

REPORT 12-2016  
CITY OF MARTENSVILLE  
COMMITTEE OF THE WHOLE MEETING  
TUESDAY – DECEMBER 13, 2016  
MINUTES

**PRESENT:** Mayor Kent Muench, Councilors: Bob Blackwell, Mike Cox, Tyson Chillog, Darren MacDonald, Deb McGuire, City Manager Scott Blevins, Corporate Services Director Leah Sullivan, Director of Infrastructure & Planning Joe Doxey, Community Economic Development Manager Dillon Shewchuk, Director of Recreation & Community Services Dave Bosch

**REGRETS:** Councillor Jamie Martens

**LOCATION:** Council Chambers, City Hall

**RECORDING SECRETARY:** City Clerk Carla Budnick

**CALL TO ORDER:** Deputy Mayor Chillog called the meeting to order at 5:00 pm

## **2. PUBLIC HEARING**

### **2.1 – Discretionary use – HBB Type II – 929 Salmon Way**

Kim Hoobonoff, owner of 929 Salmon Way, was in attendance to speak to Council regarding her discretionary use application. It was noted that she has gone door to door to speak with her neighbours and surrounding residents to inform them about her proposed business. She currently runs one class a week and is hoping to increase that to 2 – 3 times a week. Hoobonoff did address parking concerns and how she plans to eliminate those concerns. No one else was present for the Public Hearing. Deputy Mayor Chillog thanked Kim Hoobonoff for her time.

Public Hearing ended at 5:03 pm

## **3. DELEGATIONS**

### **3.1 – RCMP**

Staff Sergeant Rob Eyre presented City Council with the recent stats and activity in Martensville. Along with Staff Sergeant Eyre was Sergeant Christopher Cisecki as well as Constable Mike Jacobs and Constable Rob Blake. Constable Jacobs recently joined the Martensville Detachment and Constable Blake has been with the Martensville Detachment for just over a year. A brief overview of the Organizational Chart for the Martensville Detachment was shared with council. Deputy Mayor Chillog thanked the RCMP members for attending.

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## **4. REPORTS**

### **4.1 City Manager**

#### **4.1.1 RFD – Strategic Planning Session**

City Manager Blevins spoke with Council regarding a Strategic Planning Session. A session was held four years ago and was well received by Council and Administration. Mayor Muench explained the importance of this process and guides Council to create a vision and in turn that vision assists Administration in daily tasks. Council was in favour of the session.

A motion will go to the next Regular Council Meeting for formal approval.

### **4.2 Corporate Services**

#### **4.2.1 RFD – Graycon Contract**

Director of Corporate Services spoke with Council regarding a proposed managed service agreement with Graycon Group, the City's IT Support and Management Team. Currently the city has a 'pay as you go' contract and at times the bills can be costly. The proposed managed service agreement would be a fixed fee contract. Some areas that will be covered under the new contract will include afterhours support for the MAP (which we currently do not have), assessment management of all inventory and reduce time spent by internal staff. It was noted that any big projects that come up would not be covered under this contract. Director of Corporate Services is asking Council to approve the proposal prior to the 2017 Budget being approved so the contract can be started January 1, 2017, the contract will be reviewed annually. Council had no questions and were in favour of the agreement.

A motion will go to the next Regular Council Meeting for formal approval.

#### **4.2.2 RFD – Vadim**

Director of Corporate Services is asking Council to approve the purchase of property tax and utility modules for our municipal software system prior to the 2017 budget approval. With the launch of the new website in early 2017, the goal is to incorporate the two new modules with the website. These modules will allow residents to sign up for online access to their utility and property tax accounts, as well as view assessment information and submit meter reads. Council was happy to hear that the residents would be able to access information online, there were no questions.

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**4.2.3 RFD – Request for Consent to acquire title**

Council was presented with a list of properties that have outstanding taxes and have now reached the stage where the next step is for the City to acquire title to the property. City Council will be asked to pass a motion to begin the next step and the list of properties will be advertised in the paper as required and then move to mediation.

A motion will go to the next Regular Council Meeting for formal approval.

**4.3 City Clerk**

**4.3.1 Code of Ethics**

City Clerk Budnick reviewed with City Council, Bill 186 – *The Municipal Conflict of Interest Amendment Act* which came into force on November 26, 2015. To date the City has complied with the requirements of establishing an Employee Code of Conduct, Public Disclosure Statement for Council and a Council Procedure Bylaw. The final requirement is to adopt a Code of Ethics Bylaw for Council. A proposed bylaw was presented to council. Council was in agreement and had no further questions.

A Code of Ethics Bylaw will come to the next Regular Council meeting for formal approval.

**4.4 Director of Recreation and Community Services**

**4.4.1 Park Maintenance Review**

Director of Recreation and Community Services Bosch reviewed with City Council the Park Maintenance Policy which was adopted in early 2016. He highlighted areas that worked well for the department as well as areas that needed work. Overall Bosch feels the policy is a good guideline for his department and he has identified areas they plan to improve on in 2017.

**4.5 Director of Infrastructure and Planning**

**4.5.1 Discretionary Use – HBB - Fitness**

Director of Infrastructure and Planning Doxey reviewed the HBB Discretionary Use application. Areas of concern highlighted were parking, and number of classes being offered. City Council was advised that they are able to put some restrictions/requirements on the Development Permit. It was recommended that the Development Permit only be issued for 6 months to allow for City Council to review how things are going after that time. Council would also like to limit the number of classes being offered during the day as well as evening and finally addressing parking concerns which were identified. Doxey will amend the Development Permit.

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#### **4.5.2 RFD – Illuminated Street Signage**

Following City Council’s approval to install Illuminated Street Signage at all signalized intersections, City Council was presented with some options on how the signage would look. Council was asked if they would like to see the City logo included on the illuminated street signs as well as whether to put the text on the sign in the order of: “Direction, Abbreviation” “Street Name” “Street Type Abbreviation” (example, ‘N Centennial Dr’) or “Street Name” “Street Type Abbreviation” Directional Abbreviation” (example, ‘Centennial Dr N’). City Council was in favour of keeping the signage consistent with all other street signage and opted for the ‘Centennial Dr N’ example. Council also did not want to incorporate the City Logo on the signage.

#### **4.5.3 RFD – Clarification on Landscaping for Multiple Unit Dwellings**

Administration was asked to look into the Landscaping Requirements for Multiple Unit Dwellings after a letter was received requesting changes be made to Bylaw. After speaking with several surrounding municipalities it was noted that the landscaping requirements listed in the bylaw for Multiple Unit Dwellings was consistent with other municipalities’ bylaw requirements. It was noted that changing only one section of the landscaping requirements (number of trees and shrubs) without a full review of the landscaping requirements could cause contradictions not consistent with the overall intent. Council was fine with the Bylaw remaining as is.

#### **4.5.4 RFD – Signage for Development Projects**

Administration prepared a report for Council regarding signage options for Development Projects. Minimum requirement from the Planning & Development Act as well as the City’s Zoning Bylaw were identified based on the request. It was noted that Council does have the ability to set their own notification policy over and above minimum Act & Bylaw requirements. Council was also provided with a list of other jurisdictions and what procedures they follow. The main concern of City Council is to ensure all residents are aware of potential changes in their neighbourhood. City Council would like to have some specifics identified regarding notification for proposed changes/developments in neighbourhoods. Information will be brought forward once a draft policy has been drafted.

### **4.6 Community/Economic Development Manager (CEDM)**

#### **4.6.1 CEDM Report**

Community Economic Development Manager, Shewchuk gave a review of things he has been working on over the past month. The Economic Development Tax Incentive Bylaw analysis project with SREDA has begun. A company has expressed interest in providing transportation services in Martensville, options are also being explored about the possibility of providing shuttles to Saskatoon. Sponsorship Deals continue to be worked on and currently Pepsi is looking to renegotiate the current deal the City has with them. Work has begun on the Report to the Community as well as the 2017 Guide to Martensville.

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**6. In-Camera**

**6.1 Budget**

**6.2 Recreational Facilities**

**6.3 Interchange**

**ADJOURNMENT:**

Meeting adjourned at 10:15 pm.

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Mayor Kent Muench