

CITY OF MARTENSVILLE
REGULAR COUNCIL MEETING 14-2018
TUESDAY SEPTEMBER 18th, 2018
MINUTES

PRESENT: Mayor Kent Muench, Deputy Mayor Tyson Chillog, Councillors Darren MacDonald, Mike Cox, Bob Blackwell, Deb McGuire, City Manager Scott Blevins, Community Economic Development Manager Dillon Shewchuk, Director of Corporate Services Leah Bloomquist, Director of Infrastructure Matt Gruza, Director of Recreation & Community Services Ted Schaffer

REGRETS: Councillor Jamie Martens

LOCATION: Council Chambers

RECORDING SECRETARY: City Clerk, Carla Budnick

CALL TO ORDER: Mayor Kent Muench called the meeting to order at 5:00 P.M.

RES: #158/09182018 (Cox/McGuire)

AGENDA

“That we adopt the agenda dated September 18th, 2018 as amended”

CARRIED

RES: #159/09182018 (Blackwell/McGuire)

MINUTES – SEPTEMBER 4th, 2018

“That we accept the minutes of the Regular Council Meeting No. 13-2018 dated September 4th, 2018.”

CARRIED

DELEGATIONS

A) Prairie Sky Cannabis

John Thomas, President of Prairie Sky Cannabis, introduced himself to City Council and wanted to give them a brief background about himself and his company. Prairie Sky Cannabis is operated by Thomas and his brother with their head office based out of Regina, SK. Prairie Sky Cannabis was awarded 4 Permits by SLGA to operate businesses in Martensville, North Battleford, Estevan and Moosimin. The Martensville location will be the biggest of the 4 as it will be the location that will also house the on-line portion of the business. The scheduled date to open is October 17, 2018.

City Council welcomed Thomas and his business to Martensville.

CITY OF MARTENSVILLE
REGULAR COUNCIL MEETING 14-2018
TUESDAY SEPTEMBER 18th, 2018
MINUTES

RES: #160/09182018 (Cox/McGuire)

COMMITTEE OF THE WHOLE – SEPTEMBER 11, 2018

“That we accept the Committee of the Whole minutes dated September 11th, 2018.”

CARRIED

RES: #161/09182018 (McGuire/Cox)

MANAGERS REPORT

“That we accept the Managers Report dated September 18, 2018”

CARRIED

RES: #162/09182018 (Blackwell/Chillog)

EXPENDITURE APPROPRIATION

“That we authorize Expenditure Appropriation No. 14-2018, in the amount of \$981,708.20 as attached hereto and forming part of the minutes.”

CARRIED

RES: #163/09182018 (Cox/McGuire)

2019 REGULAR COUNCIL & COMMITTEE OF WHOLE MEETING DATES

“That we approve the meeting dates for Regular Council and Committee of the Whole Meetings, as attached and forming parts of these minutes, and further that the Regular Council and Committee of the Whole Meetings begin at 5:00 p.m.”

CARRIED

RES: #164/09182018 (Blackwell/Chillog)

BYALW NO. 9-2018 (FIRST READING)

“That Bylaw 9-2018, being a Investment Policy Bylaw, be read for the first time.”

CARRIED

RES: #165/09182018 (MacDonald/McGuire)

BYALW NO. 9-2018 (SECOND READING)

“That Bylaw 9-2018, be read for the second time.”

CARRIED

CITY OF MARTENSVILLE
REGULAR COUNCIL MEETING 14-2018
TUESDAY SEPTEMBER 18th, 2018
MINUTES

RES: #166/09182018 (Blackwell/Chillog)

BYALW NO. 9-2018 (THREE READING)

“That we give Bylaw 9-2018, three readings at this meeting.”

CARRIED UNANIMOUSLY

RES: #167/09182018 (McGuire/Blackwell)

BYALW NO. 9-2018 (THIRD AND FINAL READING)

“That Bylaw 9-2018, being a Investment Policy Bylaw, be read for a third and final time.”

CARRIED

RES: #168/09182018 (Cox/MacDonald)

ADJOURN

“That we adjourn this meeting at 5:34P.M.”

CARRIED

MAYOR

CITY CLERK

Date: 05-Sep-2018 to 18-Sep-2018

Cheque #	Supplier Name	Amount
35678	DORMUTH, JODI	\$ -53.13
36299	LOZINSKI, BRITTANY	\$ -33.11
36707	QUIRING, KRISTIN	\$ 1,245.45
36708	PITNEY BOWES - LEASE	\$ 2,199.07
36709	PITNEYWORKS	\$ 2,100.00
36710	UMAAS	\$ 210.00
36712	(PETTY CASH), TERESA JANKOSKI	\$ 336.80
36713	163590-ROYAL BANK C/O VERANOVA	\$ 98.44
36714	AIR LIQUIDE CANADA INC	\$ 39.25
36715	ATS TRAFFIC SASKATCHEWAN	\$ 330.74
36716	B&A PLANNING GROUP	\$ 35,631.79
36717	BIG HILL SERVICES LTD.	\$ 922.68
36718	BRANDT TRACTOR LTD	\$ 97.49
36719	BURGESS, LORI	\$ 81.55
36720	CANADIAN LINEN & UNIFORM SERVICE	\$ 41.27
36721	CERVUS EQUIPMENT	\$ 745.56
36722	CON-TECH GENERAL CONTRACTORS	\$ 11,587.29
36723	CTC#912	\$ 366.24
36724	CUPE LOCAL #2582	\$ 7,088.64
36725	D & S DEVELOPMENTS LTD	\$ 88.24
36726	DESJARDIN CARD SERVICES	\$ 474.22
36727	DOLLARAMA LP	\$ 34.41
36728	DORWARD, KEVIN AND DORWARD, JOANNE	\$ 62.12
36729	ENVIROWAY DETERGENT MFG.	\$ 893.55
36730	FEHR, BENJAMIN	\$ 100.00
36731	FER-MARC EQUIPMENT LTD	\$ 134.86
36732	FLOCOR INC.	\$ 77.70
36733	FORT GARRY INDUSTRIES LTD	\$ 1,498.50
36734	FURGESON, COLTON	\$ 67.50
36735	GERANSKY BROTHERS	\$ 2,604.91
36736	GILLECTRIC CONTRACTING LTD	\$ 1,031.93
36737	GRAYCON I.T. POWERED BY RICOH	\$ 4,116.62
36738	GREATER SASKATOON CATHOLIC SD#20	\$ 9,336.21
36739	GREEN LINE HOSE & FITTING LTD	\$ 1,606.39
36740	GREGG DISTRIBUTORS CO	\$ 407.23
36741	HAINSTOCK, ROB AND HAINSTOCK, ALVINA	\$ 46.20
36742	HEAD, CORWIN	\$ 46.84
36743	HVL DISTRIBUTION	\$ 208.29
36744	J.T. SPRINKLER SYSTEMS LTD	\$ 541.68
36745	JENSON PUBLISHING	\$ 272.76
36746	JOHLIN MEASUREMENT LTD	\$ 2,020.00
36747	JOHNSTON, NANCY AND JOHNSTON, RALPH	\$ 13.00
36748	KALYNIUK, KAREN	\$ 146.86
36749	LAKESHORE TREE FARMS LTD.	\$ 4,585.51
36750	LASER IMPRESSIONS INC	\$ 722.91
36751	LETKEMEN, DARRELL AND HOWEL, KARI	\$ 160.34
36752	LOBLAWS INC - WHOLESALE CLUB	\$ 164.84
36753	LORAAS DISPOSAL SERVICES	\$ 64,636.16
36754	MARSH, KEITH AND MARSH, DAPHNE	\$ 89.66
36755	MARTENSVILLE BUILDING & HOME SUPPLY	\$ 259.93
36756	MARTENSVILLE MESSENGER	\$ 1,186.50
36757	MARTENSVILLE RENTAL CENTER	\$ 155.40
36758	MATTHIES, JACQUELINE	\$ 270.00
36759	MAY, ASHLEY	\$ 126.10
36760	MCCLOSKEY, TIM AND MCCLOSKEY, CINDY	\$ 43.10
36761	MCGILL'S INDUSTRIAL	\$ 1,449.82
36762	MEPP	\$ 41,857.98
36763	MERLIN FORD LINCOLN	\$ 4,979.56
36764	METHOT, RENE AND TUTTHILL, VICKI	\$ 12.20
36765	NORTH RIDGE DEVELOPMENTS	\$ 75.50
36766	PALCHINSKI, MARGARET	\$ 80.28
36767	PAR TOOLS	\$ 113.51
36768	PEPSICO CANADA	\$ 1,080.61
36769	PINNACLE DISTRIBUTIONS INC	\$ 1,008.49
36770	POCHA, MICHELLE	\$ 90.56
36771	PREFERRED CHOICE	\$ 14,437.50
36772	PRINCESS AUTO LTD	\$ 432.38
36773	PUROLATOR COURIER LTD	\$ 1,451.32
36774	REID, MORGAN & KIM	\$ 421.97
36775	SASK KARATE ASSOC - SKA	\$ 25.00
36776	SASK WATER CORPORATION	\$ 332,405.23
36777	SASKATCHEWAN RESEARCH COUNCIL	\$ 401.11
36778	SASKATOON CYLINDER EXCHANGE LTD	\$ 173.85
36779	SASKATOON FIRE PROTECTION	\$ 357.09
36780	SASKATOON TRUCK PARTS CENTRE LTD.	\$ 222.00
36781	SINCLAIR SUPPLY LTD	\$ 6.05
36782	SUMA	\$ 523.36
36783	SUMA (INSURANCE)	\$ 24,007.04
36784	SUNBELT RENTALS INC	\$ 483.06
36785	SUPERIOR FORKLIFT LTD	\$ 1,945.59
36786	SYRENNE, ROLAND AND SYRENNE, TRACY	\$ 31.24

Cheque #	Supplier Name	Amount
36787	THE FLAG SHOP	\$ 296.26
36788	TISSERAND, GEORGE AND TISSERAND, DONNA	\$ 16.42
36789	TKIC - TRADITIONAL KARATE INSTITUTE	\$ 75.00
36790	TOROMONT DIV OF TOROMONT INDUSTRIES LTD	\$ 16,435.11
36791	TOSHIBA BUSINESS SOLUTIONS	\$ 35.88
36792	TR PETROLEUM LTD	\$ 2,318.35
36793	TRIOD SUPPLY (NB) LTD	\$ 1,703.08
36794	UAP INC	\$ 1,024.92
36795	VADIM COMPUTER MANAGEMENT GROUP	\$ 477.30
36796	WESCLEAN EQUIPMENT & CLEANING SUPPLIES LTD	\$ 2,444.66
36797	WINACOTT, GREGG	\$ 22,750.56
36798	WMCZ LAWYERS	\$ 133.52
36799	XEROX CANADA LTD.	\$ 741.03
36800	ZAHARIUK, MARCIE	\$ 188.68
36801	GRAUMAN, DIANE	\$ 98.00
36802	WESCLEAN EQUIPMENT & CLEANING SUPPLIES LTD	\$ 176.06
36803	SUMA	\$ 30.00
36804	DELAGE FINANCIAL SOLUTIONS	\$ 461.31
36805	REDDEKOPP, ANGELA	\$ 365.77
02690	MASTERCARD COLLABRIA	\$ 1,697.25
00294	PRAIRIE SPIRIT SCHOOL DIVISION NO. 206	\$ 246,798.73
00193	SASKENERGY	\$ 2298.64
PP#19	GENERAL GOVERNMENT	\$ 13,102.81
PP#19	PROTECTIVE SERVICES	\$ 5,035.38
PP#19	PLANNING & REGULATIONS	\$ 7,173.28
PP#19	RECREATION AND COMMUNITY SERVICE	\$ 40,847.55
PP#19	TRANSPORTATION	\$ 15,862.27
PP#19	WATER AND SEWER	\$ 9,781.59
PP#19	COUNCIL	\$ -

TOTAL PAID: \$ 981,708.20

**CITY OF MARTENSVILLE
2019 COUNCIL MEETING SCHEDULE**

JANUARY

COMMITTEE OF THE WHOLE	TUESDAY	8	5:00 P.M.
REGULAR COUNCIL	TUESDAY	15	5:00 P.M.

FEBRUARY

COMMITTEE OF THE WHOLE	TUESDAY	12	5:00 P.M.
REGULAR COUNCIL	TUESDAY	19	5:00 P.M.

MARCH

REGULAR COUNCIL	TUESDAY	5	5:00 P.M.
COMMITTEE OF THE WHOLE	TUESDAY	12	5:00 P.M.
REGULAR COUNCIL	TUESDAY	19	5:00 P.M.

APRIL

REGULAR COUNCIL	TUESDAY	2	5:00 P.M.
COMMITTEE OF THE WHOLE	TUESDAY	9	5:00 P.M.
REGULAR COUNCIL	TUESDAY	16	5:00 P.M.

MAY

REGULAR COUNCIL	TUESDAY	7	5:00 P.M.
COMMITTEE OF THE WHOLE	TUESDAY	14	5:00 P.M.
REGULAR COUNCIL	TUESDAY	21	5:00 P.M.

JUNE

REGULAR COUNCIL	TUESDAY	4	5:00 P.M.
COMMITTEE OF THE WHOLE	TUESDAY	11	5:00 P.M.
REGULAR COUNCIL	TUESDAY	18	5:00 P.M.

JULY

COMMITTEE OF THE WHOLE	TUESDAY	9	5:00 P.M.
REGULAR COUNCIL	TUESDAY	16	5:00 P.M.

AUGUST

COMMITTEE OF THE WHOLE	TUESDAY	13	5:00 P.M.
REGULAR COUNCIL	TUESDAY	20	5:00 P.M.

**CITY OF MARTENSVILLE
2019 COUNCIL MEETING SCHEDULE**

SEPTEMBER

REGULAR COUNCIL	TUESDAY	3	5:00 P.M.
COMMITTEE OF THE WHOLE	TUESDAY	10	5:00 P.M.
REGULAR COUNCIL	TUESDAY	17	5:00 P.M.

OCTOBER

REGULAR COUNCIL	TUESDAY	1	5:00 P.M.
COMMITTEE OF THE WHOLE	TUESDAY	8	5:00 P.M.
REGULAR COUNCIL	TUESDAY	15	5:00 P.M.

NOVEMBER

REGULAR COUNCIL	TUESDAY	5	5:00 P.M.
COMMITTEE OF THE WHOLE	TUESDAY	12	5:00 P.M.
REGULAR COUNCIL	TUESDAY	19	5:00 P.M.

DECEMBER

COMMITTEE OF THE WHOLE	TUESDAY	10	5:00 P.M.
REGULAR COUNCIL	TUESDAY	17	5:00 P.M.

CITY OF MARTENSVILLE
INVESTMENT POLICY BYLAW
NUMBER: #09-18

A BYLAW OF THE CITY OF MARTENSVILLE TO ESTABLISH AN INVESTMENT POLICY

WHEREAS Section 132(1) of the Cities Act states that, a council shall, by bylaw, establish an investment policy setting out the types of investments in which the city is authorized to invest its available funds.

Now therefore, the Council of the City of Martensville enacts as follows:

1. PURPOSE

- 1.1 The purpose of this policy is to provide specific guidelines regarding the management and governance of the City of Martensville's Investments.

2. POLICY

- 2.1 That the City of Martensville's Corporate Services Department invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City.

2.2 Investment Guidelines

a) Definitions:

- i) Short Term Investments - any cash or liquid securities, which have a term to maturity of three hundred and sixty-five (365) days or less.
- ii) Long Term Investments - any fixed income securities which have a maturity date that is greater than one (1) year.
- iii) Funds - are those City of Martensville assets held in various bank accounts and invested in a variety of securities for the benefit of the City.

CITY OF MARTENSVILLE
INVESTMENT POLICY BYLAW
NUMBER: #09-18

b) Portfolio Objectives:

- i) The Director of Corporate Services will be responsible for the investment program of the City and for ensuring that investments made strictly adhere to the objectives as stated.
- ii) The Director of Corporate Services is to minimize the use of the City's bank line of credit. A report must be submitted to the City Manager detailing the circumstances that have occurred that have put the City in an overdraft state thus using the bank line of credit.
- iii) The priorities for the investing of funds are as follows:
 - legality of investments;
 - preservation of principle;
 - maintenance of liquidity;
 - competitive rate of return

2.3 Investment Criteria:

The City of Martensville shall invest only in the following types of investments:

- a) Government obligations (i.e. Treasury Bills, Notes, Strip Coupons, Debentures and/or Bonds) issued directly or indirectly by the Federal Government, an agency or any of the Provinces with an appropriate credit rating.
- b) Securities of the Municipality or any other Municipal Corporation, School Division or Health Region in Saskatchewan.
- c) Canadian Chartered Bank Securities, being Guaranteed Investment Certificates, Bearer Discount Notes, Deposit Receipts, Term Notes, Certificates of Deposit, Bankers Acceptances, Bonds and Strip Coupons with an appropriate credit rating.
- d) Commercial Paper, Bonds, Debentures and Strip Coupons issued of Canadian companies with an appropriate credit rating.
- e) According to The Cities Act and/or its Regulations.

CITY OF MARTENSVILLE
INVESTMENT POLICY BYLAW
NUMBER: #09-18

The following will also apply:

- a) Short Term Investments: All short-term investments must carry a rating of:
 - i) Money Market Ratings: R-1 High or R-1 Middle
 - ii) Bond Ratings: AAA or AA

- b) Long Term Investments: All long-term investments must carry a rating of:
 - i) Bond Ratings: AAA or AA

Ratings used will be from one or more agencies: Canadian Bond Rating Service, Dominion Bond Rating Service, Standard and Poor's Credit Rating Service, and Moody's Investor Services.

2.4 Payment and Safe Keeping

Any combination of two of the Mayor, Deputy Mayor, City Manager, and Director of Corporate Services, shall be allowed signing authority for the disbursements of funds to purchase the investment.

A dealer or financial institution, as approved by the City Manager and the Director of Corporate Services will hold securities purchased in safekeeping.

2.5 Responsibility

City Council:

- a) Adopt the City of Martensville Investment Policy Bylaw.
- b) Ensure that as part of the annual audit, performed by the external auditors, the Investment Policy Bylaw No. 09-18 is adhered to.

City Manager:

- a) That the Investment Policy Bylaw be implemented, monitored, reviewed and ensure that all proposed changes to these guidelines are firstly approved by City Council.

CITY OF MARTENSVILLE
INVESTMENT POLICY BYLAW
NUMBER: #09-18

- b) Review the Investment Policy Bylaw on an annual basis with the Director of Corporate Services to ensure that it remains consistent with the overall objectives of the City and prudent and conservative investment practices. This policy may be reviewed and updated more frequently if necessary.

Director of Corporate Services:

- a) Ensure that the investment portfolio is sufficiently liquid to enable the City of Martensville to meet all operation requirements, which might be reasonably anticipated.
- b) Ensure that the investment portfolio attains a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.
- c) Is responsible for the day to day management of the investment of surplus funds as identified in this policy.
- d) Is responsible for reconciling all investments to the general ledger and submitting quarterly a listing of the City's investment portfolio to the City Manager and City Council.
- e) Is jointly responsible, for the custody, control and safekeeping of all investment securities owned by the City of Martensville.

2.6 Procedures

The Director of Corporate Services will:

- a) Review the total amount of funds available and make decisions as to term and type of securities, taking into consideration the existing portfolio and anticipated cash requirements.
- b) Forecast the cash requirements of the City's Capital and Operating budgets by noting any large intended withdrawals and deposits for the current and subsequent years.

CITY OF MARTENSVILLE
INVESTMENT POLICY BYLAW
NUMBER: #09-18

- c) Assess the risk/return nature of investments, liquidity and duration of portfolio when deciding upon investment vehicles, always keeping in mind Section 2.2 (b) Investment Objectives.
- d) When an investment whose rating is downgraded below the investment policy guidelines, ensure it is sold as soon as practical without compromising the portfolio.

2.7 This bylaw will take effect upon final passage thereof.

Read a first time this 18th day of September. 2018.
Read a second time this 18th day of September. 2018.
Read a third and final time this 18th day of September. 2018.

Mayor

City Clerk