

REPORT 10-2014  
CITY OF MARTENSVILLE  
COMMITTEE OF THE WHOLE MEETING  
TUESDAY – OCTOBER 14, 2014  
MINUTES

**PRESENT:** Mayor Kent Muench and Deputy Mayor Tyson Chillog, Councillors Bob Blackwell, Darren MacDonald, Travis Wiebe, Jamie Martens, City Manager Scott Blevins, Director of Infrastructure & Planning Joe Doxey, Director of Recreation & Community Services Dave Bosch, Community Economic Development Manager Dillon Shewchuk

**REGRETS:** Councillor Terry Kostyna and Finance Director Lorraine Postma

**LOCATION:** Council Chambers, City Hall

**RECORDING SECRETARY:** City Clerk Carla Budnick

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

All Members of Council were in favor of the additions.

#### **4. DELEGATIONS**

##### **4.1 EMO Presentation**

Emergency Measures Coordinator, Tracy Wilson-Gerwing presented to City Council the “City of Martensville Emergency Management Plan”. Wilson-Gerwing gave a review of why a plan is needed and the importance of a plan when dealing with the impact of various situations which can affect a community and their surrounding neighbours. The Emergency Operations Center (EOC) Team was highlighted with the Executive Component – Mayor, next the Management Staff – EOC Director (City Manager or designate) and Liaison Officer (EMO Coordinator or designate) followed by the General Staff – Operations Section (the Fire Chief, the RCMP Officer in charge) Planning Section Chief (EMO Coordinator or designate), and Logistics Section (Infrastructure Branch Director and the Recreation and Community Services Branch Director). How do we inform our residents? Wilson-Gerwing noted that currently the City’s website has notify me as an option that residents can sign up for and be notified by email or text. Where do we go from here? Training is the biggest step to getting this plan up and running. Wilson-Gerwing said she would like to start with basic training, meeting with each member and discussing their role in the plan, what will be expected of them, what they will do. It is her hope that in time after all the training a full practice might be done to ensure everything runs smoothly.

Mayor Muench thanked Emergency Measures Coordinator, Tracy Wilson-Gerwing for her time.

#### **5. REPORTS**

##### **5.1 City Manager**

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**5.2 City Clerk**

**5.2.1 RFD – Policies & Procedures**

City Clerk Budnick brought forward an amendment to the current Protective Clothing Policy #80/11 in which Custodians, Bylaw Enforcement Officer and Aquatic Staff would be added to Appendix A of the Policy. Also brought forward was a proposed Employee Dress Code Policy. The policy would clearly outline what is deemed appropriate or unacceptable “work attire” for normal business hours Monday – Thursday and appropriate or unacceptable “casual business attire” for normal business hours on Fridays.

Council had no concerns.

A motion will be brought forth to the next Council meeting for formal approval.

**5.3 Director of Finance**

**5.3.1 Budget Variance**

At this time there were no concerns to report. City Manager Blevins noted that administration has set some dates to begin work on the 2015 Budget.

**5.4 Director of Recreation and Community Services**

**5.4.1 RFD – NRCCC – Rental Relief Request**

A request has been made to City Council to waive the rental fee at the North Ridge Centennial Community Centre for a fundraiser that is being held on November 1, 2014 by the Martensville Community Recreation Project Committee as well as future fundraiser events. The Martensville Community Recreation Project Committee was established May 2014 and consists of the following volunteers: Chairperson, Vice-Chairperson, Secretary, Book Keeper, Treasurer, Advertising and Social Media, and 4 Directors. The purpose of the MCRP is to provide a year round multi-purpose facility for the residents of Martensville and surrounding area. It has been past practice of Council to review these requests on a case per case basis and they usually waive the fees if 100% of the proceeds are given to the event/family. Council was in favor of waiving the fees for this event and would consider future events but would not agree to waive the fees for every event.

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**5.4.2 Cemetery Bylaw Amendment**

Dave Bosch, Director of Recreation and Community Services reviewed with council the proposed Cemetery Bylaw Amendments including: adding a legal land description, updating of definitions, amending Section 4 Interments and Disinterment's and replacing "concrete" with "Fiberglass" and finally amending Appendix A.

Council had no concerns.

A motion will be brought forth to the next Council meeting for formal approval.

**5.5 Director of Infrastructure & Planning**

**5.5.1 Discretionary Use – 702 2<sup>nd</sup> Street South**

A Discretionary Use Application was brought forth for a Type II Home Based Business. As the applicant is using more than 30 square metres (Type 1 maximum) she is required to apply for a discretionary use. Falling for Fitness is the name of the business and the classes will be offered out of the applicant's garage. Residents within a 75 metres radius of the property were notified of the application and only one concern was brought forward with concerns regarding parking. 3 other comments were received but no concerns were mentioned. Council was in favour of the application but would like a clause put in that the business will be reviewed annually.

A motion will be brought forth to the next Council meeting for formal approval.

**5.5.2 RFD – Drip Line Management**

At the September 9<sup>th</sup> Committee of the Whole meeting, Director of Infrastructure and Planning gave an update regarding drip lines. Director Doxey was tasked with amending the Water and Sewer Utility Administration Bylaw and to bring it forward at a future meeting. A proposed amendment was presented to council clearly outlining changes to Part II – Service Connections, Section 2, Maintenance and Repair, Article C Water Freeze Up.

Council is in favor of amending the bylaw.

A motion will be brought forth to the next Council meeting for formal approval.

**5.5.3 RFD – East Growth Area, Road Network Review**

Director of Infrastructure and Planning reviewed with Council the Martensville Northeast Road Network Review as prepared by Stantec Consulting. The firm was hired in 2014 to prepare a revised road grid for the North East planning area that would provide a collector road, north/south connectivity and would be incorporated into the future growth plans for the City of Martensville. After review it was recommended that Option 6 would be the best option for the city.

Council was in favor.

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**5.5.4 RFD – Loraas Rate Structure**

Council was informed that the tipping costs for Loraas will be increasing in 2015 to 100.00 per tonne which means an increase from \$8.90 per month to \$10.00 per month. Three options were presented to council: 1) offer weekly schedule pick up at a cost of \$16.00 per month 2) add a separate 95 gallon organic waste cart at \$8.50 per month or 3) maintain current pickup schedule at \$10.00 per month. It was noted that residents who require additional waste carts may contract these additional services by subscription directly with Loraas. Some discussion was had regarding changing the current zoning bylaw which would require secondary suites to have additional bins on site. At this time council is happy with the way things are running and wish to remain with the regular pick up with the increase.

**5.5.5 RFD – 10<sup>th</sup> Ave South**

In 2010, Council was in agreement to take over operations and maintenance of 10<sup>th</sup> Avenue South from Main Street to Lutheran Road now that work is almost complete an agreement with the Ministry of Highways and Infrastructure for the Operations and Maintenance of 10<sup>th</sup> Avenue South from Main Street to Lutheran Road needs to be drafted. Council has some concerns regarding what will happen to the service road south of Centennial Drive South and would like it noted that they have concerns before they sign the Operations and Maintenance Agreement for 10<sup>th</sup> Avenue South from Main Street to Lutheran Road. It was noted that this agreement has no impact on what will happen to the service road south of Centennial Drive South but Director Doxey will notify Highways of Council's concerns.

**5.6 Economic Development Manager**

**5.6.1 Report**

Community Economic Development Manager gave a review of items he has been working on over the past few months. Some areas highlighted included, The A & W 100 Show n' Shine which was held on September 6<sup>th</sup> as well as the CTV Hometown Tour which was held on September 19<sup>th</sup>. Both events were well received. The Country Farms Marketplace wrapped up on September 12 and is already looking forward to next season. Work continues on the Sponsor Wall and Signage for the Martensville Athletic Pavilion, as well planning has begun for the Grand Opening of the MAP.

**8. In – Camera**

**A) Strategic Plan**

**ADJOURNMENT:**

Meeting adjourned at 8:00 PM.

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Mayor Kent Muench