

CITY OF MARTENSVILLE  
REGULAR COUNCIL MEETING 17-2019  
TUESDAY NOVEMBER 5, 2019  
MINUTES

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

**REGRETS:** Councillor Jamie Martens

**LOCATION:** Council Chambers – City Hall

**RECORDING SECRETARY:** City Clerk Carla Budnick

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

RES: #238/11192019 (Cox/McGuire)

**AGENDA**

**“That we adopt the agenda as amended dated November 19, 2019”**

**CARRIED**

RES: #239/11192019 (McGuire/MacDonald)

**MINUTES – NOVEMBER 5, 2019**

**“That we accept the minutes of the Regular Council Meeting No. 17-2019 dated November 5, 2019.”**

**CARRIED**

RES: #240/11192019 (Cox/McGuire)

**CORRESPONDENCE**

**“That we acknowledge and file the Correspondence List, as attached hereto and forming part of these minutes.”**

**CARRIED**

RES: #241/11192019 (McGuire/Chillog)

**COMMITTEE OF THE WHOLE – NOVEMBER 12, 2019**

**“That we accept the Committee of the Whole minutes dated November 12, 2019.”**

**CARRIED**

RES: #242/11192019 (Blackwell/Cox)

**MANAGERS REPORT**

**“That we accept the Managers Report dated November 19<sup>th</sup>, 2019.”**

**CARRIED**

CITY OF MARTENSVILLE  
REGULAR COUNCIL MEETING 17-2019  
TUESDAY NOVEMBER 5, 2019  
MINUTES

RES: #243/11192019 (Blackwell/MacDonald)

**EXPENDITURE APPROPRIATION**

**“That we authorize Expenditure Appropriation No. 18-2019, in the amount of \$1,612,130.18 as attached hereto and forming part of the minutes.”**

**CARRIED**

RES: #244/11192019 (McGuire/Blackwell)

**2020 REGULAR COUNCIL & COMMITTEE OF THE WHOLE MEETING DATES**

**“That we accept the 2020 Regular Council & Committee of the Whole Meeting Dates list as attached to and forming parts of these minutes.”**

**CARRIED**

RES: #245/11192019 (Chillog/Cox)

**EMPLOYEE DRESS CODE POLICY 85/14 AMEDMENT**

**“That we accept the Employee Dress Code Policy 85/14 Amendment as attached to and forming parts of these minutes.”**

**CARRIED**

RES: #246/11192019 (Cox/Blackwell)

**WAIVE RENTAL FEES – MAP - 2020**

**“That we approve to waive the rental fees of the Martensville Athletic Pavilion to host the 2020 Martensville Business Expo, and further; that the waived fees be allocated in the City Hall General Government budget under public relations.”**

**CARRIED**

RES: #247/11192019 (Cox/MacDonald)

**WAIVE RENTAL FEES – SPORTS CENTER - MCRP**

**“That we approve the request from MCRP to waive the 2019 rental fees of \$19,944.75 plus GST for their 2019 Fall 3 on 3 Tournament, and further; that rental fees for all future Fall 3 on 3 Tournaments hosted by the MCRP be waived, and further; that the waived fees be allocated in the City Hall General Government budget under public relations..”**

**CARRIED**

RES: #248/11192019 (MacDonald/Chillog)

**AMENDED GAS TAX AGREEMENT**

**“That we authorize the Mayor and City Manager to sign the Amended Gas Tax Agreement.”**

**CARRIED**

CITY OF MARTENSVILLE  
REGULAR COUNCIL MEETING 17-2019  
TUESDAY NOVEMBER 5, 2019  
MINUTES

RES: #249/11192019 (MacDonald/McGuire)

**TAXI LICENSE APPLICATION RENEWAL- RIIDE**

“That the City of Martinsville approve the renewal of ten Taxi License to RIIDE, for the operation of a taxi service for the 2019/2020 year as amended.”

**CARRIED**

RES: #250/11192019 (Cox/McGuire)

**BYLAW 10-2019 – (FIRST READING)**

“That Bylaw 10-2019, being an Animal Control Bylaw Amendment, be read for the first time.”

**CARRIED**

RES: #251/11192019 (McGuire/Blackwell)

**BYLAW 10-2019 – (SECOND READING)**

“That Bylaw 10-2019 be read for the second time.”

**CARRIED**

RES: #252/11192019 (Chillog/Cox)

**BYLAW NO. 10-2019 (THREE READING)**

“That we give Bylaw 10-2019, three readings at this meeting.”

**CARRIED UNANIMOUSLY**

RES: #253/11192019 (Blackwell/MacDonald)

**BYLAW NO. 10-2019 (THIRD & FINAL READING)**

“That Bylaw 10-2019, being an Animal Control Bylaw Amendment, be read for the third & final time.”

**CARRIED**

RES: #254/11192019 (Cox/MacDonald)

**BYLAW 11-2019 – (FIRST READING)**

“That Bylaw 11-2019, being Code of Ethics Bylaw, be read for the first time.”

**CARRIED**

RES: #255/11192019 (Blackwell/MacDonald)

**BYLAW 11-2019 – (SECOND READING)**

“That Bylaw 11-2019 be read for the second time.”

**CARRIED**

CITY OF MARTENSVILLE  
REGULAR COUNCIL MEETING 17-2019  
TUESDAY NOVEMBER 5, 2019  
MINUTES

RES: #256/11192019 (MacDonald/McGuire)

**BYLAW NO. 11-2019 (THREE READING)**

**“That we give Bylaw 11-2019, three readings at this meeting.”**

**CARRIED UNANIMOUSLY**

RES: #257/11192019 (Blackwell/Cox)

**BYLAW NO. 11-2019 (THIRD & FINAL READING)**

**“That Bylaw 11-2019, being a Code of Ethics Bylaw, be read for the third & final time.”**

**CARRIED**

RES: #258/11192019 (McGuire/Chillog)

**ADJOURN**

**“That Council adjourn at 5:28P.M.”**

**CARRIED**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

**CITY OF MARTENSVILLE  
REGULAR COUNCIL MEETING 18-2019  
TUESDAY NOVEMBER 19, 2019**

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**INCOMING - CORRESPONDENCE**

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DATE	COMPANY	ITEM
November 4, 2019	Great Plains College	Scholarship Request
November 8, 2019	Prairie Spirit School Division	Local Government Week

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**OUTGOING - CORRESPONDENCE**

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City of Martensville  
Box 970, 37 Centennial Dr. S  
Martensville, SK S0K 2T0

November 4, 2019

Attention: Martensville City Council

Donors from our Great Plains College region help us give out over \$130,000 annually in entrance scholarships and external awards to our students. Scholarships and awards enable and encourage students in our communities to pursue education in their home community.

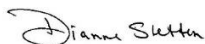
This academic year we created a new award for students enrolled full time in our Adult Basic Education program (ABE), which recognizes perseverance. ABE students are not eligible for our entrance scholarships as secondary programs do not qualify but many of these students have financial needs that this award can help alleviate. Applicants must demonstrate that, through personal determination, they have managed to overcome barriers in order to continue with their formal education.

At our Warman Campus we will be offering three awards – one \$1000 and two \$500 awards to students attending at our Martensville and Dakota Whitecap First Nation classrooms. I would like to offer the City of Martensville the opportunity to support these students through a donation to help fund these awards. We would love for you to come on board as the sole donor of this award for \$2000 which would support three students but any donation to support one or two students would be greatly appreciated.

As a thank you for your donation you will be invited to our annual scholarship reception where you will get to meet and present your award to the student(s) that are receiving your support, your name will go on our donor wall at all of our campuses as well as in our thank you newspaper ad during National Philanthropy week in November that we place in local newspapers.

Any support you are able to provide will mean the world to these students. I would be happy to meet council to discuss this opportunity further if you would like.

Thank you for your consideration.

A handwritten signature in cursive script that reads "Dianne Sletten".

Dianne Sletten  
Donor Services Coordinator  
Great Plains College  
306-778-5456  
diannes@greatplainscollege.ca



Box 809 • 121 Collins Street  
Warman SK CAN • S0K 4S0  
Phone: 306-683-2800  
Fax: 306-934-8221  
www.spiritsd.ca

November 8, 2019

**VIA E-MAIL**

Dear Sirs and Madams:

**Re: Local Government Week – November 11 to 17**

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Local Government Week has been proclaimed by the province to recognize those involved in the various levels of local government.

On behalf of the Prairie Spirit Board of Education and School Division, I would like to express our appreciation for your commitment and dedication to your local communities. Thank you for your public service that benefits all of us and makes our province strong and vibrant.

Sincerely,

Sam Dyck, Chairperson  
Prairie Spirit Board of Education

Lori Jeschke, Director of Education  
Prairie Spirit School Division

Pay Date: 06-Nov-2019 to 19-Nov-2019

Cheque #	Supplier Name	Amount
39187	DCG PHILANTHROPIC SERVICES INC	\$ 33,526.50
39188	AIR LIQUIDE CANADA INC	\$ 91.66
39189	ACCENT HOMES	\$ 69.59
39190	ACCU-SHARP INC	\$ 216.45
39191	ACRES INDUSTRIES INC	\$ 121,294.16
39192	ADVANCED FIRST AID & CPR TRAINING	\$ 1,255.80
39193	AINSWORTH INC	\$ 1,027.99
39194	ANWEILER, BRETT	\$ 74.22
39195	ARGUIN, ADEN	\$ 29.35
39196	AYOTTE PLUMBING HEATING & AC	\$ 1,160.54
39197	B.N. STEEL & METAL (2002) INC	\$ 555.00
39198	BELL MEDIA	\$ 394.55
39199	BHARDWAJ, ESHANT	\$ 58.85
39200	BHARDWAJ, ESHANT	\$ 37.96
39201	BLUEWAVE ENERGY A DIV OF PARKLAND FUEL CORP	\$ 1,000.95
39202	BOSS LUBRICANTS	\$ 2,831.21
39203	BUDGELL, DALE AND BUDGELL, HOLLY	\$ 30.48
39204	BUILT-IN-VACUUM SERVICE	\$ 49.95
39205	CAN TRAFFIC TRAFFIC CONTROL DEVICE INSTALLATION	\$ 1,207.13
39206	CANADIAN LINEN & UNIFORM SERVICE	\$ 48.18
39207	CERTIFIED LABORATORIES	\$ 2,097.02
39208	CLASS C ARTISANS BOUTIQUE	\$ 157.36
39209	CORE ROCK CONSULTING & CONSTRUCTION	\$ 6,352.50
39210	COUNTRY ASPHALT CORP	\$ 19,985.51
39211	CRYSTAL CAR WASH	\$ 130.00
39212	CTV SASKATOON - a division of Bell Media Inc	\$ 1,771.00
39213	D.W. ELASH ENTERPRISES	\$ 915.75
39214	DELCO AUTOMATION INC.	\$ 1,316.46
39215	DESJARDIN CARD SERVICES	\$ 176.80
39216	DIGITEX.CA	\$ 186.86
39217	DIRTY DEVIL HYDROVAC SERVICES	\$ 632.70
39218	EECOL ELECTRIC (SASK) INC	\$ 72.43
39219	ENNS, JIM	\$ 267.01
39220	EXPERT LOCKSMITHS LTD	\$ 58.27
39221	EYRE, JAMES AND EYRE, DENISE	\$ 73.54
39222	FER-MARC EQUIPMENT LTD	\$ 242.37
39223	HACH SALES & SERVICE	\$ 879.12
39224	HAGA, RYAN	\$ 2,500.00
39225	HBI OFFICE PLUS INC.	\$ 73.87
39226	HERC RENTALS	\$ 1,518.25
39227	HUTCHINSON, ALLI	\$ 110.25
39228	K & M CLASSICS AUTOBODY	\$ 1,905.58
39229	KLINGER, ANDREW	\$ 49.22
39230	KRAUSE, G	\$ 2,310.00
39231	LAFARGE CANADA INC	\$ 2,419.78
39232	LAWSON PRODUCTS INC	\$ 133.09
39233	LEVITT-SAFETY DIV. OF LEVITT-SAFETY LTD	\$ 478.57
39234	LIVING SKY CONSTRUCTION	\$ 1,486.65
39235	MARTENSVILLE CURLING CLUB	\$ 1,575.00
39236	MARTENSVILLE RENTAL CENTER	\$ 93.23
39237	MCRP	\$ 500.00
39238	MIKE DROP PRODUCTIONS	\$ 100.00
39239	MUENCH, MEGAN	\$ 207.00
39240	NOVAKOVSKI, ANTHONY	\$ 8.83
39241	PAWS REPUBLIC	\$ 3,605.00
39242	PHARMASAVE 466	\$ 99.99
39243	PRAIRIE PAVING (2006) INC	\$ 1,620.43
39244	PRINCESS AUTO LTD	\$ 70.94
39245	RAZERTIP INDUSTRIES INC	\$ 561.66
39246	RITE-WAY FENCING INC.	\$ 2,089.89
39247	RONEY, CARA	\$ 56.38
39248	ROSENAU, TIMOTHY AND ROSENAU, BEVERLEY	\$ 38.46
39249	SASKATOON BOILER MFG CO LTD	\$ 366.30
39250	SASKATOON CO-OP ASSOC LTD	\$ 110.71
39251	SASKATOON WHOLESALE TIRE E LTD	\$ 504.63
39252	SEA HAWK	\$ 998.87
39253	SUNBELT RENTALS INC	\$ 162.93
39254	SUPERIOR SWEEPING SERVICES INC	\$ 223,488.49
39255	T&T POWER GROUP INC	\$ 3,559.44
39256	TIGER AUTOMOTIVE	\$ 194.25
39257	TR PETROLEUM MARTENSVILLE INC.	\$ 4,909.73
39258	TRC OF CANADA LTD	\$ 1,085.25
39259	TRIOD SUPPLY (NB) LTD	\$ 24.91
39260	VALLEY TRENCHING	\$ 444.00
39261	WARMAN HOME CENTER	\$ 1,807.35
39262	WESCO DISTRIBUTION CANADA	\$ 493.25
39263	WHEATON	\$ 1,189.83
39264	OSAM, PATRICK	\$ 600.00
299	AIR LIQUIDE CANADA INC	\$ 1,386.24
365	ATS TRAFFIC SASKATCHEWAN	\$ 339.55
3536	B&A PLANNING GROUP	\$ 7,365.70
1800	BLEVINS, SCOTT	\$ 253.09
2931	BOSCH, VAL	\$ 700.00
3263	BRUNNING, JOHN	\$ 220.00
3315	CANADIAN TIRE STORE #912 HODGKINSON-KRISTOF INC	\$ 924.82
3278	COLLINS, ANGELA	\$ 360.00
2514	CROWE, DONALD	\$ 1,050.00
3065	DE LAGE LANDEN Financial Serices Canada Inc	\$ 815.85
1236	DOWNING, BAILEY	\$ 250.00
735	ESSENTIALLY FITNESS	\$ 504.00



<b>Cheque #</b>	<b>Supplier Name</b>		<b>PAGE 2</b>
2512	GOERTZEN, CHARLOTTE	\$	1,080.00
3032	GREGG DISTRIBUTORS CO	\$	5,704.17
3593	GRUZA, MATTHEW	\$	1,200.00
536	HAID GENERAL CONSTRUCTION LTD	\$	468,236.28
3394	HIRSEKORN, TORI	\$	16.64
701	JANKOSKI, TERESA	\$	200.00
1990	JENSON PUBLISHING	\$	110.25
3392	JEPSEN, SUSAN	\$	300.00
2946	KOBUSSEN, JULIE	\$	457.33
4069	LASKOWSKI, ANITA	\$	240.00
184	LORAAS DISPOSAL SERVICES	\$	69,724.51
4068	LORAN, JESSICA	\$	475.00
2473	LYNN, KERRI	\$	210.00
195	MARTENSVILLE BUILDING & HOME SUPPLY	\$	165.64
1851	MARTENSVILLE LIBRARY	\$	268.31
1769	MARTENSVILLE MESSENGER	\$	1,186.50
201	MCGILL'S INDUSTRIAL	\$	3,824.74
287	MEPP	\$	24,443.16
4047	MISCHUK, TRACY	\$	525.00
2126	MORPHY, LORI	\$	325.00
1005	MUENCH, KENT	\$	23.67
604	PERRON, PAUL	\$	195.00
3183	PETIT, JASMINE	\$	200.00
2127	PINNACLE DISTRIBUTIONS INC	\$	102.17
325	PRAIRIE MOBILE COMMUNICATIONS	\$	11,683.71
91	REDHEAD EQUIPMENT	\$	151.72
1912	RICOH CANADA INC	\$	659.34
295	SASK WATER CORPORATION	\$	201,265.39
1059	SASKATCHEWAN RESEARCH COUNCIL	\$	1,662.43
1149	SHEWCHUK, JANET	\$	600.00
2891	SPI HEALTH AND SAFETY	\$	2,530.80
3654	SPORTBALL NORTH SASK	\$	2,400.00
3991	SUTHERLAND AUTOMOTIVE	\$	457.30
547	TAYLOR, STACEY	\$	300.00
3601	TR PETROLEUM LTD	\$	4,262.84
118	UAP INC	\$	203.84
3655	WHITESIDE, DAKOTA	\$	125.00
348	WMCZ LAWYERS	\$	1,723.36
254	RECEIVER GENERAL	\$	36,602.99
293	SASKTEL	\$	559.35
294	PRAIRIE SPIRIT SCHOOL DIVISION NO. 206	\$	191,900.20
331	MASTERCARD COLLABRIA	\$	21.48
331	MASTERCARD COLLABRIA	\$	238.19
2690	MASTERCARD COLLABRIA	\$	255.64
2799	MASTERCARD COLLABRIA	\$	39.52
3169	MASTERCARD COLLABRIA	\$	512.42
3169	MASTERCARD COLLABRIA	\$	732.60
737	MASTERCARD COLLABRIA	\$	856.37
293	SASK TEL	\$	1,957.04
193	MINISTER OF FINANCE	\$	50.24
PP#23	GENERAL GOVERNMENT	\$	15,605.50
PP#23	PROTECTIVE SERVICES	\$	5,359.19
pp#23	PLANNING & REGULATIONS	\$	7,405.57
PP#23	RECREATION AND COMMUNITY SERVICE	\$	35,152.34
PP#23	TRANSPORTATION	\$	18,836.96
PP#23	WATER AND SEWER	\$	10,809.00
PP#23	COUNCIL	\$	0.00
<b>EXPENDITURE GRAND TOTAL</b>		<b>\$</b>	<b>1,612,130.18</b>

**CITY OF MARTENSVILLE  
2019 COUNCIL MEETING SCHEDULE**

**JANUARY**

<b>COMMITTEE OF THE WHOLE</b>	<b>TUESDAY</b>	<b>8</b>	<b>5:00 P.M.</b>
<b>REGULAR COUNCIL</b>	<b>TUESDAY</b>	<b>15</b>	<b>5:00 P.M.</b>

**FEBRUARY**

<b>COMMITTEE OF THE WHOLE</b>	<b>TUESDAY</b>	<b>12</b>	<b>5:00 P.M.</b>
<b>REGULAR COUNCIL</b>	<b>TUESDAY</b>	<b>19</b>	<b>5:00 P.M.</b>

**MARCH**

<b>REGULAR COUNCIL</b>	<b>TUESDAY</b>	<b>5</b>	<b>5:00 P.M.</b>
<b>COMMITTEE OF THE WHOLE</b>	<b>TUESDAY</b>	<b>12</b>	<b>5:00 P.M.</b>
<b>REGULAR COUNCIL</b>	<b>TUESDAY</b>	<b>19</b>	<b>5:00 P.M.</b>

**APRIL**

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

**MAY**

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

**JUNE**

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

**JULY**

<b>COMMITTEE OF THE WHOLE</b>	<b>TUESDAY</b>	<b>9</b>	<b>5:00 P.M.</b>
<b>REGULAR COUNCIL</b>	<b>TUESDAY</b>	<b>16</b>	<b>5:00 P.M.</b>

**AUGUST**

<b>COMMITTEE OF THE WHOLE</b>	<b>TUESDAY</b>	<b>13</b>	<b>5:00 P.M.</b>
<b>REGULAR COUNCIL</b>	<b>TUESDAY</b>	<b>20</b>	<b>5:00 P.M.</b>

**CITY OF MARTENSVILLE  
2019 COUNCIL MEETING SCHEDULE**

**SEPTEMBER**

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

**OCTOBER**

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

**NOVEMBER**

<b>REGULAR COUNCIL</b>	<b>TUESDAY</b>	<b>5</b>	<b>5:00 P.M.</b>
<b>COMMITTEE OF THE WHOLE</b>	<b># TUESDAY</b>	<b>12</b>	<b>5:00 P.M.</b>
<b>REGULAR COUNCIL</b>	<b>TUESDAY</b>	<b>19</b>	<b>5:00 P.M.</b>

**DECEMBER**

<b>COMMITTEE OF THE WHOLE</b>	<b>TUESDAY</b>	<b>10</b>	<b>5:00 P.M.</b>
<b>REGULAR COUNCIL</b>	<b>TUESDAY</b>	<b>17</b>	<b>5:00 P.M.</b>



**POLICY AND PROCEDURE**  
**NAME: EMPLOYEE DRESS CODE**

**CITY OF MARTENSVILLE**  
**NUMBER: 85/14**

**1.0 PURPOSE**

- 1.1 It is the intent of the City of Martensville to ensure that work attire complement the environment to reflect an efficient and professional atmosphere. This policy is intended to define appropriate “work attire” for each department during normal business operations Saturday through Thursday and allow for “casual business attire” on Fridays.
- 1.2 The key to sustaining an appropriate dress attire is the use of common sense and good judgment, and applying a dress practice that the City of Martensville deems conducive to our business environment.
- 1.3 The City of Martensville wishes to encourage employees to dress comfortable, with consideration given to maintaining a professional appearance. Appropriate attire is to be worn at all times to keep with standards set out within the policy.

**2.0 RESPONSIBILITY**

- 2.1 Enforcement of this policy is the responsibility of management and supervisory personnel.
- 2.2 Request for advice and assistance in administration or interpretation of this policy should be directed to the City Manager or City Clerk.

**3.0 GENERAL GUIDELINE**

- 3.1 This policy, unless otherwise stated, refers to all City of Martensville employees including City Hall Staff, Martensville Athletic Pavilion Office Staff, Customer Service Reps and Library Staff.
- 3.2 It is understood that the dress code for each department will differ according to the duties, work hazards and other environmental factors.
- 3.3 All employees are expected to ensure that their clothing is clean, in good repair and in a non-wrinkled condition.



**POLICY AND PROCEDURE**  
**NAME: EMPLOYEE DRESS CODE**

**CITY OF MARTENSVILLE**  
**NUMBER: 85/14**

**4.0 OFFICE EMPLOYEES**

3.4 Business attire is to be worn Saturday through Thursday. On Fridays all office staff must wear a City of Martensville Logoed Top and are also permitted to wear jeans or casual business attire.

3.5 Appropriate 'Business Attire' for office employees include the following:

**Men:**

- Dress or casual dress pants
- Dress shirts or dressy golf or polo shirts
- Dress sweaters
- Dress shoes or loafers
- \*\*NO Shorts or flip flop type sandals\*\*

**Women:**

- Dresses
- Skirts or skorts
- Dress or casual dress pants
- Capris
- Blouses or dressy tops or sweaters
- Dress shoes, dress sandals or dress boots.
- \*\*NO flip flop typed sandals\*\*

4.3 Appropriate Friday Business Casual Attire for office employees include the following:

**Men:**

- Slacks, including 'Cargo' pants; clean jeans of any color that are not frayed, faded or have tears of any kind.
- Logoed polo, golf shirt, sweater, or zip up hoodie
- Loafers, dress sandals or appropriate athletic shoes

**Women:**

- Slacks or pants; cords, clean jeans of any color that are not frayed, faded or have tears of any kind.
- Dress Shorts (no shorter than 2" above top of knee cap)
- Logoed polo, golf shirt; sweater or zip up hoodie
- Loafers or casual shoes or sandals



**POLICY AND PROCEDURE**

**NAME: EMPLOYEE DRESS CODE**

**CITY OF MARTENSVILLE**

**NUMBER: 85/14**

4.4 Unacceptable Office Attire (Saturday through Friday)

- Cut-offs
- Athletic wear
- Spandex or Lycra
- Tennis shoes
- Tank tops, tube tops, halter tops with spaghetti straps or strapless
- Beach wear
- Midriff length tops
- Provocative attire
- Off-the-shoulder tops
- Workout clothes
- Running Shoes (Saturday – Thursday)
- Jeans of any color (Saturday – Thursday)
- Pullover Hoodie
- Hats
- Flip Flops

4.5 As per the Collective Agreement 24.01 b) upon presentation of receipts, the employee shall provide each inside/clerical employee with one hundred and twenty-five dollars (\$125.00) annually for the purchase of City of Martinsville logo apparel. Locations of the logo can be as follows: Left Front Chest, Right Front Chest, Left Shoulder Sleeve or Right Shoulder Sleeve This allowance must be utilized between January 1 and December 31 annually. The City Manager retains the right to approve the apparel.

**5.0 PUBLIC WORKS, RECREATION AND COMMUNITY SERVICES, CUSTODIANS, BYLAW ENFORCEMENT OFFICERS & AQUATIC STAFF**

5.1 All employees in these departments will be expected to follow the Protective Clothing Policy #80/11.



**POLICY AND PROCEDURE**

**NAME: EMPLOYEE DRESS CODE**

**CITY OF MARTENSVILLE**

**NUMBER: 85/14**

**6.0 ENFORCEMENT**

6.1 Department Managers and Supervisors are responsible for monitoring and enforcing this Policy. This policy will be administered according to the following action steps:

6.1.1 If questionable attire is worn in the office, the respective department head will hold a personal, private discussion with the employee to discuss and counsel the employee regarding inappropriateness of the attire.

6.1.2 If an obvious policy violation occurs, the department supervisor/manager will hold a private discussion with the employee and ask the employee to go home and change their attire immediately.

6.1.3 Repeated policy violations will result in disciplinary action, up to and including termination.

COUNCIL ADOPTING RESOLUTION: #315/10212014

COUNCIL ADOPTING RESOLUTION: #363/12162014

COUNCIL ADOPTING RESOLUTION: #245/11192019

DATE: October 21, 2014

DATE: December 16, 2014

DATE: November 19, 2019

CITY OF MARTENSVILLE  
BUSINESS LICENSING BYLAW AMENDMENT  
NO. 10-2019

**A BYLAW OF THE CITY OF MARTENSVILLE TO AMEND BYLAW 9-2017 KNOWN AS  
THE BUSINESS LICENSE BYLAW**

The Council of the City of Martensville, in the Province of Saskatchewan, enacts to amend Bylaw No. 9-2017 as follows:

1. By adding the following definition to Part 2 Definitions:

“BEES LICENSE” means a certificate the beekeeper will be required to have while in operation and included a registered identification number contained in the City bee license records.

“HIVE” means a drone like structure or boxes where bees are kept.

2. By adding the following to Part II LICENSES

1. BEES

- (a) Every beekeeper within the City shall obtain a bee license from the City.

2. GENERAL LICENSE CONDITIONS”

- (a) The license fee for an annual license shall be as set out in Schedule “A” of this bylaw.
- (b) A certificate shall be issued by the City for the license fee paid, which shall be the certificate of license.
- (c) When applying for a license, the beekeeper shall supply the City with the address and contact information for where the hives will be kept, any other relevant information which may be required by the City.
- (d) Every beekeeper within the City shall on demand by the Animal Control Officer, Bylaw Enforcement Officer, Pound Keeper or Peace Officer, show his or her certificate of license or other evidence that he or she has paid the fee as provided for in this Bylaw.
- (e) A license issued is not transferable to any other beekeeper.
- (f) A license fee paid pursuant to the Bylaw shall not be refundable.



CITY OF MARTENSVILLE  
BUSINESS LICENSING BYLAW AMENDMENT  
NO. 10-2019

3. By adding the following to Part III REGULATION OF ANIMALS:

1. BEES

- (a) All Beekeepers must register their bees with the Provincial Apiarist and provide proof to the City.
- (b) Maintain the bees in such a condition to reasonably prevent undue swarming or aggressive behavior.
- (c) Ensure that the bees are requeened if they are subject to undue swarming or aggressive behavior.
- (d) No person shall locate a hive within 2 meters of any property line.
- (e) No person shall knowingly place or keep a hive under 25 meters from a school or public park.
- (f) No hive shall be more than 2 meters above adjacent ground level.
- (g) Hives shall only be located on residential properties.
- (h) No person shall keep more than:
  - i. Two (2) colonies on a parcel of land with an area less than 1000 square meters (0.1 hectares):
  - ii. Four (4) colonies on a parcel of land having an area between 1000 square meters (0.1 hectares) and 2000 square meters (0.2 hectares) or:
  - iii. Six (6) colonies on a parcel of land having an area between 2000 square meters (0.2 hectares) and 4000 square meters (0.4 hectares)
- (i) Should a site, hive or beekeeper contravene any parts of the Animal Control Bylaw, an Animal Control Officer or Bylaw Enforcement Officer may revoke permission to keep bees at a specific property.

4. SCHEDULE "A" Schedule of Fees be deleted and replaced with SCHEDULE "A" as attached to and forms part of this bylaw.

CITY OF MARTENSVILLE  
BUSINESS LICENSING BYLAW AMENDMENT  
NO. 10-2019

5. By adding SCHEDULE “C” as attached to and forms part of this bylaw.
6. By adding APPENDIX “2” as attached to and forms part of this bylaw.
7. This Bylaw shall come into force and effective when adopted by Council.

Mayor \_\_\_\_\_

City Clerk \_\_\_\_\_

Read a first time this 19 Day of November 2019  
Read a second time this 19 Day of November 2019  
Read a third and final time this 19 Day of November 2019

CITY OF MARTENSVILLE  
BUSINESS LICENSING BYLAW AMENDMENT  
NO. 10-2019

SCHEDULE "A"

SCHEDULE OF FEES

CATS & DOGS

Annual License Fee	\$20.00
After September 1 <sup>st</sup>	\$10.00
Permanent License Fee (if already micro chipped)	\$30.00
Impound Fee	\$50.00
Housing Fee (for each day or part thereof kept at the pound)	\$50.00

BEES

Bee License Fee	\$20.00
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CITY OF MARTENSVILLE  
BUSINESS LICENSING BYLAW AMENDMENT  
NO. 10-2019

SCHEDULE "C"

SCHEDULE OF OFFENSES – BEES

	First Offence	Second Offence	Subsequent
Failure to maintain hive	\$50.00	\$100.00	\$250.00
Violation of hive location	\$50.00	\$100.00	\$250.00
Violation of number of hives	\$50.00	\$100.00	\$250.00

CITY OF MARTENSVILLE  
BUSINESS LICENSING BYLAW AMENDMENT  
NO. 10-2019

APPENDIX "2"



Annual Bee License

Owner: Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Civic Address \_\_\_\_\_

Phone: Home: \_\_\_\_\_

Cell: \_\_\_\_\_

Work: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Number of Hives on Property \_\_\_\_\_

Have you registered with the Provincial Apiarist? YES/NO

CITY OF MARTENSVILLE  
CODE OF ETHICS BYLAW  
BYLAW NO. 11-2019

A BYLAW OF THE CITY OF MARTENSVILLE TO ESTABLISH A CODE OF ETHICS  
BYLAW

**Short Title**

1. This Bylaw may be cited as the Code of Ethics Bylaw.

**Legal Requirement**

2. This bylaw has been created to comply with section 66.1 of *The Cities Act* and as outlined in section 3.1, Schedule 1, of *The Cities Regulations*.

**Purpose**

3. The purpose of this code is to outline basic ethical standards and values for members of council. It is to be used to guide members of council respecting what their obligations are when fulfilling their duties and responsibilities as elected officials.

This code is to be interpreted in accordance with the legislation applicable to the City of Martensville, the common law and the policies and bylaws of the City of Martensville

Neither the law nor this code is to be interpreted as exhaustive, and there will be occasions on which a council will find it necessary to adopt additional rules of conduct in order to protect the public interest and to enhance the public confidence and trust in local government.

It is the responsibility of each member of council to uphold the standards and values set out in this code.

**PART I  
CODE OF ETHICS**

**Code of Ethics for Members of Council**

**Preamble**

4. Citizens expect the highest standards of Conduct from the members they elect to local government. As members of council, we recognize that our actions have an impact on the lives of all residents and property owners in the community. Fulfilling our obligations and discharging our duties responsibly requires a commitment to the highest ethical standards.

The quality of the public administration and governance of the City of Martensville, as well as its reputation and integrity, depends on our conduct as elected officials.

CITY OF MARTENSVILLE  
CODE OF ETHICS BYLAW  
BYLAW NO. 11-2019

**Standards and Values**

**5. Honesty**

Members of council shall be truthful and open in their roles as council members and as members of the communities they serve.

**Objectivity**

Members of council shall make decisions carefully, fairly and impartially.

**Respect**

Members of council shall treat every person, including other members of council, municipal employees and the public, with dignity, understanding and respect.

Members of council shall not engage in discrimination, bullying or harassment in their roles as members of council. They shall not use derogatory language towards others, shall respect the rights of other people and groups, shall treat people with courtesy and shall recognize the importance of the different roles others play in local government decision making.

**Transparency and Accountability**

Members of council shall endeavour to conduct and convey council business and all their duties in an open and transparent manner, other than those discussions that are authorized to be dealt with in a confidential manner in closed session, so that stakeholders can view the process and rationale used to reach decisions and the reasons for taking certain actions.

Members of council are responsible for the decisions that they make. This responsibility includes acts of commission and acts of omission.

**Confidentiality**

Members of council shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by council to do so. Members shall not take advantage of or obtain private benefit from information that is obtained in the course of or as a result of their official duties or position and that is not in the public domain. This includes complying with *The Local Authority Freedom of Information and Protection of Privacy Act* in their capacity as members of council of a local authority.

**Leadership and the Public Interest**

Members of council shall serve their constituents in a conscientious and diligent manner and act in the best interests of the municipality. A member shall strive, by focussing on issues important to the community and demonstrating leadership, to build and inspire the public's trust and confidence in local government.

Members of council are expected to perform their duties in a manner that will bear close public scrutiny and shall not provide the potential or opportunity for personal benefit, wrongdoing or unethical conduct.

CITY OF MARTENSVILLE  
CODE OF ETHICS BYLAW  
BYLAW NO. 11-2019

**Responsibility**

Members of council shall act responsibly and in accordance with the Acts of the Parliament of Canada and the Legislature of Saskatchewan, including *The Cities Act*.

This duty includes disclosing actual or potential conflicts of interest, either financial or otherwise relating to their responsibilities as members of council, following policies and procedures of the municipality, and exercising all conferred powers strictly for the purpose for which the powers have been conferred. Every member of council is individually responsible for preventing potential and actual conflicts of interest.

**Acknowledgement**

6. Acknowledgement of the requirement of Council Members to comply with the Council Code of Ethics, shall be affirmed by completion of the 'Oath or Affirmation – Member of Council', upon their swearing-in, identified in Schedule 'A' hereto.

**PART II  
CONTRAVENTION OF THE CODE OF ETHICS**

**Complaint Procedure**

7. As required by clause 66.1(5)(c) of *The Cities Act*, the following section details the procedure for handling contraventions of the code of ethics.
  - (a) To report an alleged contravention of the code of ethics, an individual/organization/member of council may submit the form found in Schedule B, by sending the form directly to City Clerk, by mail, e-mail, fax or courier. The complaint will then be presented to council at the next regular meeting of council in an *in-camera* session.
  - (b) Upon receipt of a complaint, Council shall discuss the complaint and take all necessary steps to ensure the complaint is valid.
  - (c) All discussions surrounding alleged and substantiated contraventions of this policy shall be conducted in an *in-camera* session at a meeting of council.
  - (d) If the claim is found to be substantiated, Council may, by resolution, impose an appropriate penalty detailed in 9(a) to (f) based on the severity of the contravention of the code of ethics.
    - (i) Any action taken by Council should include a time frame to complete the expected remedial action.
  - (e) Council shall inform the claimant, member of council, and any other relevant party of council's decision, which includes:
    - (i) Informing the claimant and member of council that the complaint is dismissed, or
    - (ii) Informing the complainant and member of council of the corrective action and/or the measures taken to ensure the behavior or activity does not continue.



CITY OF MARTENSVILLE  
CODE OF ETHICS BYLAW  
BYLAW NO. 11-2019

**Contravention during a Council Meeting**

8. If council is of the opinion that a member has violated the code of ethics during a council meeting, council may require the member to remove themselves for the remainder of the council meeting. Council may apply additional penalties based on the severity of the contravention.

**Remedial Action if Contravention Occurs**

9. Should a Member of a Council breach any of the principles outlined in this code, the possible courses of action that are available to Council include but are not limited to:
- (a) An apology, either written and/or verbal, by the Member of Council to the impacted individual(s), Council, and/or the general public.
  - (b) Educational training on ethical and respectful conduct.
  - (c) Repayment of moneys/gifts received.
  - (d) Removal of the Member from Council Committees and/or bodies.
  - (e) Dismissal of the Member from a position of Chairperson of a Committee.
  - (f) Reprimand.

**PART III  
COMING INTO FORCE**

10. Bylaw 15-2016 is hereby repealed.
11. This bylaw shall come into effect on the day of its final passing.

Read a first time this 19 day of November 2019  
Read a second time this 19 day of November 2019  
Read a third time and adopted this 19 day of November 2019

{Seal}

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MAYOR

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CITY CLERK

CITY OF MARTENSVILLE  
CODE OF ETHICS BYLAW  
BYLAW NO. 11-2019

**Schedule A**

**Oath or Affirmation – Member of Council**

I, \_\_\_\_\_, having been elected to the office of Council in the City of Martensville,

DO SOLEMNLY PROMISE AND DECLARE THAT:

1. I will truly, faithfully and impartially, to the best of my knowledge and ability, perform the duties of this office;
2. I am qualified to hold the office to which I have been elected;
3. I have not received and will not receive any payment or reward, or promise of payment or reward, for the exercise of any corrupt practice or other undue execution or influence of this office;
4. I have read, understand and agree to abide by the Code of Ethics, Rules of Conduct and Procedures applicable to my position as a member of council required of me by *The Cities Act* and any other Act and by the Council;
5. I will:
  - a) Perform the duties of office imposed by *The Cities Act* and any other Act or law and by the council.
  - b) Disclose any conflict of interest within the meaning of Part VII of *The Cities Act*; and
  - c) Comply with the Code of Ethics, Rules of Conduct and Procedures applicable to the office I now hold that are imposed by *The Cities Act* and any other Act and by the Council.

**DECLARED** before me at the City of  
Martensville in the Province of Saskatchewan  
This \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Commissioner of Oaths for Saskatchewan

\_\_\_\_\_  
Signature of Council Member

Appointment expires: \_\_\_\_\_

CITY OF MARTENSVILLE  
CODE OF ETHICS BYLAW  
BYLAW NO. 11-2019

**Schedule B**

**Formal Complaint Form**

**Please note that knowingly signing a false affidavit may expose you to prosecution under the Criminal Code of Canada.**

I \_\_\_\_\_ of \_\_\_\_\_,  
*(First and Last Name)* *(Full mailing address)*

do solemnly swear/(affirm and declare) that the following contents of this statement are true and correct and hereby request the council of the City of Martensville to *look into/ conduct an investigation/ inquiry/ follow-up on* whether or not the following member(s) of the City Council has (have) contravened the Code of Ethics:

\_\_\_\_\_  
*Member(s) of council name(s)*

I have reasonable and probable grounds to believe that the above member(s) has (have) contravened the Code of Ethics by reason of the following:

1. insert date(s), time and location of conduct;
2. include the sections of this bylaw that have been contravened;
3. provide the particulars and names of all persons involved, and of all witnesses;
4. provide contact information for all people listed;
5. any exhibits can be attached; and
6. if more space is required, please attach additional pages as needed.

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\_\_\_\_\_  
*(Signature of Complainant)*

\_\_\_\_\_  
*(Date signed)*

**For Office Use Only**  
\_\_\_\_\_  
*(Date filed)*  
\_\_\_\_\_  
*(Signature of \_\_\_\_\_ (i.e. Municipal administrator, City Clerk, or other applicable position pursuant to subsection 3(a) of bylaw)*