

CITY OF MARTENSVILLE
REGULAR COUNCIL MEETING 18-2020
TUESDAY OCTOBER 20, 2020
MINUTES

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

REGRETS: Director of Infrastructure & Planning Matt Gruza,

LOCATION: Council Chambers – City Hall and Zoom

RECORDING SECRETARY: City Clerk Carla Budnick

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

RES: #213/10202020 (Martens/MacDonald)

AGENDA

“That we adopt the agenda dated October 20, 2020”

CARRIED

RES: #214/10202020 (Cox/MacDonald)

SPECIAL COUNCIL MINUTES – SEPTEMBER 24, 2020

“That we accept the minutes of the Special Council Meeting No. 16-2020 dated September 24, 2020.”

CARRIED

RES: #215/10202020 (Chillog/Blackwell)

P4G JOINT PUBLIC HEARING

“That we accept the minutes of the P4G Joint Public Hearing dated September 24, 2020.”

CARRIED

RES: #216/10202020 (McGuire/Martens)

MINUTES – OCTOBER 6, 2020

“That we accept the minutes of the Regular Council Meeting No. 17-2020 dated October 6, 2020.”

CARRIED

RES: #217/10202020 (Cox/MacDonald)

COMMITTEE OF THE WHOLE – OCTOBER 13, 2020

“That we accept the Committee of the Whole minutes dated October 13, 2020.”

CARRIED

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RES: #218/10202020 (Blackwell/Martens)

MANAGERS REPORT

“That we accept the Managers Report dated October 20, 2020.”

CARRIED

RES: #219/10202020 (Blackwell/McGuire)

EXPENDITURE APPROPRIATION

“That we authorize Expenditure Appropriation No. 18-2020, in the amount of \$1,029,099.16 as attached hereto and forming part of the minutes.”

CARRIED

RES: #220/10202020 (Cox/Martens)

BANK RECONCILIATION

“That we accept the Bank Reconciliation for the months of April 2020 & May 2020.”

CARRIED

RES: #221/10202020 (Cox/Chillog)

DISCRETIONARY USE – 529 CENTENNIAL DRIVE SOUTH

“That we grant a Discretionary Use Permit to Dean Belcourt to develop an Auto Body Shop on Lot C, E, F and G, Block 7, Plan 76S17044, civically known as 529 Centennial Drive South, as shown on the attached proposed site plan with the attached conditions.”

- 1. The applicant must obtain a Development Permit and all other relevant permits and licences (including a Building Permit);**
- 2. The final plans submitted be substantially in accordance with the plans submitted in the support of this Discretionary Use Application;**
- 3. All vehicle maintenance and autobody work on site to be done entirely indoors;**
- 4. Storage of vehicle parts, painting supplies, or equipment associated with the autobody shop must be stored indoors;**
- 5. Outdoor storage in a side or rear yard shall be screened from adjacent sites by a fence (chain link with slats or solid fence) at least 1.9m in height;**
- 6. No damaged or partially dismantled vehicles to be stored or parked in the required front yard; and**
- 7. Autobody exhaust systems to be maintained to reduce emissions and inspected regularly to minimize conflict with adjacent properties.”**

CARRIED

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RES: #222/10202020 (Blackwell/McGuire)

LAGOON TRANSFER LINE REPAIR

“That we approve the estimate cost of \$46,875 for the Lagoon Transfer Line Repair.”

CARRIED

RES: #223/10202020 (Cox/MacDonald)

EMPLOYEE ENGAGEMENT POLICY #109/20

“That we authorize the Employee Engagement Policy #109/20 as attached hereto and forming parts of these minutes.”

CARRIED

DISCUSSION ITEMS

A) RFD – Traffic Signal Technical Services Agreement

Infrastructure Manager Scott Loyns reviewed with City Council a Traffic Signal Technical Service Agreement which has been drafted by the City of Saskatoon to assist the City of Martensville with maintenance and repairs of all traffic lights within the city. With the retirement of Don Burfit, the City’s Public Works Department has been using a combination of a local electrician for the minor repairs and maintenance work and a traffic light contractor from Edmonton for the more technical repairs and maintenance work. This practice has not been cost efficient and has resulted in delays in getting emergency repairs done. The City of Saskatoon has proposed a one-year pilot project agreement which will be evaluated by both parties at the end of the year. It was noted that the rates the City of Saskatoon would be charging are the same rates they would charge out for any 3rd party work and the rates were determined to cover wages, payroll costs, shop overhead, and administrative overhead. The City of Saskatoon has stated that these rates and the mark up on materials are not intended to be a revenue stream for the City of Saskatoon.

RES: #224/10202020 (MacDonald/Cox)

TRAFFIC SIGNAL TECHNICAL SERVICES AGREEMENT

“That we authorize the City Manager and City Clerk to sign the Traffic Signal Technical Services Agreement.”

CARRIED

B) RFD – Illuminated Pedestrian Crosswalk

At a recent Council meeting, the Carmanah Solar Rapid Flashing Beacon was selected as the desired style to be installed at Main Street and 6th Avenue South. City Council requested a more accurate quote due to the location chosen and a number of underground utilities being present. While Administration was working on a more accurate quote ATS Traffic offered the City a 90 Day free trial offer for a less expensive and simplified option. This alternate option is still a Carmanah Solar Rapid Flashing Beacon but can be installed on a regular 2 inch sign post and would not require a large post with a concrete base.

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It was recommended by Administration to accept the 90 Day Trial to see if this simpler system is what Council is wanting and Administration can budget accordingly for 2021 once Council has been given the opportunity to see how the system works.

C) RFD – ICIP Grant Application

The Government of Canada and Government of Saskatchewan recently opened a new stream for the Investing in Canada Infrastructure Program (ICIP) – the Covid-19 Resilience Infrastructure Stream (CVRIS). One of the categories in this stream is Active Transportation Infrastructure, including trails and multi-use pathways. Federal/Provincial funding will cover up to 73.33% of project costs. Pathway lighting on the south trail was included in the 2020 capital budget, but it is unlikely the work can be completed this year. The Opinion of Probable Cost for the project indicates that the total budget of \$80,000 would be required for the south section of trail.

Administration is proposing to defer the project and funding to 2021 and submit a grant application for an expanded project that would include the lighting on the south pathway as well as the pathway heading north along 10th Avenue to Main Street. Should the application be successful, the \$80,000 would be used as the City’s share of the expanded project. If the application is not successful, Administration would proceed with the south trail lighting as originally planned.

A motion from Council committing funding to the project is required to be submitted with the application.

RES: #225/10202020 (Cox/Blackwell)

ICIP GRANT APPLCIATION

“Be it resolved that City of Martensville Council directs staff to apply for a grant opportunity from the Investing in Canada Infrastructure Program;

Be it further resolved that the City of Martensville commits \$80,000 plus applicable taxes from its budget towards the costs of lighting on the south pathways as well as the pathway heading north along 10th Avenue to Main Street.”

CARRIED

Mayor Muench and Council passed on their thanks to Councillor Bob Blackwell who has been on Council for the last 8 years and will not be running for another term.

RES: #226/10202020 (Blackwell/McGuire)

ADJOURN

“That we adjourn this meeting at 5:50 P.M.”

CARRIED

MAYOR

CITY CLERK

CITY OF MARTENSVILLE
07-OCT-2020 to 20-OCT-2020

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Cheque #	Supplier Name	Amount
40696	JOTHER CONTRACTING LTD.	\$ 3,733.77
40697	101056449 SASKATCHEWAN LTD	\$ 1,388.53
40698	AL ANDERSON'S SOURCE FOR SPORTS	\$ 583.59
40699	ALL-BRITE ELECTRIC CO. LTD.	\$ 7,155.50
40700	APPLIED INDUSTRIAL TECHNOLOGIES	\$ 80.14
40701	BARTA, CHARMAINE	\$ 46.40
40702	BLUEWAVE ENERGY A DIV OF PARKLAND FUEL CORP	\$ 53.01
40703	BOLT MOBILE	\$ 44.40
40704	BRETT, CAMERON AND HOFFMAN, LISA	\$ 68.33
40705	CENTURY LLC	\$ 423.26
40706	CHEMICAL INDUSTRIES	\$ 12,285.00
40707	COOK, CHASE	\$ 1.64
40708	DESJARDIN CARD SERVICES	\$ 679.76
40709	DOLLARAMA LP	\$ 25.45
40710	DUMOND, MARK AND DUMOND, TREENA	\$ 12.00
40711	EXPERT LOCKSMITHS LTD	\$ 144.52
40712	FREDERICK, VANESSA	\$ 373.75
40713	HACH SALES & SERVICE	\$ 4,812.96
40714	HAMILTON, KELSEY	\$ 154.95
40715	HERC RENTALS	\$ 983.24
40716	HIEBERT, MONICA	\$ 82.08
40717	JORDAIR COMPRESSORS INC	\$ 577.75
40718	LAMBERT DISTRIBUTING INC.	\$ 97.94
40719	MAHOWICH, CRYSTAL	\$ 208.17
40720	MARCOUX, SIDNEY AND BLAZOSEK, PATRICIA	\$ 121.78
40721	MARTENSVILLE FIREFIGHTER ASSOCIATION	\$ 1,500.00
40722	MARTENSVILLE KINSMEN	\$ 250.00
40723	MERLIN FORD LINCOLN	\$ 79.37
40724	MINISTER OF FINANCE	\$ 399.60
40725	ODINTSOV, DMYTRO AND ODINTSOVA, NATALIYA	\$ 269.68
40726	OTTENBREIT, ANDY	\$ 247.14
40727	PUROLATOR INC	\$ 140.78
40728	REDDEKOPP, DUSTIN AND BERG, AMANDA	\$ 174.70
40729	ROCKY MOUNTAIN PHOENIX	\$ 8,368.29
40730	SACCUCCI, DAVID AND MARTINEZ, DENNI	\$ 122.53
40731	SASKATOON LANDSCAPE STORE	\$ 1,587.60
40732	SCHNEIDER, MARIANNE	\$ 108.28
40733	SHERWIN WILLIAMS CO.	\$ 1,324.42
40734	THE MASTER GROUP INC	\$ 395.57
40735	TNT ENTERPRISES LTD.	\$ 9,657.00
40736	UPTON, JUANITA	\$ 830.55
40737	UTIGARD, CHRISTOPHER	\$ 575.00
40738	WALE, JAMES	\$ 29.11
40739	XEROX CANADA LTD.	\$ 1,005.28
40740	ZEE MEDICAL SERVICE COMPANY	\$ 434.57
40741	CONSTRUCTION FASTNERS & TOOLS LTD	\$ 388.49
03071	AQUIFER DISTRIBUTOR LTD	\$ 5.08
01274	ARMTEC INC	\$ 4,664.88
00012	ASL PAVING LTD	\$ 601.70
00365	ATS TRAFFIC SASKATCHEWAN	\$ 95.46
03359	BLOOMQUIST, LEAH	\$ 91.39
00242	BROOMAN, DEAN	\$ 69.06
03947	CANADIAN LINEN & UNIFORM SERVICE	\$ 51.43
03315	CANADIAN TIRE STORE #912 HODGKINSON-KRISTOF INC	\$ 309.34
00054	CATTERALL & WRIGHT	\$ 21,075.72
00244	CLEARTECH INDUSTRIES INC	\$ 240.43
03487	CONSTRUCTION FASTNERS & TOOLS LTD	\$ 1,145.52
00639	FLOCOR INC.	\$ 2,653.41
01228	GAWLETZ, MICHAEL	\$ 29.27
02874	GILLELECTRIC CONTRACTING LTD	\$ 124.88
00138	GRAND&TOY	\$ 483.30
02395	GREATER SASKATOON CATHOLIC SD#20	\$ 22,570.29
03032	GREGG DISTRIBUTORS CO	\$ 1,873.45
02785	HBI OFFICE PLUS INC.	\$ 162.12
01990	JENSON PUBLISHING	\$ 1,025.85
02447	KALLSTROM, LILA	\$ 22.24
00698	LAKESHORE TREE FARMS LTD.	\$ 2,311.87
00184	LORAAS DISPOSAL SERVICES	\$ 70,689.17
00195	MARTENSVILLE BUILDING & HOME SUPPLY	\$ 331.30
01851	MARTENSVILLE LIBRARY	\$ 46.39
01769	MARTENSVILLE MESSENGER	\$ 1,556.63
00287	MEPP	\$ 25,429.08
02105	OAKCREEK GOLF & TURF INC.	\$ 599.20
02127	PINNACLE DISTRIBUTIONS INC	\$ 2,572.75
00401	PRINCESS AUTO LTD	\$ 186.34
00276	REDDEKOPP, ANGELA	\$ 157.50
01912	RICOH CANADA INC	\$ 5,713.82
00295	SASK WATER CORPORATION	\$ 280,383.81
01059	SASKATCHEWAN RESEARCH COUNCIL	\$ 381.95
00296	SASKATOON CO-OP ASSOC LTD	\$ 2,720.16
02342	SASKATOON FASTPRINT LP	\$ 1,010.82
03469	SEA HAWK	\$ 4,198.48
02891	SPI HEALTH AND SAFETY	\$ 161.00
03991	SUTHERLAND AUTOMOTIVE	\$ 553.60
03601	TR PETROLEUM LTD	\$ 6,112.32
00118	UAP INC	\$ 167.53
00348	WMCZ LAWYERS	\$ 92.13
00254	RECEIVER GENERAL	\$ 42,552.91
00293	SASKTEL	\$ 555.25
00294	PRAIRIE SPIRIT SCHOOL DIVISION NO. 206	\$ 330,315.82
1370	MASTERCARD COLLABRIA	\$ 92.00
1818	MASTERCARD COLLABRIA	\$ 1,050.00

Cheque #	Supplier Name		Amount
3011	MASTERCARD COLLABRIA	\$	5.30
3169	MASTERCARD COLLABRIA	\$	24.50
3169	MASTERCARD COLLABRIA	\$	241.46
3169	MASTERCARD COLLABRIA	\$	630.81
3169	MASTERCARD COLLABRIA	\$	892.50
737	MASTERCARD COLLABRIA	\$	856.40
PP#21	GENERAL GOVERNMENT	\$	17,172.55
PP#21	PROTECTIVE SERVICES	\$	34,890.33
PP#21	PLANNING & REGULATIONS	\$	7,740.12
PP#21	RECREATION AND COMMUNITY SERVICE	\$	37,148.36
PP#21	TRANSPORTATION	\$	18,710.38
PP#21	WATER AND SEWER	\$	11,523.92
PP#21	COUNCIL	\$	0.00

EXPENDITURE GRAND TOTAL \$ 1,029,099.16



POLICY AND PROCEDURE

NAME: EMPLOYEE ENGAGEMENT POLICY

CITY OF MARTENSVILLE

NUMBER: 109/20

1. PURPOSE

The City of Martensville is committed to our employees and will strive to offer a workplace that supports them through open communication, recognition, career progression opportunities, supervision, training, and development. The City has adopted this policy to ensure our employees are provided with the highest quality employment experience possible.

2. GUIDELINES

2.1 Communications:

- The City of Martensville fosters a workplace with open lines of communication between senior management, management, Human Resources, and employees.
- City of Martensville employees are encouraged to raise any concerns regarding their workplace with their superiors through open dialogue, or by submitting an email or suggestion.
- The City takes these queries, suggestions, and recommendations seriously and supports its employees by thanking them for their input in helping identify and address issues in the workplace toward ensuring the highest quality employment experience.
- All employee issues, suggestions and recommendations will be reviewed, investigated, and addressed in a prompt fashion.
- The City of Martensville commits to sharing information regarding City affairs with its employees where possible.

2.2 Training and Development:

- The City of Martensville is committed to providing our employees with the training and development required to complete their job functions effectively and efficiently and to gain the necessary skills to advance their careers with the City.
- Training and development is an on-going process throughout employment. The City will inform employees when new training and development programs and initiatives are available.
- Employees are encouraged to continually review their current knowledge and skillsets toward meeting their own career aspirations, search out appropriate avenues for training and development, and bring such appropriate opportunities to the attention of their supervisors.



POLICY AND PROCEDURE

NAME: EMPLOYEE ENGAGEMENT POLICY

CITY OF MARTENSVILLE

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2.3 Career Advancement Opportunities:

- The City of Martensville maintains a priority to hire from within whenever possible.
- Employees will be given every opportunity to develop their training and skillsets to obtain the necessary requirements for career advancement.
- Employees who wish to apply for internal postings should inform their immediate supervisor and Human Resources of their intent.

3. RESPONSIBILITIES

3.1 City Manager

- Responsible for maintaining supervision over management, Human Resources, and employee engagement activities, ensuring their operational success.

3.2 Directors, Managers, and In-Scope Supervisors

- Responsible for working with City employees to address their issues, queries, suggestions, and recommendations.
- Be easily accessible to employees and maintain an open dialogue with employees to ensure open lines of communication at all times.
- Provide workplace direction to assist employees in their day-to-day activities and offer recognition for success.
- Assist in employee training and development.
- Supervise the implementation of, and participation in, employee engagement programs to ensure their success.

3.3 Human Resources

- Work with management to ensure the ongoing training and development of City of Martensville employees.
- Create, develop, and implement employee engagement programs and policies.
- Ensure the proper recognition for employee success.
- Provide internal postings for employment opportunities within the City of Martensville.
- Work with employees to address their queries, suggestions, and recommendations.



POLICY AND PROCEDURE

NAME: EMPLOYEE ENGAGEMENT POLICY

CITY OF MARTENSVILLE

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3.4 Employees

- Required to participate in on-going training and development for their specific job-duties.
- Encouraged, but not required, to identify and participate in career advancing training and development opportunities.
- Maintain an open dialogue with management, Human Resources, and other employees pertaining to work-related issues, suggestions, and recommendations.

COUNCIL ADOPTING RESOLUTION:

#223/10202020

October 20, 2020