

REPORT 11-2019  
CITY OF MARTENSVILLE  
COMMITTEE OF THE WHOLE MEETING  
TUESDAY – DECEMBER 10, 2019  
MINUTES

**PRESENT:** Mayor Kent Muench, Deputy Mayor Tyson Chillog, Councillors Michael Cox, Debbie McGuire, Jamie Martens, Darren MacDonald, Bob Blackwell, City Manager Scott Blevins, Director of Infrastructure & Planning Matt Gruza, Director of Recreation & Community Services Ted Schaeffer, Community Economic Development Manager Dillon Shewchuk, Director of Corporate Services Leah Bloomquist

**REGRETS:**

**LOCATION:** City Hall – Council Chambers

**RECORDING SECRETARY:** City Clerk Carla Budnick

**CALL TO ORDER:** Councillor MacDonald called the meeting to order at 5:00 P.M.

## **2. DELEGATIONS**

### **2.1 RCMP**

Staff Sergeant Deon Marquis and Sergeant Curtis Little were in attendance to speak with City Council. Staff Sergeant Marquis started off by introducing himself to City Council, as this was the first-time, he had met some of the members of Council since taking over as Staff Sergeant in the summer. A brief overview of the year to year stats was given, noting nothing of significant concern at this time. It was noted that there will be some new members arriving over the next few months with 2 arriving next week and 3 additional members in the new year.

Councillor MacDonald thanked the members for attending.

## **4. REPORTS**

### **4.1 City Manager**

#### **4.1.1 RFD -Development Incentive Policy**

The City of Martensville has been approached to look at implementing a program that would allow for an inventory of serviced lots to be ready for when the economy changes while assisting developers with a tax abatement on the vacant properties. Pros of the policy would include having serviced lots ready to be built on, partnership with developers to assist with growth in residential, commercial and industrial developments and provide a starting point to work with developers on creating initiatives for growth. One disadvantage would be loss of tax revenue on vacant lots. Some questions were raised regarding home builders purchasing lots from developers and wondering if they would be entitled to the same policy. It was noted at this time, the policy is intended to assist Developers who are ensuring there are vacant serviced lots ready and accessible when the demand is there. City Manager Blevins also indicated that the policy can be amended as concerns or issues arise.

City Council was in favour of the policy. The policy will go to the next Regular Council meeting for formal approval.

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## **4.2 Director of Corporate Services**

### **4.2.1 Budget Variance Report**

Director of Corporate Services Bloomquist highlighted a few items in the Budget Variance report for period ending November 30, 2019.

#### **Transportation Services**

**Traffic Painting:** it is projected that this will be under budget approximately \$13,500 due to cost savings on durable road paint.

**Curb/Gutter/Sidewalk Maintenance & Repairs:** it is projected to be under budget approximately \$20,000 as concrete swale repair was not completed due to budget numbers being too high.

**Infrastructure – Street Construction:** Due to construction delays it is projected to be under budget \$300,000.

#### **Recreation & Community Services**

**Parks -Capital – Land Improvements:** will be under budget on the 10<sup>th</sup> Avenue Pathway Project by approximately \$40,000.

**Sports Fields – Capital – Land Improvements:** it is projected to be under budget approximately \$40,000 on landscaping at the 18U Ball Diamond.

### **4.2.2 RFD – Gas Tax Application**

The City of Martensville currently receives annual funding from the Federal Gas Tax Program and in November an amended Gas Tax agreement was signed. The City must submit project application for every project prior to spending the funds received. Roadways has been identified as a priority for the Gas Tax Funding for 2020 with the projects being split up into the type of roadwork being completed: Micro-surfacing, Mill & Fill, Overlay and Reconstruction. Prior to submitting the applications, City Council must pass a motion acknowledging the work being applied for.

City Council had no concerns. A motion will be brought forward to the next Regular Council Meeting for formal approval.

## **4.3 City Clerk**

### **4.3.1 RFD -Municipal Revenue Sharing Grant – Declaration of Eligibility**

The Ministry of Government Relations has requested the City of Martensville participate in testing the process for Municipal Revenue Sharing Eligibility Requirements in preparation for full implementation in 2020-2021. To ensure the City gets their portion of the revenue sharing grant the following must be completed:

- Submission of the previous years Audited Financials
- Submission of the previous year's Public Reporting on Municipal Waterworks
- Must be in good standing with respect to Education Property Taxes,
- Adoption of a Council Procedure Bylaw
- Adoption of Employee Code of Conduct Policy
- Ensure all members of Council have filed their annual Public Disclosure Statements

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City Council must pass a motion indicating all requirements have been met and they must also authorize the City Manager to sign the Declaration of Eligibility prior to submitting the application.

City Council had no concerns. A motion will be brought forward to the next Regular Council Meeting for formal approval.

#### **4.4 Director of Recreation and Community Services**

##### **4.4.1 RFD -Recreation Program Refund Policy**

Administration is proposing to amend the current policy to specifically address the issue of seasonal swimming lessons. Currently the City does not have a policy in place to address weather-related cancellations or refunds for classes cancelled due to weather. Program Staff will make every effort to reschedule all cancelled classes, but due to weather and the seasonal nature of the pool, this may not always be possible. The policy will set a reasonable number of weather-related cancellations before refund will be issued. The policy also takes into consideration the administrative time and cost of issuing numerous small refunds. It was noted that all swimming lesson registrants will be provided with the guidelines regarding swimming lessons when registering for lessons.

City Council had no concerns. A motion will be brought forward to the next Regular Council Meeting for formal approval.

#### **4.5 Director of Infrastructure and Planning**

##### **4.5.1 RFD – Subdivision Anna Crescent**

The city has received an application to subdivide 114 Anna Crescent into two smaller lots. By subdividing the lot, a new single-family dwelling will be built on the subdivided lot. Anna Crescent is a mix of older and newer homes with property widths varying from property to property.

City Council had no concerns. A motion will be brought forward to the next Regular Council Meeting for formal approval.

##### **4.5.2 RFD – Bylaw Amendment – R1A – Residential Care Home Type II**

A bylaw amendment request has been received to amend the R1A Core Area Residential District to include Residential Care Homes Type II as a discretionary use. The Zoning Bylaw defines this type of housing as a residential care home in which the number of residents, excluding staff, is more than four. Currently the R1A District allows Residential Care Homes Type 1 (four or less beds) as a discretionary use. This request is the first step in developing a particular property within the R1A District for the development of a 10 bed Residential Care Home. If Council decides to move forward with the Bylaw Amendment, the property owner can begin to prepare an application for a Discretionary use for the specific property.

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City Council had some concerns with amending the bylaw to include the Residential Care Home Type II. Parking, Traffic as well as proximity of these care homes to each other were identified as areas of concern for Councillors. With the update to the current Official Community Plan being underway, council felt it would be good time to address these types of requests as well as concerns and have the consultants completing the amendment offer some suggestions and advice on how to move forward.

Administration will work with the consultants and bring back additional information to council at a later date.

#### **4.5.3 RFD – 1030 Parr Hill Drive – Building Height**

The City has issued a building permit for 1030 Parr Hill Drive that currently meets all bylaw requirements. The plan includes a berm around the building to permit an additional storey. Council has also received a request to amend the current zoning bylaw which if adopted would remove the necessity to artificially grade property to meet these requirements and give Council the discretion to approve on additional storey for multiple unit dwellings. City Council is being asked to approve the addition of an additional storey to 1030 Parr Hill Drive subject to Zoning Bylaw Amendment being adopted.

City Council had no concerns. A motion will be brought forward to the next Regular Council Meeting for formal approval.

#### **4.6 Community Economic Development Manager**

##### **4.6.1 CEDM Report**

Community Economic Development Manager Shewchuk, reviewed what he has been working on over the past month. An Expression of Interest to the Province/Sask Housing was completed and submitted. Continue to meet with various SINP Clients. Shewchuk has worked with the MCRP to create advertising for the new Multi-Purpose Facility. Working on the Resident Communication report that will be sent out in 2020. The Parks & Facilities Satisfaction survey is now live and will be closing mid-December.

**Council went In-Camera at 6:28 P.M**

#### **6. IN-CAMERA**

##### **6.1 Recreation Facility**

**ADJOURNMENT:**

**Meeting adjourned at 6:41 P.M.**

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Mayor Kent Muench