

REPORT 12-2021
CITY OF MARTENSVILLE
COMMITTEE OF THE WHOLE MEETING
TUESDAY – DECEMBER 14, 2021
MINUTES

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

REGRETS:

LOCATION: City Hall – Council Chambers and ZOOM

RECORDING SECRETARY: City Clerk Carla Budnick

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

2. DELGATIONS

A) Councillor Martens

Councillor Martens shared with Council information on the Moose Hide Campaign. The Moose Hide Campaign is committed to ending violence against women and children. The inspiration for the Campaign came to co-founders Paul Lacerte and his daughter Raven in 2011 during a moose hunt on their traditional Carrier territory along the Highway of Tears in Northern B.C. Councillor Martens had planned to distribute Moose Hide pins to members of council and administration, but they have not arrived yet, she encourages everyone to read the information provided and consider participating in Moose Hide Campaign Day on February 10, 2022.

4. REPORTS

4.1 City Manager

4.1.1 RFD – SaskWater Transition Agreement

The City of Martensville and City of Saskatoon have been working since 2014 to provide water directly to Martensville from Saskatoon without SaskWater’s involvement as well as have Saskatoon treat Martensville’s wastewater. The transition fee is part of the master agreement between SaskWater, Saskatoon and Martensville. Saskatoon and Martensville will pay SaskWater two-thirds of the net margin loss incurred for a ten-year period after the supply of potable water is transitioned. The payments will be made in 120 equal installments of \$39,084.00 (equally split between Saskatoon and Martensville) commencing on the first day of the month immediately following the transition date. The fee may be reduced to account for SaskWater securing new contracts to resell potable water to new customers with existing infrastructure.

The agreement 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 presented City Council with the Income Statement and Budget Variance Reports for the period ending November 30, 2021. Significant new variances since the last report include:

General Government

Grant Revenue (MRS, SKEnergy, SKPower) is projected to be over budget approximately \$62,000.

Interest Revenue will be over budget approximately \$50,000.

Council Public Relations is expected to be under budget \$30,000

Transportation Services

Hot & Cold Mix Asphalt will be under budget \$20,000.

Machinery & Equipment Maintenance codes will be under budget approximately \$22,000.

Snow Contracting projecting budget savings of \$60,000.

Planning & Development

Contract Services will be under budget \$50,000

Recreation & Community Services

Various Departments Wages & Benefits is projected to be under budget approximately \$35,000.

All Departments – Travel & Conference Fees

Are projected to under budget approximately \$40,000.

4.3 City Clerk

4.3.1 RFD – Criminal Record Checks

In 2006, the City adopted a Criminal Record Check Fee for Service Policy with a \$10 fee charged for all criminal record checks completed with some exceptions. The policy was rescinded in 2016 as the City of Warman was not charging for criminal record checks and the RCMP wanted consistency amongst the two detachments. At the last RCMP Advisory Board Meeting the committee discussed implementing a charge for criminal record checks as the RCMP have indicated their administration spends quite a bit of time completing criminal record checks. The committee discussed a \$40 fee for all criminal record checks with the exception of individuals making application for employment with the RCMP, the City of Martensville or Warman or its employees; and/or any person who is volunteering their services with an organization within the city.

Administration is proposing that City Council adopt the policy with an effective date of February 1, 2022, to allow for public notification.

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4.3.2 RFD – Paving of 10th Ave North

On November 23, 2021, a petition was received from residents of Aspen Parke Estates and Aspen Pointe Estates. The Request: “That the City pave the gravel portion of 10th Avenue North from 3rd Street in front of the homes facing 10th and Aspen Pointe Estates and Aspen Parke Estates. This would greatly reduce the excessive noise and dust.” As per Section 107 “Requirements for petition” of *The Cities Act* the petition was deemed not sufficient as it was missing some key requirements: including residential addresses, witness to signatures as well as providing a representative of the petitioners. Section 109 “Report on sufficiency of petition” of *The Cities Act* states: Within 20 days after the date on which a petition is filed, the clerk shall report to council on whether the petition is sufficient or insufficient.

Council requested that Administration look into options for paving the gravel portion of 10th Ave N.

4.3.3 RFD – Revenue Sharing

The Ministry of Government Relations has implemented annual eligibility requirements for municipalities to receive their unconditional Municipal Revenue Sharing Grants. To ensure the city gets their portion of the 2022-2023 revenue sharing grant the following must be completed:

- submission of 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
- ensure all members of council have filed their annual Public Disclosure Statements.

City Council must adopt a motion indication all the requirements have been met and authorize the City Manager to sign the Declaration of Eligibility and submit to the Ministry of Government Relations.

The motion will be presented at the next Regular Council meeting for formal approval.

4.4 Director of Recreation and Community Services

4.4.1 MEMO – ICIP Application

On November 9, 2021, the application period for funding through the Investing in Canada Infrastructure Program for community, culture and recreation infrastructure programs was opened. Administration intends to apply for the Martensville Community Recreation Facility Project. The deadline for applications is January 11, 2022. As part of the application process, a resolution of Council will be required endorsing the project. The resolution will commit the City to contributing its share of the eligible and ineligible costs and overages related to the project.

A resolution will be presented to Council at the December 21, 2021, Regular Council Meeting for formal approval.

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4.5 Director of Infrastructure & Planning

4.5.1 RFD - Neptune

In October of 2021, Council was presented with a proposal from Neptune Technology Group to upgrade all the City's water meters with new technology which would allow for remote reading. At that time administration was tasked with getting additional information about the central based radio system. Administration had a chance to meet with senior representatives from Neptune to further discuss the proposed project. After reviewing the City's meter data, and discussing the project details further, a final proposal price of \$1,542,168 (plus tax) was presented by Neptune.

Administration is proposing that the project move forward.

4.5.2 RFD – Traffic Signal Technical Services Agreement

In the fall of 2020 council approved administration to sign a one year 'Traffic Signal Technical Services Agreement' with the City of Saskatoon. Over the past year Saskatoon has been able to provide timely and cost-effective services as well as maintenance/repair recommendations and assistance to the City of Martensville Staff. With the success of the one-year trial, Saskatoon has agreed to extend the agreement to August 31, 2024, with no price increases from the previous agreement.

Administration is recommending Council approve the City Manager and City Clerk to sign the proposed agreement.

4.5.3 RFD – Lagoon Pump Tender

The City of Martensville is currently working toward a joint water and wastewater project with Saskatoon to address current capacity issues at the lagoon. The project will bring potable water directly from Saskatoon to Martensville and will transfer Martensville's wastewater for treatment at the City of Saskatoon's facility. Until this project is complete the Water Security Agency (WSA) has put several conditions on the City of Martensville because of the capacity issues, the most recent being a newly installed effluent line for the lagoon to the Opimihaw Creek. A new electric effluent pump and upgrades to the lagoon aeration building have been recommended by the city's consultants to meet the discharge requirements of the WSA. The city had budgeted \$80,000 to complete the project and it was put to tender, however no bids were received. The tender requirements were amended, and the project was re-tendered, where five bids were received, however they were all over budget. The lowest bid came in at \$140,235 plus tax and the city consultants are recommending the project be awarded to the lowest bidder so that there is enough lead time to get the required equipment delivered for a spring installation.

Administration is recommending proceeding with the project.

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4.5.4 RFD – Subdivision Lot 6, Block 74, Plan 102282645 – Meadows Business Park

The city received an application to subdivide a single business industrial lot into two ½ acre parcels. The property is located along the north side of 8th Street South. Currently there are no purchasers for either of the lots, but the developer has indicated there have been requests for smaller lots. It was noted a development and servicing agreement is not necessary for this subdivision as all servicing and levies were part of the original subdivision for the area.

Administration is recommending City Council approve the subdivision.

4.6 Community Economic Development Manager

4.6.1 CEDM Report

Community Economic Development Manager Shewchuk gave a review of things he has been working on over the past month. Working with and providing assistance and coordination with the Medavie project manager for the Medavie Ambulance project. The updated website is now live and seems to be running smoothly. The December Banner went out to residents.

5. COUNCIL MEMBERS ROUND TABLE DISCUSSION

5.1 Snow Removal - Sidewalks

Councillor Martens mentioned concerns she has received regarding snow removal on residential sidewalks. Currently the city does not have a bylaw in place indicating that residents must remove snow from their sidewalks. Council discussed options such as setting a timeline on when sidewalks should be cleared of snow, enforcement as well as complaint driven requests. Council has tasked administration into looking at what other municipalities of similar sizes do. A report will be brought forward to a future meeting.

6. IN-CAMERA

6.1 Economic Development

6.2 Personnel

ADJOURNMENT:

Meeting adjourned at 7:13 P.M.

Mayor Kent Muench