

CITY OF MARTENSVILLE  
REGULAR COUNCIL MEETING 17-2024  
TUESDAY SEPTEMBER 17, 2024  
MINUTES

**PRESENT:** Mayor Kent Muench, Deputy Mayor Jamie Martens, Councillor, Mike Cox, Darren MacDonald, Deb McGuire, City Manager Tanya Garost, Director of Corporate Services Leah Bloomquist, Director of Infrastructure and Planning Matt Gruza, Director of Recreation and Community Services Roxane Melnyk, Community Economic Development Manager Dillon Shewchuk, Planning Manager Bonnie Gorelitza, Fire Chief Dean Brooman

**REGRETS:** Councillors Tyson Chillog, Spencer Nikkel

**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.

Mayor Muench started the meeting by acknowledging the passing of former council member Bob Blackwell. A moment of silence was held.

RES: #193/09172024 (Cox/MacDonald)

**AGENDA**

**“That we adopt the agenda dated September 17, 2024.”**

**CARRIED**

RES: #194/09172024 (Martens/McGuire)

**MINUTES – SEPTEMBER 3, 2024**

**“That we accept the minutes of the Regular Council Meeting No. 16-2024 dated September 3, 2024.”**

**CARRIED**

RES: #195/09172024 (McGuire/MacDonald)

**PUBLIC HEARING**

**“That we now recess the Regular Council Meeting to hold a Public Hearing regarding Bylaw 13-2024, Zoning Bylaw Amendment at 5:01 P.M.”**

**CARRIED**

There was no one present or online to provide feedback for or against the zoning change. No correspondence was received.

RES: #196/09172024 (Cox/Martens)

**RESUME REGULAR COUNCIL MEETING**

**“That we resume the September 17, 2024, Regular Council Meeting at 5:02 P.M.”**

**CARRIED**

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RES: #197/09172024 (McGuire/MacDonald)

**COMMITTEE OF THE WHOLE MINUTES – SEPTEMBER 10, 2024**

**“That we accept the Committee of the Whole Minutes dated September 10, 2024.”**

**CARRIED**

RES: #198/09172024 (McGuire/Martens)

**MANAGER'S REPORT**

**“That we accept the Manager's Report dated September 17, 2024.”**

**CARRIED**

RES: #199/09172024 (Cox/MacDonald)

**EXPENDITURE APPROPRIATION**

**“That we authorize Expenditure Appropriation No.17 -2024, in the amount of \$3,566,458.84 as attached hereto and forming part of the minutes.”**

**CARRIED**

RES: #200/09172024 (Martens/MacDonald)

**FINANCIAL RESERVE POLICY**

**“That we adopt the amended Financial Reserves Policy 111/21 as attached hereto and forming part of the minutes.”**

**CARRIED**

RES: #201/09172024 (Cox/McGuire)

**CIVIC CENTRE REPAIRS**

**“That we engage with Pow City Mechanical to remove and replace the heating system and install a ventilation system at the Civic Center and further that the cost of \$125,000 be funded from the Municipal Contingency Reserve.”**

**CARRIED**

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RES: #202/09172024 (Cox/Martens)

**DISCRETIONARY USE – 911 8<sup>th</sup> STREET SOUTH**

**“That we grant a development permit to Ultimate Logistics Ltd. to operate a Mechanic Workshop at 911 8th Street South, subject to the following conditions:**

- 1) All dust, odours, and noise, glare are to be kept to a minimum.**
- 2) Noises created by the repair of vehicles or trailers shall not emanate from the business between the hours of 7pm and 7 am weekdays and 7pm and 10am on Sundays or holidays. All noises emanating from the business during regular business hours shall be contained indoors the majority of the time. Noise detectable beyond the boundaries of the building must not be excessive in volume or become a regular disruption to adjacent residents.**
- 3) That any drawings, plans or uses submitted for the construction, occupancy or use of the site be substantially following the plans approved by Council in support of this Discretionary Use Application; and**
- 4) If the final drawings, plans or uses are not in substantial accordance with the approved application, the applicant proposes a change from what was approved, the applicant must apply to Council for approval of the proposed change to the Discretionary Use Application.”**

**CARRIED**

RES: #203/09172024 (MacDonald/Martens)

**P4G STRATEGIC PLAN**

**“That we adopt the report titled “Growing Forward Together – P4G Strategic Plan 2025-2030.”**

**CARRIED**

RES: #204/09172024 (Cox/MacDonald)

**P4G REGIONAL NODE STUDY FINAL REPORT**

**“That we endorse in principle the P4G Regional Node Study, prepared by ISL Engineering to establish a Regional Community Service Node.”**

**CARRIED**

RES: #205/09172024 (Cox/McGuire)

**BYLAW 12-2024 – (FIRST READING)**

**“That Bylaw 12-2024 being a Council Procedure Bylaw Amendment be read for the first time.”**

**CARRIED**

RES: #206/09172024 (McGuire/MacDonald)

**BYLAW 12-2024 – (SECOND READING)**

**“That Bylaw 12-2024 be read for the second time.”**

**CARRIED**

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RES: #207/09172024 (Cox/MGuire)

**BYLAW 12-2024 – (THREE READINGS)**

“That we give Bylaw 12-2024, three readings at this meeting.”

**CARRIED UNANIMOUSLY**

RES: #208/09172024 (Martens/Cox)

**BYLAW 12-2024 – (THIRD & FINAL READING)**

“That Bylaw 12-2024, being a Council Procedure Bylaw Amendment, be read for the third and final time.”

**CARRIED**

RES: #209/09172024 (MacDonald/McGuire)

**BYLAW 13-2024 – (SECOND READING)**

“That Bylaw 13-2024 being a Zoning Bylaw Amendment be read for the second time.”

**CARRIED**

RES: #210/09172024 (Cox/McGuire)

**BYLAW 13-2024 – (THIRD & FINAL READING)**

“That Bylaw 13-2024 being a Zoning Bylaw Amendment be read for the third & final time.”

**CARRIED**

RES: #211/09172024 (Cox/MacDonald)

**BYLAW 14-2024 – (FIRST READING)**

“That Bylaw 14-2024 being an Economic Tax Exemption Bylaw Amendment be read for the first time.”

**CARRIED**

RES: #212/09172024 (McGuire/MacDonald)

**BYLAW 14-2024 – (SECOND READING)**

“That Bylaw 14-2024 be read for the second time.”

**CARRIED**

RES: #213/09172024 (Cox/Martens)

**BYLAW 14-2024 – (THREE READINGS)**

“That we give Bylaw 14-2024, three readings at this meeting.”

**CARRIED UNANIMOUSLY**

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RES: #214/09172024 (Martens/MacDonald)

**BYLAW 14-2024 – (THIRD & FINAL READING)**

**“That Bylaw 14-2024, being an Economic Tax Exemption Bylaw Amendment, be read for the third and final time.”**

**CARRIED**

**DISCUSSION ITEMS**

**A) RFD – Purchasing Policy**

City Manager Tanya Garost reviewed with City Council the proposed changes to the Purchasing Policy. The policy was rewritten based on best practices followed by other cities in both Saskatchewan and across the country. Some highlights of the new policy include:

- New section on ethical conduct
- Recognition of the various legislation and trade agreement requirements
- Expanded section on conflict of interest
- Expanded definitions
- New purchasing thresholds
- Purchase authorization levels

Once the policy is adopted there will need to be training for staff, consultants and other third parties that purchase on behalf of the city.

**B) RFD – MRC Community Access Plan**

Back on July 16, 2024, Administration brought forward the Martensville Recreation Centre Community Access Plan that was submitted by Nustadia Recreation Inc. At that time City Council had some questions regarding 4.2 Programming Policies i.) Ice and Other Programs Allocation Policy. The Community Access Plan was revised and noted concerns raised by City Council had been addressed. It was noted that the document is a living document created to promote and provide the guiding philosophy for the operations of the Martensville Recreation Centre. The document will be reviewed by the Facility Management Review Team annually to ensure it is meeting the needs of the community and the operations of the Martensville Recreation Centre. City Council will also have the opportunity to review the document annually.

RES: #215/09172024 (McGuire/MacDonald)

**MRC COMMUNITY ACCESS PLAN**

**“That we adopt the Community Access Plan as a living document that will be used for the operation and management of the Martensville Recreation Centre.”**

**CARRIED**

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**B) RFD – Rental Rates & 2024 Operating Budget**

City Council had the opportunity to approve some of the rental rates for the Martensville Recreation Centre back on July 9, 2024. At that time some rates had yet to be set because of lack of information. Nustadia has now had the opportunity to review the rates and compare them to similar facilities both in the region and across Saskatchewan. Administration has reviewed the proposed fees and is in favour of them.

Administration also presented City Council with a 2024 Budget for the remainder of the year. Some values in the operating budget are estimates until the Martensville Recreation Centre is open and operational. The budget has been reviewed by Administration; the revenues are based on actual bookings and signed contracts. The expenses are the best estimate, based on known expenses and expenses incurred at other recreation facilities.

RES: #216/09172024 (Cox/McGuire)

**MRC RENTAL RATES**

**“That we approve the rental rates for the Martensville Recreation Centre from October 1, 2024 – August 31, 2025, as attached hereto and forming part of the minutes.”**

**CARRIED**

RES: #217/09172024 (MacDonald/Martens)

**MRC OPERATIONAL BUDGET**

**“That we approve the Martensville Recreation Centre 2024 Operating Budget as attached hereto and forming part of the minutes and further that the 2024 Martensville Recreation Centre Operating deficit be funded from any 2024 City operating surplus and the remainder coming from the Municipal Contingency Reserve.”**

**CARRIED**

RES: #218/09172024 (Cox/Martens)

**IN-CAMERA**

**“WHEREAS section 94(2) of *The Cities Act* states that council may close all or part of their meetings to public if the matter to be discussed is within one of the exemptions in Part III of the Local Authority Freedom of Information and Protection of Privacy Act; THEREFORE BE IT RESOLVED that Council go in-camera to discuss “land” as per section 17(1)(d) and “personnel” as per section 18(1)(b) of *The Local Authority Freedom of Information and Protection of Privacy Act*.”**

**CARRIED**

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**IN-CAMERA**

- A) Land
- B) Personnel

RES: #219/09172024 (Martens/Cox)

**RESUME REGULAR COUNCIL MEETING**

**“That we resume the September 17<sup>th</sup>, 2024, Regular Council Meeting at 6:48 P.M.”**

**CARRIED**

RES: #220/09172024 (Martens/MacDonald)

**ADJOURN**

**“That we adjourn this meeting at 6:49 P.M.”**

**CARRIED**

\_\_\_\_\_  
MAYOR

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

**CITY OF MARTENSVILLE**  
**EXPENDITURE APPROPRIATION NO. 17**  
**September 17, 2024**

Cheque #	Supplier	Amount
43894	BARRETT, RAY AND BARRETT, ANNA	\$ 99.14
43895	ELDON WIEBE	\$ 12,497.63
43896	FISCHER, NEIL AND FISCHER, CARLA	\$ 31.79
43897	IRON MOUNTAIN CDA OPERATIONS ULC	\$ 401.83
43898	JENSEN STROMBERG C.A.	\$ 29,415.00
43899	KABO HOMES	\$ 7,255.82
43900	KAUK, DERRICK	\$ 67.69
43901	LOUNSBURY, COURTNEY	\$ 180.34
43902	MIKE LIGTERMOET	\$ 119.00
43903	NORTH PRAIRIE DEVELOPMENTS	\$ 16,182.00
43904	PALCHINSKI, MARGARET	\$ 54.00
43905	POWERBRUSH FURNACE & DUCT CLEANING	\$ 2,047.50
43906	PRO SERVICE MECHANICAL LTD	\$ 624.38
43907	REIGERT, LOIS	\$ 65.02
43908	RHINO REPAIR	\$ 27.75
43909	ROMANOW, BRUCE	\$ 720.00
43910	ROUSSEAU, ADAM	\$ 81.07
43911	SHR COMMUNITY OLDER ADULT	\$ 80.00
43912	SPRA SASK PARK & RECREATION ASSOC. INC	\$ 908.25
43913	STARK, JOEL	\$ 71.02
43914	SUMA (INSURANCE)	\$ 30,499.27
43915	SUNBELT RENTALS INC	\$ 9,143.17
43916	Superior Propane a division of Superior Plus LP	\$ 11,720.00
43917	SZYD'S ENTERPRISES	\$ 555.00
43918	TISNIC, KELVIN	\$ 1,000.00
43919	WILSON, LINDA	\$ 104.57
43920	WINTRINGHAM ROOFING	\$ 444.00
43921	WORLDSSON DEVELOPMENTS	\$ 3,879.45
02035	QUIRING, KRISTIN	\$ 1,463.27
02395	St. Paul's R.C.S.S.D No. 20	\$ 11,510.24
00287	MEPP	\$ 32,359.86
00484	ACADIA CONSTRUCTION INC	\$ 126,123.75
00501	AINSWORTH INC	\$ 505.05
04840	AINSWORTH TECHNICAL EXPERTS COAST TO COAST	\$ 136,135.73
00299	AIR LIQUIDE CANADA INC	\$ 802.97
01923	ALL-BRITE ELECTRIC CO. LTD.	\$ 4,320.05
02817	AODBT ARCHITECTURE & INTERIOR DESIGN	\$ 9,376.76
04532	AQUA TEMP	\$ 2,075.70
00012	ASL PAVING LTD	\$ 770,613.32
00365	ATS TRAFFIC LTD.	\$ 742.80
00491	BELL MEDIA INC	\$ 476.19
00243	BOSS LUBRICANTS	\$ 194.51
02274	BUILDTECH	\$ 50,799.69
03947	CANADIAN LINEN & UNIFORM SERVICE	\$ 175.51
04800	CANADIAN TIRE #912 - L.ULLATHORNE HOLDINGS LTD.	\$ 1,349.00
00054	CATTERALL & WRIGHT	\$ 57,641.79
03188	CTV SASKATOON - a division of Bell Media Inc	\$ 1,393.00
00812	CUSTOM COURIER CO.	\$ 68.12
01650	DENRAY TIRE	\$ 278.02
00707	DOLLARAMA LP	\$ 48.91
00566	FER-MARC EQUIPMENT LTD	\$ 930.20
03572	GFL ENVIROMENTAL INC	\$ 12,047.59
03032	GREGG DISTRIBUTORS CO	\$ 701.76
03394	HIRSEKORN, TORI	\$ 843.77
00358	IMPACT CLIMBING INC	\$ 2,708.40
04766	ISL ENGINEERING AND LAND SERVICES LTD	\$ 24,696.53
00334	JET ICE LIMITED	\$ 7,111.92
01848	KOVA ENGINEERING (SASKATCHEWAN ) LTD.	\$ 8,853.60
02851	KUYEK, AUBURN	\$ 456.00
00348	LAKEFIELD LLP	\$ 632.70
02844	LEANNE NYIRFA COMMUNICATIONS	\$ 1,449.00
04829	LOCAL MECHANICAL LTD	\$ 698.19
00184	LORAAS DISPOSAL SERVICES	\$ 86,281.01
00195	MARTENSVILLE BUILDING & HOME SUPPLY	\$ 92.92
00661	MARTENSVILLE PLUMBING	\$ 7.50
03294	MCCULLOCH, JAMIE	\$ 31.33
00201	MCGILL'S INDUSTRIAL	\$ 905.50
04794	MIDWEST CYLINDER SUPPLY LTD	\$ 9,945.60
04524	MLT AIKINS LLP	\$ 1,825.47
00140	NORDIC INDUSTRIES (1979)	\$ 4,473.48
00575	NORTHERN GLASS & MIRROR	\$ 775.89
03004	NORTHERN STRANDS	\$ 2,393.35
00880	NUSTADIA RECREATION INC	\$ 27,761.24
02105	OAKCREEK GOLF & TURF INC.	\$ 737.84
02699	OK TIRE - WARMAN	\$ 157.24
02996	ONE-MOUSE GRAPHIC DESIGN	\$ 75.03
04738	POPPENHEIM, JASON	\$ 6.94
00325	PRAIRIE MOBILE COMMUNICATIONS	\$ 1,529.04
01034	PRE-CON LIMITED	\$ 1,819.85
01912	RICOH CANADA INC	\$ 7,772.00
04680	RMIS ENGINEERING	\$ 5,032.42
02495	SASK KARATE ASSOC - SKA	\$ 25.00
01059	SASKATCHEWAN RESEARCH COUNCIL	\$ 2,720.70



<b>Cheque #</b>	<b>Supplier Name</b>	<b>Amount</b>
00066	SHARE CANADA	\$ 11,997.55
03305	SITEONE LANDSCAPING SUPPLY	\$ 1,761.81
04448	STAPLES COMMERCIAL ACCOUNT	\$ 226.24
03991	SUTHERLAND AUTOMOTIVE	\$ 249.68
04746	TA.NETWORKS INC	\$ 91.58
00806	THE RENT-IT STORE & TOOL SUPPLY	\$ 22.35
00789	TRANS-CARE RESCUE LTD.	\$ 1,732.50
03082	ULINE	\$ 3,492.14
00118	UNIFIED AUTO PARTS INC	\$ 293.85
04542	WRIGHT CONSTRUCTION WESTERN INC.	\$ 1,427,568.07
00211	XEROX CANADA LTD.	\$ 186.89
294	PRAIRIE SPIRIT SCHOOL DIV206	\$ 299,746.51
4672	XEROX FINANCIAL SERVICES	\$ 1,319.86
4556	NORTHERN BUSINESS INTELLIGENCE	\$ 1,176.60
4746	TA.NETWORKS	\$ 804.73
254	RECEIVER GENERAL	\$ 56,812.26
289	SASK POWER	\$ 58,252.83
293	SASKTEL MOBILITY	\$ 710.46
193	SASKENERGY	\$ 7,241.91
PP#18	GENERAL GOVERNMENT	\$ 20,826.66
PP#18	PROTECTIVE SERVICES	\$ 6,800.04
PP#18	PLANNING & REGULATIONS	\$ 10,364.75
PP#18	RECREATION AND COMMUNITY SERVICE	\$ 61,959.12
PP#18	TRANSPORTATION	\$ 23,706.01
PP#18	WATER AND SEWER	\$ 16,886.50
PP#18	COUNCIL	\$ 0.00
<b>EXPENDITURE GRAND TOTAL</b>		<b>\$ 3,566,458.84</b>



**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, mitigate current and future risks, , ensure cash flow management, and strengthen the 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;
- Provide stabilization for fluctuations in operating and capital activities; and
- Provide for statutory and legal requirements of the Cities Act and/or other legislative requirements.

**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. **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.
2. **Optimal Balance** – Where applicable, Reserves will require a minimum and/or maximum recommended balance for the Reserve. These recommendations will be based on adequate levels to maintain services as determined by departments, endorsed by the Administration team, and approved by Council. The Reserve Descriptions will include recommended balances, if applicable.
3. **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.
4. **Redesignation of Reserve Funds** – The process to change the purpose of Reserve funds from one Reserve to another.
5. **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.



**POLICY AND PROCEDURE**

**CITY OF MARTENSVILLE**

**NAME: FINANCIAL RESERVES POLICY**

**NUMBER: 111/21**

6. **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.
7. **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 and when the reserve can be accessed (the application).
  - b. The General Ledger account code for reserve transactions and balances.
  - c. The source of the Reserve funds.
  - d. The Optimal Balance, if applicable.
  - e. The duration; and
  - f. Interest entitlement.
8. **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
9. **Special Purpose & Statutory 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.
10. **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.
4. Reserves will be funded from internal or external sources as defined in the Reserve Descriptions.



**POLICY AND PROCEDURE**

**NAME: FINANCIAL RESERVES POLICY**

**CITY OF MARTENSVILLE**

**NUMBER: 111/21**

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. Reserve descriptions detail the formula calculations to be used in determining the Optimal Balance for the reserves that have been identified to require an 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

#181/07202021



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

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

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

**Municipal Reserves:**

**Stabilization & Contingency Reserves:**

*1. Municipal Operations Contingency Reserve*

GL Code:	1-2-240-0560
Purpose & Application:	To provide funds to smooth the future property tax dollar increases in periods of high inflation or high revaluation; to stabilize fluctuations in operating activity; to address the risk of revenue or expenditure volatility; to stabilize the temporary impact of unforeseen, non-recurring, emergent, one-time and intermittent expenditures, or losses of revenue; and to ensure the orderly provision of services to citizens.  Examples are unforeseen increases in emergency response costs, unforeseen climatic conditions, losses incurred due to assessment changes/appeals, extraordinary events, or other items that would result in an overall deficit to the municipal operation.
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:	Minimum Level: 1% of total operating revenues Maximum Level: 2% of total operating revenues
Duration:	Ongoing
Interest Bearing:	No



**POLICY AND PROCEDURE**  
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**CITY OF MARTENSVILLE**  
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2. *Road Maintenance Services Reserve (new)*

GL Code:	1-2-240-0562
Purpose & Application:	To provide funds to address the risk of unpredictable weather occurrences. In years of singular high-volume snowfalls or multiple snow events, the City has an obligation to maintain safe and clear roadways, regardless of budgeted expenses.  Examples are snow contracting services exceeding budgeted expenses or internal staff overtime paid in excess of budgeted amounts.
Source of Funds:	a) Budgeted transfers as approved by Council. b) Allocation of the Year-end Operating Surplus as approved by Council. c) Allocation of budgetary snow clearing savings in years of minimal snow occurrences. d) Released or redesignated funds from another Financial Reserve. e) Other sources as approved by Council.
Optimal Balance:	Minimum Level: \$75,000 Maximum Level: \$100,000
Duration:	Ongoing
Interest Bearing:	No

3. *Information Technology Reserve (new)*

GL Code:	1-2-240-0564
Purpose & Application:	To provide funds to address the current and future Information Technology needs of the City. This reserve will assist in funding both operating and capital needs and will ensure that the City can take advantage of technological/efficiency opportunities that may arise.  Examples are emergent equipment/software replacement; planned capital or operating projects that are non-cyclical; offset growth in IT needs due to operational growth.
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:	Minimum Level: 75,000 Maximum Level: 100,000



**POLICY AND PROCEDURE**

**CITY OF MARTENSVILLE**

**NAME: FINANCIAL RESERVES POLICY**

**NUMBER: 111/21**

Duration:	Ongoing
Interest Bearing:	No

4. *Legal & Insurance Reserve (new)*

GL Code:	1-2-240-0566
Purpose & Application:	To provide funds to address the risk of unexpected or major legal costs that cannot be readily or easily determined in the budget process. This will also provide a source of funds for liability claims not covered in our insurance policies.  Examples are unexpected legal advice expenses not included in the operating budget, unexpected insurance claims that are under the City's deductible amounts.
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:	Minimum Level: \$20,000 Maximum Level: \$50,000
Duration:	Ongoing
Interest Bearing:	No

5. *Policing Reserve*

GL Code:	1-2-240-0568
Purpose & Application:	To provide funding for policing capital or operating projects that will be undertaken in the future. The City may also use funds to plan for the increasing policing costs in the future as our population grows.  Funds from this Reserve will be used to fund projects for the RCMP as included in the budget approved by Council and/or to be used to assist with future operating needs/growth.
Source of Funds:	a) Annual allocation from the budget plan. b) Surpluses within the RCMP/Policing operating results. c) Other sources as approved by Council.
Optimal Balance:	Minimum Level: 10% of RCMP contract expenditures Maximum Level: 50% of RCMP contract expenditures
Duration:	Ongoing
Interest Bearing:	No



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**Infrastructure Lifecycle, Maintenance & Replacement Reserves:**

6. *Facilities Reserve (new)*

GL Code:	1-2-240-0540
Purpose & Application:	To provide funding for current and future City facilities/buildings, including significant rehabilitation/renovation projects, emergent repairs/upgrades, and new buildings as planned in the 5 Year Approved Capital Plan.
Source of Funds:	a) Annual allocation from the budget plan. b) Savings from the annual capital budget spending in this category. c) Other sources as approved by Council.
Optimal Balance:	Minimum Level: TBD Maximum Level: TBD
Duration:	Ongoing
Interest Bearing:	Yes

7. *Fleet and Equipment Reserve (new)*

GL Code:	1-2-240-0542
Purpose & Application:	To provide funding for current and future City & Water & Sewer vehicles, heavy equipment and all other mobile equipment and machinery as planned in the 5 Year Approved Capital Plan.
Source of Funds:	a) Annual allocation from the budget plan. b) Savings from the annual capital budget spending in this category. c) Other sources as approved by Council.
Optimal Balance:	Minimum Level: TBD Maximum Level: TBD
Duration:	Ongoing
Interest Bearing:	Yes





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8. *Roadway Infrastructure Reserve (new)*

GL Code:	1-2-240-0544
Purpose & Application:	To provide funding for current and future City roadway infrastructure, including but not limited to: Roads, Pathways, Curbs, Gutters and Sidewalks as planned in the 5 Year Approved Capital Plan.
Source of Funds:	a) Annual allocation from the budget plan. b) Savings from the annual capital budget spending in this category. c) Other sources as approved by Council.
Optimal Balance:	Minimum Level: TBD Maximum Level: TBD
Duration:	Ongoing
Interest Bearing:	Yes

9. *Fire Facilities, Fleet, & Equipment Reserve*

GL Code:	1-2-240-0546
Purpose & Application:	To provide funding for capital projects that will be undertaken in the future specifically for the Fire Department as identified in the City's capital plan.  Funds from this Reserve will be used to fund projects for the Fire Department as included in the 5 Year Capital Plan approved by Council.
Source of Funds:	a) RM of Corman Park capital funding as outlined in the RM of Corman Park Fire Protection agreement. b) Proceeds from the sale of Fire Department assets. c) Other sources as approved by Council.
Optimal Balance:	Minimum Level: Minimum funds available to fund current year's fire facilities, vehicle and equipment replacements and other capital expenditures. Maximum Level: Maximum funds available to fund the 5 Year Capital Plan for fire facilities, vehicle and equipment replacements and other capital expenditures.
Duration:	Ongoing
Interest Bearing:	Yes



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10. *General Capital & Projects Reserve (new)*

GL Code:	1-2-240-0548
Purpose & Application:	To provide funding for capital or significant operating projects that will be undertaken in the future. This may include planning studies, engineering and/or architectural plans and other notable and material special projects not tied to a tangible capital asset.  Funds from this Reserve will be used to fund projects as included in the budget approved by Council.
Source of Funds:	a) Annual allocation from the budget plan. b) Savings from the annual capital budget spending in this category. c) Other sources as approved by Council.
Optimal Balance:	Minimum Level: 100,000 Maximum Level: no maximum
Duration:	Ongoing
Interest Bearing:	Yes

11. *Martensville Recreation Centre (MRC) Reserve*

GL Code:	1-2-240-0526
Purpose & Application:	This Reserve will be used to fund expenditures related to the MRC as approved through the annual budget.
Source of Funds:	a) Future Recreation Facility Levy b) Budgeted transfers as approved by Council. c) Allocation of the Year-end Operating Surplus as approved by Council. d) Donations received from Martensville Community Recreation Project (MCRP) or other donors. e) Other sources as approved by Council.
Optimal Balance:	Minimum Level: N/A Maximum Level: N/A
Duration:	Ongoing
Interest Bearing:	Yes



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*12. Perpetual Care Funds Reserve*

GL Code:	1-2-240-0528
Purpose & Application:	To set aside funds for the long-term care and maintenance of the City of Martensville Cemetery.  Funds from this reserve may be used for expenditures related to the City of Martensville Cemetery as approved through the annual budget.
Source of Funds:	This reserve is funded by the percentage of rates/fees charged as outlined in The Cemeteries Bylaw 21-2011.
Optimal Balance:	Minimum Level: N/A Maximum Level: N/A
Duration:	Ongoing
Interest Bearing:	Yes

**Special Purpose & Statutory Reserves:**

*13. Local Improvement Reserve*

GL Code:	1-2-240-0500
Purpose & Application:	To set aside funds received by Local Improvement Prepayments to utilize for the corresponding annual debenture payments as outlined in the Local Improvements Act, 1993.  Funds shall be transferred annually in accordance with the amortization period defined in the Final Assessment Schedule.
Source of Funds:	This reserve is funded by Local Improvement prepayments as outlined in the Final Assessment Schedule.
Optimal Balance:	Minimum Level: N/A Maximum Level: N/A
Duration:	Ongoing
Interest Bearing:	No



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*14. Offsite Development Fees (ODF) Reserve*

GL Code:	1-2-240-0502				
Purpose & Application:	<p>This Reserve is established in accordance with the Planning and Development Act, 2007 Section 174, where a municipality shall deposit all development levies and servicing agreement fees received pursuant to sections 171 and 172 into one or more development levy or servicing agreement accounts, separate and apart from other funds of the municipality.</p> <p>These funds shall be used to fund new infrastructure, or the expansion of existing infrastructure required because of development and all other approved uses under Section 174 of the Planning and Development Act, 2007.</p>				
Source of Funds:	All development levies and servicing agreement fees collected from subdivision and development permits.				
Optimal Balance:	<table border="1"> <tr> <td>Minimum Level:</td> <td>N/A</td> </tr> <tr> <td>Maximum Level:</td> <td>N/A</td> </tr> </table>	Minimum Level:	N/A	Maximum Level:	N/A
Minimum Level:	N/A				
Maximum Level:	N/A				
Duration:	Ongoing				
Interest Bearing:	No				

*15. Parking Reserve (new)*

GL Code:	1-2-240-0504				
Purpose & Application:	<p>To set aside funds received for payments in lieu of parking facilities.</p> <p>The Planning &amp; Development Act Section 61 (2)(c) requires that funds held pursuant to section (1) be expended only for the acquisition, construction, operation or maintenance of parking facilities or the capital costs of a transit system.</p>				
Source of Funds:	Under the Planning & Development Act Section 61 (1) (b), where a development or expansion requires additional parking facilities, Council may instead approve a parking in lieu payment. These payments, when received, must be transferred, and held in a separate reserve.				
Optimal Balance:	<table border="1"> <tr> <td>Minimum Level:</td> <td>N/A</td> </tr> <tr> <td>Maximum Level:</td> <td>N/A</td> </tr> </table>	Minimum Level:	N/A	Maximum Level:	N/A
Minimum Level:	N/A				
Maximum Level:	N/A				
Duration:	Ongoing				
Interest Bearing:	No				



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*16. Canada Community Building Fund (CCBF) Reserve*

GL Code:	1-2-240-0518
Purpose & Application:	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.  Funds from this Reserve must be applied to Eligible Projects, first approved by Council and then by the Ministry of Government Relations via an approved Infrastructure Investment Plan. (IIP)
Optimal Balance:	Minimum Level: N/A Maximum Level: N/A
Duration:	Ongoing
Interest Bearing:	Yes

*17. Dedicated Lands Reserve*

GL Code:	1-2-240-0536
Purpose & Application:	To set aside funds as per Section 9 of the Dedicated Lands Regulations and Planning & Development Act (2007).  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.
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:	Minimum Level: N/A Maximum Level: N/A
Duration:	Ongoing



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Interest Bearing:	No
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**Utilities Reserves:**

**Stabilization & Contingency Reserves:**

*18. Utilities Operations Contingency Reserve*

GL Code:	1-2-240-0524
Purpose & Application:	<p>To provide funds to smooth the future water rate increases; to stabilize fluctuations in operating activity; to address the risk of revenue or expenditure volatility; to stabilize the temporary impact of unforeseen, non-recurring, emergent, one-time and intermittent expenditures, or losses of revenue; and to ensure the orderly provision of water and sewer services to citizens.</p> <p>Examples are unforeseen increases in emergency response costs, unforeseen climatic conditions, extraordinary events, or other items that would result in an overall deficit to the Water &amp; Sewer operations.</p>
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 Utility Operating Surplus as approved by Council.</li> <li>c) Released or redesignated funds from another Financial Reserve.</li> <li>d) Other sources as approved by Council.</li> </ul>
Optimal Balance:	<p>Minimum Level: 1% of total W&amp; S operating revenues</p> <p>Maximum Level: 2% of total W&amp;S operating revenues</p>
Duration:	Ongoing
Interest Bearing:	No



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**Infrastructure Lifecycle, Maintenance & Replacement Reserves:**

*19. Utilities Fleet Reserve (new)*

GL Code:	1-2-240-0582
Purpose:	To provide funding for current and future City Water & Sewer vehicles, heavy equipment and all other mobile equipment and machinery as planned in the 5 Year Approved Capital Plan.
Source of Funds:	a) Annual allocation from the budget plan. b) Savings from the annual capital budget spending in this category. c) Other sources as approved by Council.
Optimal Balance:	Minimum Level: TBD Maximum Level: TBD
Duration:	Ongoing
Interest Bearing:	No

*20. Utilities Infrastructure & General Reserve (new)*

GL Code:	1-2-240-0584
Purpose & Application:	To provide funding for current and future City Water & Sewer infrastructure, including but not limited to: Water and sewer mains, hydrants, valves, manholes, lagoons and associated equipment, pump stations and lift stations and associated equipment, and all other Water & Sewer infrastructure assets as planned in the 5 Year Approved Capital Plan.  This may also include planning studies, engineering and/or architectural plans, and other notable and material special projects not tied to a tangible capital asset.
Source of Funds:	a) Annual allocation from the budget plan. b) Savings from the annual capital budget spending in this category. c) Other sources as approved by Council.
Optimal Balance:	Minimum Level: TBD Maximum Level: TBD
Duration:	Ongoing
Interest Bearing:	No



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**Special Purpose Reserves:**

*21. 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:	a) Wastewater Treatment Levy b) Budgeted transfers as approved by Council. c) Allocation of the Year-end Utilities Operating Surplus as approved by Council. d) Other sources as approved by Council.
Optimal Balance:	Minimum Level: N/A Maximum Level: N/A
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