 64.25	\$ 65.55	\$ 65.50	\$ 66.86	\$ 66.75
Service Group / Full Day - Delete	\$ 441.00						
One Court							
Per Hour	\$ 67.50	\$ 68.85	\$ 68.75	\$ 70.23	\$ 70.25	\$ 71.63	\$ 71.75
Full Day - Delete	\$ 508.00						
Service Group Hourly	\$ 21.00	\$ 21.42	\$ 21.50	\$ 21.85	\$ 21.75	\$ 22.29	\$ 22.25
Service Group / Full Day - Delete	\$ 147.00						
Track							
Full Track Per Hour	\$ 90.00	\$ 91.80	\$ 91.75	\$ 93.64	\$ 93.75	\$ 95.51	\$ 95.50
Service Group Full Track Hourly	\$ 55.00	\$ 56.10	\$ 56.00	\$ 57.22	\$ 57.25	\$ 58.37	\$ 58.25
1 Lane Per Hour	\$ 22.50	\$ 22.95	\$ 23.00	\$ 23.41	\$ 23.50	\$ 23.88	\$ 23.75
Service Group 1 Lane Per Hour	\$ 13.75	\$ 14.03	\$ 14.00	\$ 14.31	\$ 14.25	\$ 14.60	\$ 14.50
Turf Install / Removal							
3 Courts	\$ 3,675.00	\$ 3,675.00	\$ 3,675.00	\$ 3,675.00	\$ 3,675.00	\$ 3,675.00	\$ 3,675.00
2 Courts	\$ 2,625.00	\$ 2,625.00	\$ 2,625.00	\$ 2,625.00	\$ 2,625.00	\$ 2,625.00	\$ 2,625.00
1 Court	\$ 1,575.00	\$ 1,575.00	\$ 1,575.00	\$ 1,575.00	\$ 1,575.00	\$ 1,575.00	\$ 1,575.00
Birthday Party							
1.5 hr court and 30min room	\$ 105.00	\$ 105.00	\$ 105.00	\$ 105.00	\$ 105.00	\$ 107.10	\$ 110.00

CITY OF MARTENSVILLE

Rounding is in effect - 0-\$10 - nearest \$0.10, \$10-\$100 - nearest \$0.25, Over \$100 - nearest \$1.00

NORTHRIDGE HALL	2020	2021		2022		2023	
		2% increase	Rounded	2% increase	Rounded	2% increase	Rounded
Full Day - 8am-2am	\$ 1,017.00	\$ 1,037.34	\$ 1,037.00	\$ 1,058.09	\$ 1,058.00	\$ 1,079.25	\$ 1,079.00
Partial Day - Max 6hrs	\$ 734.00	\$ 748.68	\$ 749.00	\$ 763.65	\$ 764.00	\$ 778.93	\$ 779.00
Weekend Rate * Fri 4-10pm / Sat 8am-2am / Sun 9am-3pm	\$ 2,260.00	\$ 2,305.20	\$ 2,305.00	\$ 2,351.30	\$ 2,351.00	\$ 2,398.33	\$ 2,398.00
Hourly - Mon-Thurs 7am-10pm	\$ 85.00	\$ 86.70	\$ 86.75	\$ 88.43	\$ 88.50	\$ 90.20	\$ 90.25
Service Group Full Day * Friday - Sunday - 8:00am-2:00am	\$ 678.00	\$ 691.56	\$ 692.00	\$ 705.39	\$ 705.00	\$ 719.50	\$ 720.00
Service Group Half Day * Friday - Sunday - Max 6hrs	\$ 452.00	\$ 461.04	\$ 461.00	\$ 470.26	\$ 470.00	\$ 479.67	\$ 480.00
Service Group Hourly * Monday - Thursday - 7am-10pm	\$ 21.00	\$ 21.42	\$ 21.50	\$ 21.85	\$ 21.75	\$ 22.29	\$ 22.25
Extra Charge * Per hour over the rental period	\$ 115.00	\$ 117.30	\$ 117.00	\$ 119.65	\$ 120.00	\$ 122.04	\$ 122.00
Corkage Fee - Pop, ice, cups	\$ 2.25	\$ 2.25	\$ 2.25	\$ 2.25	\$ 2.25	\$ 2.25	\$ 2.25

MEETING ROOMS	2019	2020		2021		2022	
		2% increase	Rounded	2% increase	Rounded	2% increase	Rounded
NRCCC, Civic, Heritage, Mezz							
Full Day	\$ 153.00	\$ 156.06	\$ 156.00	\$ 159.18	\$ 159.00	\$ 162.36	\$ 162.00
Hourly	\$ 30.25	\$ 30.86	\$ 30.75	\$ 31.47	\$ 31.50	\$ 32.10	\$ 32.00
Service Group Full Day	\$ 75.50	\$ 77.01	\$ 77.00	\$ 78.55	\$ 78.50	\$ 80.12	\$ 80.00
Service Group Hourly	\$ 15.00	\$ 15.30	\$ 15.25	\$ 15.61	\$ 15.50	\$ 15.92	\$ 16.00

CITY OF MARTENSVILLE

Rounding is in effect - 0-\$10 - nearest \$0.10, \$10-\$100 - nearest \$0.25, Over \$100 - nearest \$1.00

CURLING RINK	2019	2020		2021		2022	
		2% increase	Rounded	2% increase	Rounded	2% increase	Rounded
Full Day - 8am-2am	\$ 678.00	\$ 691.56	\$ 692.00	\$ 705.39	\$ 705.00	\$ 719.50	\$ 719.00
Partial Day - Max 6hrs	\$ 452.00	\$ 461.04	\$ 461.00	\$ 470.26	\$ 470.00	\$ 479.67	\$ 480.00
Weekend Rate <i>* Fri 4-10pm / Sat 8am-2am / Sun 9am-3pm</i>	\$ 1,356.00	\$ 1,383.12	\$ 1,383.00	\$ 1,410.78	\$ 1,411.00	\$ 1,439.00	\$ 1,439.00
Hourly - Mon-Thurs 7am-10pm	\$ 70.00	\$ 71.40	\$ 71.50	\$ 72.83	\$ 72.75	\$ 74.28	\$ 74.25
Service Group Full Day <i>* Friday - Sunday - 8:00am-2:00am</i>	\$ 396.00	\$ 403.92	\$ 404.00	\$ 412.00	\$ 412.00	\$ 420.24	\$ 420.00
Service Group Half Day <i>* Friday - Sunday - Max 6hrs</i>	\$ 170.00	\$ 173.40	\$ 173.00	\$ 176.87	\$ 177.00	\$ 180.41	\$ 180.00
Service Group Hourly <i>* Monday - Thursday - 7am-10pm</i>	\$ 21.00	\$ 21.42	\$ 21.50	\$ 21.85	\$ 21.75	\$ 22.29	\$ 22.25
Extra Charge <i>* Per hour over the rental period</i>	\$ 115.00	\$ 117.30	\$ 117.00	\$ 119.65	\$ 120.00	\$ 122.04	\$ 122.00

ICE RATES <i>October - March</i> <i>Prime - M-F 3pm-10:30pm, SS 8am-10:30pm</i> <i>Non-Prime - M-F Open-3pm, SS Open-8am & 10:30pm - close</i>	2019	2020		2021		2022	
		2% increase	Rounded	2% increase	Rounded	2% increase	Rounded
Transitional Ice (Apr-Sept)	\$ 203.00	\$ 207.06	\$ 207.00	\$ 211.20	\$ 211.00	\$ 215.43	\$ 215.00
Service Group Prime	\$ 153.00	\$ 156.06	\$ 156.00	\$ 159.18	\$ 159.00	\$ 162.36	\$ 162.00
Service Group Non Prime	\$ 102.00	\$ 104.04	\$ 104.00	\$ 106.12	\$ 106.00	\$ 108.24	\$ 108.00
Local Prime	\$ 199.00	\$ 202.98	\$ 203.00	\$ 207.04	\$ 207.00	\$ 211.18	\$ 211.00
Local Non Prime	\$ 153.00	\$ 156.06	\$ 156.00	\$ 159.18	\$ 159.00	\$ 162.36	\$ 162.00
Outside Rentals	\$ 243.00	\$ 247.86	\$ 248.00	\$ 252.82	\$ 253.00	\$ 257.87	\$ 258.00

CITY OF MARTENSVILLE

Rounding is in effect - 0-\$10 - nearest \$0.10, \$10-\$100 - nearest \$0.25, Over \$100 - nearest \$1.00

SPORTING FIELDS	2019	2020		2021		2022	
		2% increase	Rounded	2% increase	Rounded	2% increase	Rounded
Diamond/Pitch Per Day	\$ 170.00	\$ 173.40	\$ 173.00	\$ 176.87	\$ 177.00	\$ 180.41	\$ 180.00
Diamond/Pitch Per Game	\$ 51.00	\$ 52.02	\$ 52.00	\$ 53.06	\$ 53.00	\$ 54.12	\$ 54.00
Players Fees/Player	\$ 16.00	\$ 16.32	\$ 16.25	\$ 16.65	\$ 16.75	\$ 16.98	\$ 17.00
Slo-Pitch Fees/ Team	\$ 282.00	\$ 287.64	\$ 288.00	\$ 293.39	\$ 293.00	\$ 299.26	\$ 299.00

POOL RENTALS	2019	2020		2021		2022	
		2% increase	Rounded	2% increase	Rounded	2% increase	Rounded
** \$168+Guards	\$ 168.00	\$ 171.36	\$ 171.00	\$ 174.79	\$ 175.00	\$ 178.28	\$ 178.00
1-80 people	\$ 216.87	Dependant on Union Contract and cost of Guards					
80-140 people	\$ 233.16						
140-210 people	\$ 249.45						
210-290 people	\$ 265.74						

SCHOOL POOL RENTALS	2019	2020	2021	2022
1-80 people	\$ 48.87	Dependant on Union Contract and cost of Guards		
80-140 people	\$ 65.16			
140-210 people	\$ 81.45			
210-290 people	\$ 97.74			

SCHOOL GYMNASIUMS	2019	2020	2021	2022
Venture, Valley, Vista, Holy, High				
Full Day		Dependant on discussions with Prairie Central School Division		
Hourly				
Service Group Full Day				
Service Group Hourly				

SCHOOL THEATRE	2019	2020	2021	2022
High School				
Full Day		Dependant on discussions with Prairie Central School Division		
Hourly				
Service Full Day				
Service Hourly				

CITY OF MARTENSVILLE

Rounding is in effect - 0-\$10 - nearest \$0.10, \$10-\$100 - nearest \$0.25, Over \$100 - nearest \$1.00

MAP ADMISSION	2019	2020	2021		2022	
		Froze Rates	2.5% increase	Rounded	2.5% increase	Rounded
Adults						
Single Admission	\$ 7.60	\$ 7.60	\$ 7.79	\$ 7.80	\$ 7.98	\$ 8.00
10 Pack Admission	\$ 51.00	\$ 51.00	\$ 52.28	\$ 52.25	\$ 53.58	\$ 53.50
20 Pack Admission	\$ 90.00	\$ 90.00	\$ 92.25	\$ 92.25	\$ 94.56	\$ 94.50
1 month	\$ 73.50	\$ 73.50	\$ 75.34	\$ 75.25	\$ 77.22	\$ 77.25
3 month - Delete	\$ 197.00					
6 month - Delete	\$ 373.00					
12 month	\$ 554.00	\$ 554.00	\$ 554.00	\$ 554.00	\$ 554.00	\$ 554.00
Students/Youth						
Single Admission	\$ 4.00	\$ 4.00	\$ 4.10	\$ 4.10	\$ 4.20	\$ 4.20
10 Pack Admission	\$ 28.25	\$ 28.25	\$ 28.96	\$ 29.00	\$ 29.68	\$ 29.75
20 Pack Admission	\$ 48.00	\$ 48.00	\$ 49.20	\$ 49.25	\$ 50.43	\$ 50.50
1 month	\$ 43.00	\$ 43.00	\$ 44.08	\$ 44.00	\$ 45.18	\$ 45.25
3 month - Delete	\$ 97.00					
6 month - Delete	\$ 181.00					
12 month	\$ 277.00	\$ 277.00	\$ 277.00	\$ 277.00	\$ 277.00	\$ 277.00
Senior						
Single Admission	\$ 4.85	\$ 4.85	\$ 4.97	\$ 5.00	\$ 5.10	\$ 5.10
10 Pack Admission	\$ 37.25	\$ 37.25	\$ 38.18	\$ 38.25	\$ 39.14	\$ 39.25
20 Pack Admission	\$ 58.00	\$ 58.00	\$ 59.45	\$ 59.50	\$ 60.94	\$ 61.00
1 month	\$ 49.75	\$ 49.75	\$ 50.99	\$ 51.00	\$ 52.27	\$ 52.25
3 month - Delete	\$ 138.00					
6 month - Delete	\$ 243.00					
12 month	\$ 367.00	\$ 367.00	\$ 367.00	\$ 367.00	\$ 367.00	\$ 367.00
Family						
Single Admission	\$ 18.75	\$ 18.75	\$ 19.22	\$ 19.25	\$ 19.70	\$ 19.75
10 Pack Admission	\$ 124.00	\$ 124.00	\$ 127.10	\$ 127.00	\$ 130.28	\$ 130.00
20 Pack Admission	\$ 225.00	\$ 225.00	\$ 230.63	\$ 231.00	\$ 236.39	\$ 236.00
1 month	\$ 156.00	\$ 156.00	\$ 159.90	\$ 160.00	\$ 163.90	\$ 164.00
3 month - Delete	\$ 418.00					
6 month - Delete	\$ 746.00					
12 month	\$ 1,073.00	\$ 1,073.00	\$ 1,073.00	\$ 1,073.00	\$ 1,073.00	\$ 1,073.00
			\$ -		\$ -	
High School Membership	\$ 81.00	\$ 81.00	\$ 83.03	\$ 83.00	\$ 85.10	\$ 85.00
Toddler / Senior Time	\$ 3.00	\$ 3.00	\$ 3.08	\$ 3.00	\$ 3.15	\$ 3.25
Toddler / Senior 10pack	\$ 30.00	\$ 30.00	\$ 30.75	\$ 30.00	\$ 31.52	\$ 32.50

CITY OF MARTENSVILLE

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POOL ADMISSION	2019	2020	2021		2022	
		Froze Rates	2.5% increase	Rounded	2.5% increase	Rounded
<u>Students/Youth</u>						
Single Admission	\$ 6.85	\$ 6.85	\$ 7.02	\$ 7.00	\$ 7.20	\$ 7.20
10 Pack Admission	\$ 54.50	\$ 54.50	\$ 55.86	\$ 55.75	\$ 57.26	\$ 57.25
Season Pass	\$ 209.00	\$ 209.00	\$ 214.23	\$ 214.00	\$ 219.58	\$ 220.00
<u>Adults</u>						
Single Admission	\$ 10.25	\$ 10.25	\$ 10.51	\$ 10.50	\$ 10.77	\$ 10.75
10 Pack Admission	\$ 90.50	\$ 90.50	\$ 92.76	\$ 92.75	\$ 95.08	\$ 95.00
Season Pass	\$ 266.00	\$ 266.00	\$ 272.65	\$ 273.00	\$ 279.47	\$ 279.00
<u>Senior</u>						
Single Admission	\$ 6.85	\$ 6.85	\$ 7.02	\$ 7.00	\$ 7.20	\$ 7.20
10 Pack Admission	\$ 54.50	\$ 54.50	\$ 55.86	\$ 55.75	\$ 57.26	\$ 57.25
Season Pass	\$ 209.00	\$ 209.00	\$ 214.23	\$ 214.00	\$ 219.58	\$ 220.00
<u>Family</u>						
Single Admission	\$ 21.00	\$ 21.00	\$ 21.53	\$ 21.50	\$ 22.06	\$ 22.00
10 Pack Admission	\$ 175.00	\$ 175.00	\$ 179.38	\$ 179.00	\$ 183.86	\$ 184.00
Season Pass	\$ 407.00	\$ 407.00	\$ 417.18	\$ 417.00	\$ 427.60	\$ 428.00
Aqua Fit/Lane Swim	\$ 5.00	\$ 5.00	\$ 5.13	\$ 6.00	\$ 5.25	\$ 6.00

SPORTS CENTRE	2019	2020	2021	2022
Public Skating / Shinny	\$ 2.75	\$ 3.00	\$ 3.00	\$ 3.00
Family Skating	\$ 7.50	\$ 8.00	\$ 8.00	\$ 8.00

Community Economic Development Manager's Report Committee of the Whole- May 14th, 2019

Site and Business Inquiries

A local business is looking at some alternate options for space. Provided them some direction as they continue to plan for their growth.

Met with an individual that is looking at a health-related venture. We discussed potential contacts that may be able to provide further guidance. They were interested in the City's stance on this project.

Spoke with a realtor regarding some opportunities around some buildings that they are marketing. They noted they are expecting a couple of leases to close very soon.

Followed up with another local person working on a health venture in Martensville. We discussed incentives and I provided them some ideas and direction on how to proceed. Also got a bit further information about their venture.

Spoke with an individual interested in our Seniors Housing and Care Project. They were interested in initial response to the Request for Proposals and the status of the project today. We expect to be following up with them further in the coming weeks.

Received an inquiry from a realtor about a specific property on Centennial Drive and adding additional structures to the site. I followed up with the property owner's representatives to see check the status of the property and to confirm details about any further development.

Provided a property owner updated market information for prospective tenants.

Concluding items on the Seniors Housing and Care Project. We recently have been briefed on the Functional Plan. Provided some additional reporting/clarification to Sask Housing to satisfy the requirements of the ECHO Program.

Marketing and Communications

Continue to plan and get items in place for the City of Martensville Open House. The Event is planned for June 11th. We have had some discussion internally on content and layout of City Hall for this event.

Attended the SREDA Regional Committee Meeting in Dundurn on April 30th.

Took part in the post Business Expo meeting to evaluate the show and look to improve for next year. The biggest challenge is increasing attendance but based on the feedback the reception was pretty positive. The Chamber of Commerce is interested in this again for next year. Our

Along with members of Council, attended the 4th WMBEXA Awards. The WMBEXA Awards were held on May 3rd to celebrate the Warman/Martensville Business Community. The awards again were well attended and well received.

Prairie Sky Chamber is currently surveying a 'Love What's Local' survey, efforts to measure where money is going in our region. Provided them some assistance on the survey.

Attended the SREDA Economic Forum. Topics included general outlooks on the economy, the resource sector, and greater inclusion of First Nations in the economy. Featured speakers included Brad Wall.

Attended the Warman Biannual Business Breakfast hosted by Great Plains College, Prairie Sky Chamber and City of Warman.