

CITY OF MARTENSVILLE  
REGULAR COUNCIL MEETING 11-2021  
TUESDAY JULY 20, 2021  
MINUTES

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

**REGRETS:** Deputy Mayor Tyson Chillog, City Clerk Carla Budnick

**LOCATION:** Council Chambers – City Hall and Zoom

**RECORDING SECRETARY:** Director of Corporate Services Leah Bloomquist

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

RES: #174/07202021 (McGuire/MacDonald)

**AGENDA**

**“That we adopt the agenda dated July 20, 2021.”**

**CARRIED**

RES: #175/07202021 (Cox/MacDonald)

**MINUTES – JUNE 15, 2021**

**“That we accept the minutes of the Regular Council Meeting No. 10-2021 dated June 15, 2021.”**

**CARRIED**

RES: #176/07202021 (Cox/McGuire)

**CORRESPONDENCE**

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

**CARRIED**

RES: #177/07202021 (McGuire/MacDonald)

**COMMITTEE OF THE WHOLE JULY 13, 2021**

**“That we accept the Committee of the Whole minutes dated July 13, 2021.”**

**CARRIED**

RES: #178/07202021 (Cox/MacDonald)

**MANAGERS REPORT**

**“That we accept the Managers Report dated July 20, 2021.”**

**CARRIED**

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RES: #179/07202021 (Cox/McGuire)

**EXPENDITURE APPROPRIATION**

**“That we authorize Expenditure Appropriation No. 11-2021, in the amount of \$2,354,304.80 as attached hereto and forming part of the minutes.”**

**CARRIED**

RES: #180/07202021 (Cox/MacDonald)

**BANK RECONCILIATION**

**“That we accept the Bank Reconciliation for the month of January 2021.”**

**CARRIED**

RES: #181/07202021 (MacDonald/Cox)

**FINANCIAL RESERVES POLICY**

**“That we adopt the Financial Reserves Policy #111/21 as attached here to and forming part of these minutes**

**CARRIED**

RES: #182/07202021 (McGuire/Martens)

**2021 TAX ABATEMENT – VARIOUS PROPERTIES**

**“That we approve the tax abatement of 2021 taxes in the amount of \$3,907.72 for properties listed as attached hereto and forming part of these minutes.”**

**CARRIED**

RES: #183/07202021 (MacDonald/Cox)

**RESERVES TO BE REDESIGNATED**

**“That we approve the following reserves be redesignated as follows EHS Surplus Reserve with a balance of \$8,309.33 be redesignated to Municipal Contingency Reserve, Public Works Reserve with a balance of \$194,000.00 be redesignated to Infrastructure Replacement Reserve – Public Works, Capital Land Sales Reserve with a balance of \$341,288.43 be redesignated to Municipal Contingency Reserve and Abatement Contingency Reserve with a balance of \$25,000.00 to Municipal Contingency Reserve.”**

**CARRIED**

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RES: #184/07202021 (MacDonald/Cox)

**SUBDIVISION – LAKE VISTA PHASE 5B**

**“That we approve the subdivision of SW1.4 Sec 27, TWP 38, RGE 5 W3rd, as shown on the Lake Vista Plan of Proposed Subdivision for Phase 5B of lake Vista, prepared by Tom Webb, S.L.S., and dated May 17, 2021, as attached to, and forming part of these minutes, on the condition that a Development and Servicing Agreement be entered into.”**

**CARRIED**

RES: #185/07202021 (Cox/McGuire)

**WATER & SEWER REPAIRS 2021**

**“That we approve the water & sewer repairs and award the tender to DC Trenching in the amount of \$98,200 plus taxes with work beginning September 1, 2021.”**

**CARRIED**

RES: #186/07202021 (Cox/MacDonald)

**CANADA COMMUNITY REVITALIZATION FUND**

**“That Council commit up to \$250,000.00 of funding for pathway repair and improvements as the City’s contribution to the Canada Community Revitalization Fund application.”**

**CARRIED**

RES: #187/07202021 (McGuire/MacDonald)

**A & W 100 – PARTIAL LANE CLOSURE**

**“That we approve the partial lane closure on Centennial Drive North to coincide with the A & W 100 Car show on Saturday September 11, 2021.”**

**CARRIED**

RES: #188/07202021 (MacDonald/Cox)

**ENABLING ACCESSIBILITY FUND**

**“That Council commit \$125,000.00 of funding for the installation of accessible surfacing and play components in City playgrounds as the City’s contribution to the Enabling Accessibility Fund application.”**

**CARRIED**

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**DISCUSSION ITEMS**

**A) RFD – Engagement Tools**

Community Economic Development Manager Shewchuk presented to Council three specific tools that are intended to improve communication and information and profile to our citizens and business community.

- These included:
- a) Citizen Engagement Platform to enhance opportunities for engagement and feedback on civic matters
  - b) Improved Business Directory on the City webpage – businesses can upload a profile along with an active link to their website
  - c) Mobile App Development intended to improve connectivity with residents and ability to inform and notify about activities, civic services, or news items.

Council liked the options but would like to see more in-depth plans for the proposed projects. They would like Shewchuk to prioritize the projects

RES: #189/07202021 (McGuire/Cox)

**IN-CAMERA**

**“That Council go in-camera at 5:58 P.M.”**

**CARRIED**

**IN-CAMERA**

**A) RCMP**

RES: #190/07202021 (MacDonald/McGuire)

**RESUME REGULAR COUNCIL MEETING**

**“That we resume the July 20, 2021, Regular Council Meeting at 6:32 P.M.”**

**CARRIED**

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RES: #191/07202021 Cox/MacDonald

**ADJOURN**

**“That we adjourn this meeting at 6:33 P.M.”**

**CARRIED**

\_\_\_\_\_  
MAYOR

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

**CITY OF MARTENSVILLE  
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TUESDAY JULY 20, 2021**

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**INCOMING - CORRESPONDENCE**

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DATE	COMPANY	ITEM
June 15, 2021	SREDA	SREDA Project Report

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**OUTGOING - CORRESPONDENCE**

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# SREDA PROJECTS REPORT

## COMPLETE

### **Bruce Richet Award**

The 2021 Bruce Richet Award was given to Reeve Judy Harwood at the SREDA AGM on May 6<sup>th</sup>. The award celebrates individuals for their outstanding contributions and commitment to regional economic development.

To read the news release, please visit: <https://sreda.com/reeve-judy-harwood-wins-sredas-bruce-richet-award/>

## IN PROGRESS

### **Love Local Box Academy**

The SREDA Love Local Box was created in 2020 to help small businesses in the Saskatoon Region access more customers and grow their local brand awareness. It was a huge success, hence our excitement to relaunch it!

This year, we added an educational component to the program, creating the Love Local Box Academy. This Academy is an 8-week bootcamp and is a prerequisite for businesses interested in being in the Love Local Box this year. The Love Local Box Academy will cover topics such as:

- Business Plan Development and Set-Up
- Legal Considerations
- Finance & Bookkeeping
- Product Manufacturing (Processing & Supplies)
- Product Manufacturing (Packaging & Labeling)
- Distribution Channels
- Marketing, Branding & Social Media
- Employees (Hiring & Engagement)

The type of business we are targeting for this program is home-based micro-businesses with less than four employees.

Important dates and more information about the program can be found here: <https://sreda.com/what-we-do/love-local-box-academy/>

## **Project Ribbon**

Project Ribbon's Phase 2 report was released at a Stakeholder Engagement Session on April 29<sup>th</sup>. Sixty people from various organizations and supporting industries attended the virtual event lead by Wallace Insights. In addition, one-on-one meetings are being held with specific stakeholders to discuss the findings presented in the Phase 2 report.

Project Ribbon is a three-part strategy to attract large value-added agribusinesses to the Saskatoon Region. Part 1 analyzed the entire Region to identify areas with the greatest potential for such a facility. Part 2 consisted of a detailed analysis to determine the costs of bringing key utility services and upgrades to the three key areas identified in Phase 1. Finally, phase 3 will consist of developing a strategy to market the areas.

To read the news release and the report, please visit: <https://sreda.com/saskatoon-region-one-step-closer-to-agribusiness-investment/>

## **ONGOING**

### **How's Business**

How's Business is a monthly article produced by SREDA to highlight businesses that have taken part in our programs. The articles will highlight business's past successes and future plans while sharing how SREDA's programs helped them achieve their goals. The articles will also give the businesses a new audience to access, as their stories will be shared via the SREDA NEWSflash, social media, and on our website.

Over the next months, regional businesses that were part of SOAR, Small Business Emergency Continuity Grant Program, Local Link, and several other programs will be highlighted in the How's Business articles.

If you have any recommendations for Regional businesses that SREDA should highlight, please email [kjohannesson@sreda.com](mailto:kjohannesson@sreda.com).

### **Regional Digest**

The Regional Digest was developed to keep Regional Members informed of what is happening in the Saskatoon Region. It includes major news, events, and opportunities for SREDA Regional Members.

If you would like to receive the Regional Digest, sign up here: <https://mailchi.mp/eb71af162e0a/regionaldigest>

If there are any stories your community would like highlighted in the Regional Digest, please email [kjohannesson@sreda.com](mailto:kjohannesson@sreda.com).

### **Saskatoon Region Council Dashboard**

SREDA developed the Saskatoon Region Council Dashboard to track what municipalities in the Region are working on and determine areas for collaboration and future economic development projects.

The updated Council Dashboard has been attached in Appendix A.



## **SREDA Articles**

SREDA has an economic intelligence specialist and communications specialist on staff who create articles highlighting various aspects of the local economy. Below are several articles the SREDA team released earlier this year.

- Saskatoon Region Economic Recovery Tracker  
<https://sreda.com/saskatoon-economic-recovery-tracker/>
- Lower COVID cases, re-opening optimism spur employment rise in May  
<https://sreda.com/lower-covid-cases-re-opening-optimism-spur-employment-rise-in-may/>
- Why our economic recovery depends on a 10-letter word  
<https://sreda.com/why-our-economic-recovery-depends-on-a-10-letter-word/>
- Q1 2021 - Why we're keeping a B- rating for the local economy  
<https://sreda.com/q1-2021-why-were-keeping-a-b-minus-rating-for-the-local-economy/>
- Saskatoon recovers 2,000 jobs in April  
<https://sreda.com/saskatoon-recovers-2000-jobs-in-april/>

To receive news and insights on the local economy, sign up for the SREDA NEWSflash [here](#).

## **FUTURE**

If you have any questions about other programs and projects we are working on, please contact [kjohannesson@sreda.com](mailto:kjohannesson@sreda.com) to find out more.



**POLICY AND PROCEDURE**  
**NAME: FINANCIAL RESERVES POLICY**

**CITY OF MARTENSVILLE**  
**NUMBER: 111/21**

**POLICY STATEMENT:**

The Financial Reserves Policy is a prudent business practice that will enhance the City of Martensville’s financial strength, flexibility, cash flow management, and ability to achieve the City’s Vision and Strategic Plan priorities.

A Financial Reserve Policy is required to establish, maintain, and manage Reserve funds that:

- Maintain and improve the City’s working capital requirements;
- Provide for future funding requirements; and
- Provide stabilization for fluctuations in operating and capital activities.

**PURPOSE:**

The purpose of this policy is to maintain consistent standards and guidelines for the management of Reserves and execution of Reserve Transactions, and to ensure that all Reserve Transactions are approved by Council and carried out in accordance with Council’s approval.

**DEFINITIONS:**

1. **Committed Balance** – Funding approved as per Financial Reserves Policy #111/21 to be applied towards specific expenditures.
2. **Designated Balance** - Funding designated for a specific purpose, which has not yet been approved by Council to be applied towards specific expenditures.
3. **Infrastructure Lifecycle, Maintenance and Replacement Reserves** – A reserve roll up category for reporting which captures all Reserves that tie to Infrastructure Lifecycle, Maintenance and Replacement of Martensville tangible capital assets.
4. **Optimal Balance** – Where applicable, Reserves will require a minimum or maximum recommended balance for the Reserve. These recommendations will be a formula based on adequate levels to maintain services as determined by departments, endorsed by the Administration team, and approved by Council. Schedule “B” of the policy will provide a listing of the Reserve Descriptions and their recommended formulas, if applicable.
5. **Projects Reserves** – A Reserve roll up category for reporting which captures all Reserves that tie to the non-cyclical Reserve needs of departments including operating and capital projects.
6. **Redesignation of Reserve Funds** – The process to change the purpose of Reserve funds from one Reserve to another.



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**CITY OF MARTENSVILLE**

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7. **Release of Reserve Funds** – Reserve funds for which the purpose has been fulfilled or changed and is consequently closed. Any funding resulting from the release of a Reserve will be identified for redesignation to another Reserve or general surplus.
8. **Reserve** - Reserves are created when funds are set aside (designated) for a future purpose. Funds within a Reserve are restricted and will be applied as outlined in the approved Reserve Description.
9. **Reserve Description** – A listing of Reserve Descriptions is found in Schedule “A” of this policy. Each Reserve Description contains the following:
  - a. The overall purpose of the Reserve;
  - b. The General Ledger account code used to track reserve transactions and balances;
  - c. The source of the Reserve funds;
  - d. When the reserve can be accessed (the application);
  - e. A reference to Schedule “B” for the Optimal Balance formula, if applicable;
  - f. The duration; and
  - g. Interest entitlement.
10. **Reserve Transaction** – The following activity is considered a Reserve Transaction:
  - a. Contributions to the Reserve from internal or external sources
  - b. Withdrawals from the Reserve to fund expenditures
  - c. Redesignation of the Reserve Funds
  - d. Release of the Reserve Funds
11. **Special Purpose Reserves** – A Reserve roll up category for reporting which captures unique Reserves that have a one-to-one relationship with the Reserve Description. For these Reserves, a policy is in place as referenced in the Reserve Description, or external influences are a factor.
12. **Stabilization and Contingency Reserves** – A Reserve roll up category for reporting which captures all Reserves that maintain funds to aid in stabilizing and smoothing the temporary impact of unforeseen events or planned fluctuations in activity.

**GUIDELINES:**

1. All Reserve Transactions will be approved by Council.
2. All Reserves will be administered in accordance with current municipal policies and the Public Sector Accounting Standards.
3. All Reserves must fall under an approved Reserve Description. The establishment of a new Reserve, which will require a new Reserve Description, must be approved by Council.



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4. Reserves will be funded from internal or external sources as defined in the Reserve Descriptions.
5. Funding to and from the Reserve will be approved through Council via:
  - a. Existing municipal policies;
  - b. The annual budget process;
  - c. The year-end Reserve request and approval process;
  - d. The approved Reserve Description; or
  - e. Council resolution
6. As part of the year-end Reserve request and approval process, any potential Release of Reserve Funds or Redesignation of Reserve Funds will be identified.
7. As part of the year-end process for Reserves that have Optimal Balances, an assessment will be made between the actual designated Reserve balance and the recommended Optimal Balance. Reserves which are lower than their established Optimal Balance will be considered in the distribution of the annual operating surplus. Reserves which exceed their established Optimal Balance will be considered for Redesignation. Strategies to maintain the Optimal Balance will be addressed through the strategic plan and budget cycles. Schedule "B" details the formula calculations to be used in determining the Optimal Balance for the reserves that have been identified to require and Optimal Balance.
8. Interest earnings will be applied to the Reserves which have been deemed interest bearing as indicated in the Reserve Description.
9. Reporting
  - Reporting on the Reserves will occur through the annual budget report and throughout the year as required.
  - The Annual Audited Financial Statements of the City report Reserves within accumulated surplus, along with equity in tangible capital assets and unrestricted surplus (deficit).

**COUNCIL ADOPTING RESOLUTION:**

**July 20, 2021**

**# /xxxxxxxx21**



**POLICY AND PROCEDURE**

**NAME: FINANCIAL RESERVES POLICY**

**CITY OF MARTENSVILLE**

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**Schedule A – City of Martinsville Financial Reserves Listing & Descriptions**

Municipal Reserves

Stabilization & Contingency Reserves:

1. Municipal Contingency Reserve

Projects Reserves:

2. Fire Department Reserve
3. Police Reserve

Infrastructure Lifecycle, Maintenance & Replacement Reserves:

4. Infrastructure Replacement Reserve – Public Works
5. Infrastructure Replacement Reserve – Parks & Recreation

Special Purpose Reserves:

6. Offsite Development Fees (ODF) Reserve
7. Local Improvement Reserve
8. MAP Sponsorship Reserve
9. New Deal Gas Fund Reserve
10. Future Recreation Facility Reserve
11. Perpetual Care Funds Reserve
12. Dedicated Lands Reserve

Utilities Reserves

Stabilization & Contingency Reserves:

13. Utility Surplus/Deficit Reserve

Infrastructure Lifecycle, Maintenance & Replacement Reserves:

14. Infrastructure Replacement Reserve – Utilities

Special Purpose Reserves:

15. Wastewater Treatment Levy Reserve



**POLICY AND PROCEDURE**  
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<b>Financial Reserves – Description 1 – Municipal Contingency Reserve</b>	
Type:	Municipal
Roll up Category:	Stabilization and Contingency Reserve
Name:	Municipal Contingency Reserve
GL Code:	1-2-240-0532
Purpose:	To provide funds to smooth the future property tax dollar increases in periods of high inflation or high revaluation; to stabilize fluctuations in operating and capital activity; to address the risk of revenue or expenditure volatility; to stabilize the temporary impact of unforeseen, non-recurring, emergent, one-time expenditures, or losses of revenue; and to ensure the orderly provision of services to citizens.
Source of Funds:	a) Budgeted transfers as approved by Council. b) Allocation of the Year-end Operating Surplus as approved by Council. c) Released or redesignated funds from another Financial Reserve. d) Other sources as approved by Council.
Optimal Balance:	See Schedule B
Application:	Funds from this reserve will be used for stabilizing periods of high inflation or other items that would result in the volatility of future property tax dollar requirements, and for stabilizing unbudgeted impacts resulting from unanticipated events. Examples are unforeseen increases in emergency response costs, unforeseen climatic conditions, losses incurred due to assessment changes/appeals, extraordinary events, insurance premiums and/or deductible payment fluctuations, or other items that would result in an overall deficit to the municipal operation.
Duration:	Ongoing
Interest Bearing:	No



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<b>Financial Reserves – Description 2 – Fire Department Reserve</b>	
Type:	Projects Reserve
Roll up Category:	Municipal Projects Reserves
Name:	Fire Department Reserve
GL Code:	1-2-240-0508
Purpose:	To provide funding for capital projects that will be undertaken in the future specifically for the Fire Department infrastructure.
Source of Funds:	a) RM of Corman Park capital funding as outlined in the RM of Corman Park Fire Protection agreement. b) Other sources as approved by Council.
Optimal Balance:	See Schedule B
Application:	Funds from this Reserve will be used to fund capital projects for the Fire Department as included in the budget approved by Council.
Duration:	Ongoing
Interest Bearing:	No



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<b>Financial Reserves – Description 3 – Police Reserve</b>	
Type:	Projects Reserve
Roll up Category:	Municipal Projects Reserves
Name:	Police Reserve
GL Code:	1-2-240-0510
Purpose:	To provide funding for policing capital or operating projects that will be undertaken in the future.
Source of Funds:	a) Historical balance is from Criminal Record Check revenues. b) Other sources as approved by Council.
Optimal Balance:	See Schedule B
Application:	Funds from this Reserve will be used to fund projects for the RCMP as included in the budget approved by Council.
Duration:	Ongoing
Interest Bearing:	No





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<b>Financial Reserves – Description 4 – Infrastructure Replacement Reserve – Public Works</b>	
Type:	Municipal
Roll up Category:	Infrastructure Lifecycle, Maintenance and Replacement Reserve
Name:	Infrastructure Replacement Reserve – Public Works
GL Code:	1-2-240-0507
Purpose:	To provide funds for Public Works’ Infrastructure Lifecycle, Maintenance and Replacement projects including, but not limited to: a) Meeting future municipal requirements for existing assets. b) The scheduled replacement, refurbishment, and maintenance of City of Martinsville Public Works’ vehicles and fleet. c) Roadway rehabilitation and reconstruction to align with the priorities outlined in the 2017 Pavement Assessment Plan. d) Annual equipment replacement programs. e) Other maintenance and replacement as outlined in the Asset Management Plan under development.
Source of Funds:	a) Budgeted transfers as approved by Council. b) Allocation of the Year-end Operating Surplus as approved by Council. c) Proceeds received from the sale of disposed Public Works’ infrastructure assets by virtue of this Reserve Description are authorized to be transferred to this Reserve. d) Released or redesignated funds from another Financial Reserve. e) Other sources as approved by Council.
Optimal Balance:	See Schedule B
Application:	This reserve will be used to fund the replacement, refurbishment and maintenance of the City’s Public Works’ infrastructure assets as approved through the budget, or as presented to Council to offset fluctuations in annual costs, or as outlined in the City’s future Asset Management Plan (AMP under development)
Duration:	Ongoing
Interest Bearing:	No



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<b>Financial Reserves – Description 5 – Infrastructure Replacement Reserve – Parks &amp; Recreation</b>	
Type:	Municipal
Roll up Category:	Infrastructure Lifecycle, Maintenance and Replacement Reserve
Name:	Infrastructure Replacement Reserve – Parks & Recreation
GL Code:	1-2-240-0520
Purpose:	To provide funds for Parks & Recreation’s Infrastructure Lifecycle, Maintenance and Replacement projects including, but not limited to: a) Meeting future municipal requirements for existing assets. b) The scheduled replacement, refurbishment, and maintenance of City of Martinsville Parks & Recreation’s vehicles and fleet. c) Annual equipment replacement programs. d) Other maintenance and replacement as outlined in the Asset Management Plan under development.
Source of Funds:	a) Budgeted transfers as approved by Council. b) Allocation of the Year-end Operating Surplus as approved by Council. c) Proceeds received from the sale of disposed Parks & Recreation’s infrastructure assets by virtue of this Reserve Description are authorized to be transferred to this Reserve. d) Released or redesignated funds from another Financial Reserve. e) Other sources as approved by Council.
Optimal Balance:	See Schedule B
Application:	This reserve will be used to fund the replacement, refurbishment and maintenance of the City’s Parks and Recreation’s infrastructure assets as approved through the budget, or as presented to Council to offset fluctuations in annual costs, or as outlined in the City’s future Asset Management Plan (AMP under development)
Duration:	Ongoing
Interest Bearing:	No



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<b>Financial Reserves – Description 6 – Offsite Development Fees (ODF) Reserve</b>	
Type:	Municipal
Roll up Category:	Special Purpose Reserves
Name:	Offsite Development Fees Reserve
GL Code:	1-2-240-0502
Purpose:	To set aside offsite development levies collected under Development Levy Bylaw 14-2013 to fund new infrastructure or the expansion of existing infrastructure required because of development.
Source of Funds:	This Reserve is funded in accordance with the levies collected under Development Levy Bylaw 14-2013 and payable under a Development Levy Agreement.
Optimal Balance:	See Schedule B
Application:	Funds from this reserve may be applied in accordance with the Development Levy Bylaw 14-2013 and is defined in the Purpose and Use of the Levy Section 9.
Duration:	Ongoing
Interest Bearing:	No



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<b>Financial Reserves – Description 7 – Local Improvement Final Instalment Reserve</b>	
Type:	Municipal
Roll up Category:	Special Purpose Reserves
Name:	Local Improvement Final Instalment Reserve
GL Code:	1-2-240-0500
Purpose:	To set aside funds received by Local Improvement Prepayments to utilize for the corresponding annual debenture payments.
Source of Funds:	This reserve is funded by Local Improvement prepayments as outlined in the Final Assessment Schedule.
Optimal Balance:	See Schedule B
Application:	Funds shall be transferred annually in accordance with the amortization period defined in the Final Assessment Schedule.
Duration:	Ongoing
Interest Bearing:	No



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<b>Financial Reserves – Description 8 – MAP Sponsorship Reserve</b>	
Type:	Municipal
Roll up Category:	Special Purpose Reserves
Name:	MAP Sponsorship Reserves
GL Code:	1-2-240-0514
Purpose:	To set aside funds received and prepaid from sponsors for multi-year sponsorship agreements related to the Martinsville Athletic Pavilion (MAP).
Source of Funds:	This reserve is funded by sponsorship dollars received up front for multi-year sponsorship agreements.
Optimal Balance:	See Schedule B
Application:	Funds from this reserve will be applied in equal annual transfers over the term of each sponsorship agreement and will be included in the annual budget approval.
Duration:	Ongoing
Interest Bearing:	No



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<b>Financial Reserves – Description 9 – New Deal Gas Fund Reserve</b>	
Type:	Municipal
Roll up Category:	Special Purpose Reserves
Name:	New Deal Gas Tax Fund Reserve
GL Code:	1-2-240-0518
Purpose:	To set aside funds received under the Municipal Gas Tax Fund Agreement .
Source of Funds:	This reserve is funded by allocations received under the Municipal Gas Tax Fund Agreement – Transfer of Federal Gas Tax Revenue Under the Gas Tax Program.
Optimal Balance:	See Schedule B
Application:	Funds from this Reserve may be applied to Eligible Projects, first approved by Council and then by the Ministry of Government Relations via an approved Infrastructure Investment Plan. (IIP)
Duration:	Ongoing
Interest Bearing:	No



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<b>Financial Reserves – Description 10 – Future Recreation Facility Reserve</b>	
Type:	Municipal
Roll up Category:	Special Purpose Reserves
Name:	Future Recreation Facility Reserve
GL Code:	1-2-240-0526
Purpose:	To set aside funds for the design and construction of a new multipurpose recreational facility in the City of Martinsville.
Source of Funds:	<ul style="list-style-type: none"> <li>a) Future Recreation Facility Levy</li> <li>b) Budgeted transfers as approved by Council.</li> <li>c) Allocation of the Year-end Operating Surplus as approved by Council.</li> <li>d) Donations received from Martinsville Community Recreation Project (MCRP) or other donors.</li> <li>e) Released or redesignated funds from another Financial Reserve.</li> <li>f) Other sources as approved by Council.</li> </ul>
Optimal Balance:	See Schedule B
Application:	This Reserve will be used to fund expenditures related to the Future Recreation Facility as approved through the annual budget.
Duration:	This Reserve will be in place until completion of the project
Interest Bearing:	No



**POLICY AND PROCEDURE**  
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<b>Financial Reserves – Description 11 – Perpetual Care Funds Reserve</b>	
Type:	Municipal
Roll up Category:	Special Purpose Reserves
Name:	Perpetual Care Funds Reserve
GL Code:	1-2-240-0528
Purpose:	To set aside funds for the long-term care and maintenance of the City of Martinsville Cemetery.
Source of Funds:	This reserve is funded by the percentage of rates/fees charged as outlined in The Cemeteries Bylaw 21-2011.
Optimal Balance:	See Schedule B
Application:	Funds from this reserve may be used for expenditures related to the City of Martinsville Cemetery as approved through the annual budget.
Duration:	Ongoing
Interest Bearing:	No





**POLICY AND PROCEDURE**  
**NAME: FINANCIAL RESERVES POLICY**

**CITY OF MARTENSVILLE**  
**NUMBER: 111/21**

<b>Financial Reserves – Description 12 – Dedicated Lands Reserve</b>	
Type:	Municipal
Roll up Category:	Special Purpose Reserves
Name:	Dedicated Lands Reserve
GL Code:	1-2-240-0536
Purpose:	To set aside funds as per Section 9 of the Dedicated Lands Regulations and Planning & Development Act (2007).
Source of Funds:	(a) Sale, lease, or sublease of public reserves, municipal reserves, and environmental reserves or by payment in lieu of municipal reserve dedication. (b) Money in lieu of any of the land required to be dedicated as municipal reserve.
Optimal Balance:	See Schedule B
Application:	Per Section 9 of the Dedicated Lands Regulations, funds from this reserve may only be used for: (a) the purchase of land to be dedicated for public use; (b) the development of public parks and public recreation facilities on existing public reserves, municipal reserves, or environmental reserves within the municipality or within any other municipality; (c) the upgrading or replacement of existing public parks or public recreation facilities on existing public reserves, municipal reserves, or environmental reserves within the municipality or within any other municipality.
Duration:	Ongoing
Interest Bearing:	No



**POLICY AND PROCEDURE**  
**NAME: FINANCIAL RESERVES POLICY**

**CITY OF MARTENSVILLE**  
**NUMBER: 111/21**

<b>Financial Reserves – Description 13 – Utility Surplus/Deficit Reserve</b>	
Type:	Utilities
Roll up Category:	Stabilization & Contingency Reserves
Name:	Utility Surplus/Deficit Reserve
GL Code:	1-2-240-0524
Purpose:	To stabilize solid waste, water, and wastewater rates in the event of unforeseen, non-recurring, emergent expenditures, or losses of revenue; to stabilize fluctuations in operating and capital activity; and to address the risk of revenue or expenditure volatility.
Source of Funds:	<ul style="list-style-type: none"> <li>a) Budgeted transfers as approved by Council.</li> <li>b) Allocation of the Year End Utilities Operating Surplus as approved by Council.</li> <li>c) Other sources as approved by Council.</li> </ul>
Optimal Balance:	See Schedule B
Application:	Funds from this reserve will be used to smooth the impact of utility rate increases within the annual utilities operating budget, and for stabilizing unbudgeted impacts resulting from unanticipated or emergent events.
Duration:	Ongoing
Interest Bearing:	No



**POLICY AND PROCEDURE**  
**NAME: FINANCIAL RESERVES POLICY**

**CITY OF MARTENSVILLE**  
**NUMBER: 111/21**

<b>Financial Reserves – Description 14 – Infrastructure Replacement Reserve - Utilities</b>	
Type:	Utilities
Roll up Category:	Infrastructure Lifecycle, Maintenance and Replacement Reserve
Name:	Infrastructure Replacement Reserve - Utilities
GL Code:	1-2-240-0534
Purpose:	<p>To provide funds to assist in meeting future requirements for the expansion, replacement, refurbishment, and maintenance of tangible capital assets managed by the Utilities Department. These include , but not limited to:</p> <ul style="list-style-type: none"> <li>a) Meeting future Utilities requirements for existing assets.</li> <li>b) The scheduled replacement, refurbishment and maintenance of Utilities vehicles and fleet.</li> <li>c) Annual equipment replacement programs.</li> <li>d) Other maintenance and replacement as outlined in the Asset Management Plan under development.</li> </ul>
Source of Funds:	<ul style="list-style-type: none"> <li>a) Budgeted transfers as approved by Council.</li> <li>b) Allocation of the Utilities Year-end Operating Surplus as approved by Council.</li> <li>c) Proceeds received from the sale of disposed Utilities infrastructure assets by virtue of this Reserve Description are authorized to be transferred to this Reserve.</li> <li>d) Released or redesignated funds from another Financial Reserve.</li> <li>e) Other sources as approved by Council.</li> </ul>
Optimal Balance:	See Schedule B
Application:	This reserve will be used to fund the replacement, refurbishment and maintenance of the Utilities’ infrastructure assets as approved through the budget, or as presented to Council to offset fluctuations in annual costs, or as outlined in the City’s future Asset Management Plan (AMP under development)
Duration:	Ongoing
Interest Bearing:	No



**POLICY AND PROCEDURE**  
**NAME: FINANCIAL RESERVES POLICY**

**CITY OF MARTENSVILLE**  
**NUMBER: 111/21**

<b>Financial Reserves – Description 15 – Wastewater Treatment Levy Reserve</b>	
Type:	Utilities
Roll up Category:	Special Purpose Reserve
Name:	Wastewater Treatment Levy Reserve
GL Code:	1-2-240-0522
Purpose:	To set aside funds for the future Wastewater Treatment and Drinking Water Distribution Upgrades
Source of Funds:	<ul style="list-style-type: none"> <li>a) Wastewater Treatment Levy</li> <li>b) Budgeted transfers as approved by Council.</li> <li>c) Allocation of the Year-end Utilities Operating Surplus as approved by Council.</li> <li>d) Other sources as approved by Council.</li> </ul>
Optimal Balance:	See Schedule B
Application:	Funds from this Reserve may be applied to expenditures for the Wastewater Treatment and Drinking Water Distribution Upgrades project approved in the annual budget by Council
Duration:	Ongoing
Interest Bearing:	No



**POLICY AND PROCEDURE**  
**NAME: FINANCIAL RESERVES POLICY**

**CITY OF MARTENSVILLE**  
**NUMBER: 111/21**

**Schedule B – Optimal Balance Formulas**

<b>Reserve Description</b>	<b>Optimal Balance Formula</b>
<b><u>Municipal Reserves</u></b>	
Stabilization & Contingency Reserves:	
1. Municipal Contingency Reserve	5% of prior year’s municipal operating expenses
Projects Reserves:	
2. Fire Department Reserve	Not applicable
3. Police Reserve	Not applicable
Infrastructure Lifecycle, Maintenance & Replacement Reserves:	
4. Infrastructure Replacement Reserve – Public Works	TBD
5. Infrastructure Replacement Reserve – Parks & Recreation	TBD
Special Purpose Reserves:	
6. Offsite Development Fees (ODF) Reserve	Not applicable
7. Local Improvement Reserve	Not applicable
8. MAP Sponsorship Reserve	Not applicable
9. New Deal Gas Fund Reserve	Not applicable
10. Future Recreation Facility Reserve	Not applicable
11. Perpetual Care Funds Reserve	Not applicable
<b><u>Utilities Reserves</u></b>	
Stabilization & Contingency Reserves:	
12. Utility Surplus/Deficit Reserve	5% of prior year’s utilities operating expenses
Infrastructure Lifecycle, Maintenance & Replacement Reserves:	
13. Infrastructure Replacement Reserve – Utilities	TBD
Special Purpose Reserves:	
14. Wastewater Treatment Levy Reserve	Not applicable

**RESOLUTION FOR ABATEMENT  
OF TAXES**

CLASSIC GOLF CONTRACTORS INC., the owner/occupant of Lot 12 Block 301 Plan 99SA21292  
485051400 420 9TH STREET N

The current assessed levy-Taxable		The revised 2021 Assessed Levy-Taxable	
Land	\$218,705	Land	\$218,705
Improvements	\$196,605	Improvements	-
<b>TOTAL</b>	<b>\$415,310</b>	<b>TOTAL</b>	<b>\$218,705</b>

This abatement of taxes is requested as the said CLASSIC GOLF CONTRACTORS INC. should not pay the additional taxes due in respect of the above-noted property for the 2021 year because:

**SAMA:** The building was destroyed by fire.

	SCHOOL		MUNICIPAL	TOTAL
Taxes levied	\$2,803.34 Separate School		\$1,300.00 Base \$2,412.95 MUN	\$6,516.29
Revised Levy	\$1,476.26 Separate School		\$1,300.00 Base \$1,270.68 MUN	\$4,046.94
Abatement (refund)	<b>\$1,327.08</b> Separate School		<b>\$1,142.27</b> MUN	<b>\$2,469.35</b>

CERTIFIED that resolution # \_\_\_\_\_ authorizing the above-noted abatement was passed by the Council of the City of Martinsville on the \_\_\_\_\_ day of \_\_\_\_\_ **2021**.

SEAL

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY MANAGER

**RESOLUTION FOR ABATEMENT  
OF TAXES**

KLOVER DOSH ENTERPRISES the owner/occupant of Lot 14; Block 100; Plan 102170911  
484900380 720 CENTENNIAL DRIVE N

The current assessed levy-Taxable		The revised 2021 Assessed Levy-Taxable	
Land	\$369,580	Land	\$369,580
Improvements	\$367,965	Improvements	\$349,945
<b>TOTAL</b>	<b>\$737,545</b>	<b>TOTAL</b>	<b>\$719,525</b>

This abatement of taxes is requested as the said KLOVER DOSH ENTERPRISES should not pay the additional taxes due in respect of the above-noted property for the 2021 year because:

**SAMA:** The sizes of the mini lube garage and carwash have been corrected to 1008 square feet and 441 square feet, respectively, for a total of 1449 square feet.

	SCHOOL		MUNICIPAL	TOTAL
Taxes levied	\$4,780.29 Public School \$198.14 Separate School		\$1,300.00 Base \$4,285.14 MUN	\$10,563.57
Revised Levy	\$4,663.49 Public School \$193.30 Separate School		\$1,300.00 Base \$4,180.44 MUN	\$10,337.23
Abatement (refund)	<b>\$116.80</b> Public School <b>\$4.84</b> Separate School		<b>\$104.70</b> MUN	<b>\$226.34</b>

CERTIFIED that resolution # \_\_\_\_\_ authorizing the above-noted abatement was passed by the Council of the City of Martinsville on the \_\_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_  
MAYOR

SEAL

\_\_\_\_\_  
CITY MANAGER

**RESOLUTION FOR ABATEMENT  
OF TAXES**

FRATTINGER, GRAHAM the owner/occupant of Lot 7 Block 39 Plan 98SA24054  
485055700 758 HARDER PLACE

The current assessed levy-Taxable		The revised 2021 Assessed Levy-Taxable	
Property	\$213,440	Property	\$155,200
<b>TOTAL</b>	<b>\$213,440</b>	<b>TOTAL</b>	<b>\$155,200</b>

This abatement of taxes is requested as the said FRATTINGER, GRAHAM should not pay the additional taxes due in respect of the above-noted property for the 2021 year because:

**SAMA:** Land size corrected to 7804 square feet and the improvement is assessed using the manufactured home model rather than the single-family residence model.

	SCHOOL		MUNICIPAL	TOTAL
Taxes levied	\$914.06 Public School \$37.89 Separate School		\$1,000.00 Base \$1,158.98 MUN	\$3,110.93
Revised Levy	\$664.64 Public School \$27.55 Separate School		\$1,000.00 Base \$842.74 MUN	\$2,534.93
Abatement (refund)	<b>\$249.42</b> Public School <b>\$10.34</b> Separate School		<b>\$316.24</b> MUN	<b>\$576.00</b>

CERTIFIED that resolution # \_\_\_\_\_ authorizing the above-noted abatement was passed by the Council of the City of Martinsville on the \_\_\_\_\_ day of \_\_\_\_\_ 2021.

SEAL

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY MANAGER



**RESOLUTION FOR ABATEMENT  
OF TAXES**

LAND PRO DEVELOPMENTS LTD. the owner/occupant of NE 22-38-05-03  
505300000

The current assessed levy-Taxable		The revised 2021 Assessed Levy-Taxable	
Land	\$408,925	Land	\$262,460
<b>TOTAL</b>	<b>\$408,925</b>	<b>TOTAL</b>	<b>\$262,460</b>

This abatement of taxes is requested as the said LAND PRO DEVELOPMENTS LTD. should not pay the additional taxes due in respect of the above-noted property for the 2021 year because:

**SAMA:** There is no intent to use as commercial land so the 5 acres that are assessed using a rate per square foot has been corrected to a residential land rate. The other remaining acres are assessed with the average farmland rate for the Saskatoon Region.

	SCHOOL		MUNICIPAL	TOTAL
Taxes levied	\$534.00 Public School \$22.13 Separate School		\$395.00 Base \$327.14 MUN	\$1,278.27
Revised Levy	\$342.74 Public School \$14.21 Separate School		\$395.00 Base \$209.97 MUN	\$961.92
Abatement (refund)	<b>\$191.26</b> Public School <b>\$7.92</b> Separate School		<b>\$117.17</b> MUN	<b>\$316.35</b>

CERTIFIED that resolution # \_\_\_\_\_ authorizing the above-noted abatement was passed by the Council of the City of Martensville on the \_\_\_\_\_ day of \_\_\_\_\_ **2021**.

SEAL

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY MANAGER

**RESOLUTION FOR ABATEMENT  
OF TAXES**

101806807 SASKATCHEWAN LTD. the owner/occupant of NW 27-38-05-03  
485200000

The current assessed levy-Taxable		The revised 2021 Assessed Levy-Taxable	
Land	\$246,510	Land	\$98,505
<b>TOTAL</b>	<b>\$246,510</b>	<b>TOTAL</b>	<b>\$98,505</b>

This abatement of taxes is requested as the said 101806807 SASKATCHEWAN LTD. should not pay the additional taxes due in respect of the above-noted property for the 2021 year because:

**SAMA:** The owners of this land also own another large parcel within the City of Martensville that already has 5 acres assessed using a residential land rate per square foot. Therefore, the 217,800 square feet that was assessed here has been converted back to the 5 acres and assessed with the average farmland rate for the Saskatoon Region.

	SCHOOL		MUNICIPAL	TOTAL
Taxes levied	\$321.91 Public School \$13.34 Separate School		\$395.00 Base \$197.21 MUN	\$927.46
Revised Levy	\$128.63 Public School \$5.33 Separate School		\$395.00 Base \$78.80 MUN	\$607.76
Abatement (refund)	<b>\$193.28</b> Public School <b>\$8.01</b> Separate School		<b>\$118.39</b> MUN	<b>\$319.68</b>

CERTIFIED that resolution # \_\_\_\_\_ authorizing the above-noted abatement was passed by the Council of the City of Martensville on the \_\_\_\_\_ day of \_\_\_\_\_ **2021**.

SEAL

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY MANAGER



## Request for Decision

	<b>Date:</b>	June 24, 2021
<b>Topic:</b>	Subdivision – Lake Vista Phase 5B Emma Crescent and Oliver Lane North Ridge Developments Ltd.	
<b>Background:</b>	<p>A referral has been received from the province for the development of single family dwellings for the remainder of Oliver Lane and a portion of Emma Crescent. Council recently amended the Zoning Bylaw for this area of the development to R2 – Residential. Attached is the for Proposed Plan of Subdivision Phase 5B.</p> <p>Lots to be developed: 19 SFD lots            Official Community Plan amendment required: no            Zoning amendment required: No</p> <p>Municipal Reserve Dedication: dedicated as per Concept Plan            Part of concept plan: yes            Subject to a Master Servicing Agreement: Yes            Landscaping/parks plan: n/a            Drainage designed: yes            Servicing available: design under development            Civic Naming Bylaw amendment required: no</p>	
<b>Public Hearing Summary:</b>		
<b>Proposed By:</b>	I&P	
<b>Correlation to Business: (Strategic Plan)</b>		
<b>Benefits:</b>	- New lots available near the school and Rose Leaf Park	
<b>Disadvantages:</b>	-	
<b>Alternatives:</b>		
<b>Finance/Budget Implications:</b>	None	
<b>Operating Costs:</b>		<b>Capital Costs:</b>
<b>Budget Available:</b>		<b>Source of Funds:</b>
<b>Budget Cost:</b>		<b>Under budgeted Cost:</b>
<b>Communication Strategy:</b>		
<b>Recommendations:</b>	<p><b>“That we approve the subdivision of SW¼ Sec 27, TWP 38, RGE 5 W3rd, as shown on the Lake Vista Plan of Proposed Subdivision for Phase 5B of Lake Vista, prepared by Tom Webb, S.L.S., and dated May 17, 2021, as attached to, and forming part of these minutes, on the condition that a Development And Servicing Agreement be entered into.”</b></p>	
<b>Report Writer:</b>	Bonnie Gorelitz	<b>City Manager:</b>
<b>Position:</b>	<b>Planning Manager</b>	

# Request for Decision

S.W. 1/4 SEC.27-38-5-3

**LANDOWNER**

Registered Owner: dd/mm/yy  
The signature above indicates that I (we) approve the Plan of Proposed Subdivision as presented.

**COMMUNITY PLANNING**

**PLAN SHOWING**

**PLAN OF PROPOSED SUBDIVISION**  
OF PART OF  
**SW1/4 SEC 27, TWP 38, RGE 5, W3 Mer**  
**MARTENSVILLE, SASKATCHEWAN**  
**BY B.J. LUEY, S.L.S.**  
**2021**  
SCALE = 1: 1000

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**AERIAL VIEW**

**NOTES**

- MEASUREMENTS ARE IN METRES AND DECIMALS THEREOF
- SOME MEASUREMENTS ARE APPROXIMATE AND MAY DIFFER FROM THE FINAL PLAN OF SURVEY BY AS MUCH AS 1 METRE.
- PORTION TO BE APPROVED IS OUTLINED WITH A BOLD DASHED LINE AND CONTAINS 1.43± ha (3.54± ac) WHICH INCLUDES 0.38±ha (0.95± ac) FOR STREETS.

Gas line: .....  
Buried telephone line: .....

**SURVEYORS CERTIFICATION**

May 17, 2021  
Date

*B. Luey*  
Saskatchewan Land Surveyor

**Webb Surveys**  
A Division of Midwest Surveys Inc.

222 JESSOP AVE.  
SASKATOON, SK  
S7N 1Y4  
TEL: 306-955-5330

DATE	JOB No.
17/05/2021	SC-0112-21
SURVEYED BY:	CALCD BY: CAS
	DRAWN BY: CAS