

REPORT 12-2022  
CITY OF MARTENSVILLE  
COMMITTEE OF THE WHOLE MEETING  
TUESDAY – DECEMBER 13, 2022  
MINUTES

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

**REGRETS:** Mayor Kent Muench, Councillor Tyson Chillog

**LOCATION:** City Hall – Council Chambers and ZOOM

**RECORDING SECRETARY:** City Clerk Carla Budnick

**CALL TO ORDER:** Councillor MacDonald called the meeting to order at 5:00 PM

## **2. DELEGATIONS**

### **A) RCMP**

Staff Sergeant Teniuk and Sergeant Little were in attendance to speak to City Council about stats from 2021 vs 2022 for the months of September, October and November. It was noted that calls for service in the last three months has decreased compared to 2021. City Manager Blevins requested some additional information about “False Alarm” calls, he would like to know what the percentage is for commercial vs residential false alarm calls. Staff Sergeant Teniuk explained that there are some staffing changes coming but that to date the Martensville detachment is fully staffed.

## **4. REPORTS**

### **4.2 Director of Corporate Services**

#### **4.2.1 RFD – Purchase Policy**

Director of Corporate Services reviewed with City Council some proposed changes to the current Purchasing Policy. In 2015, the Truth & Reconciliation Commission (TRC) released its report with 94 Calls to Action to various audiences. Business & Reconciliation Call to Action #92 ii) speaks to ensuring Indigenous peoples have access to job opportunities in the corporate sector, as well as their communities having access to long term sustainable benefits from economic development projects. The City of Martensville started working on changes to the current purchasing policy back in 2021, when some members of Administration met with SREDA, the City of Saskatoon and City of Warman to discuss Indigenous Procurement and how to approach policy and protocol changes. With the guidance of all parties involved the proposed policy has been amended to include Indigenous participation.

REPORT 12-2022  
CITY OF MARTENSVILLE  
COMMITTEE OF THE WHOLE MEETING  
TUESDAY – DECEMBER 13, 2022  
MINUTES

#### **4.2.2 RFD – Asset Management**

The City of Martensville applied for some funding from Federation of Canadian Municipalities (FCM) to help further their work in asset management. The application was successful for a Phase 1 Asset Management Plan which prioritizes:

1. Asset Condition Assessments – all asset classes detailed in the proposal (more to be completed in phase 2).
2. Drainage Review – Identify capacity issues, areas of concern, and at-risk areas.
3. Asset Management Plan Report – including policy, objectives, program responsibilities, infrastructure report cards, levels of service measures and funding gaps, to name a few.

The Asset Management Plan was submitted on October 31, 2022, to FCM and the city has been notified that that submission report has been approved. Administration is asking City Council to approve the Asset Management Plan as presented with an Asset Management Policy to be completed and presented to City Council in January 2023.

#### **4.3 City Clerk**

##### **4.3.1 RFD – Municipal Revenue Sharing Declaration**

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 2023-2024 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 indicating 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.

##### **4.3.2 RFD – Bylaw Amendments**

Back in 2021, The Tax Administration Bylaw 19-2021 and the Water & Waste Water Rates & Administration Bylaw 12-2018 were amended to provide interest relief until August 1, 2021, due to the COVID-19 Pandemic. Now that the August 1, 2021, timeline has passed Administration is recommending amending the Bylaws again to remove the COVID-19 wording and add the penalty wording back to the bylaws.

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

REPORT 12-2022  
CITY OF MARTENSVILLE  
COMMITTEE OF THE WHOLE MEETING  
TUESDAY – DECEMBER 13, 2022  
MINUTES

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

##### **4.5.1 RFD – P4G Joint Member Nomination**

The P4G Planning District was created on January 1, 2022, and the P4G District Planning Commission (DPC) has been operating since that time. The P4G DPC included two representatives from each municipality (one of which must be an elected official) and three joint members from the public for a total of 13 members. Initially, the three joint members were appointed for staggered terms of one, two, and three-years. The one-year term appointment, currently held by John Mathison, ends December 31, 2022. P4G advertised for this open position and a membership committee was formed to review the applications. John Mathison has put his name forward again and the committee recommends that John Mathison be appointed for a three-year term beginning January 1, 2023.

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

##### **4.5.2 RFD – Subdivision of Parcel P and Lane**

On October 18<sup>th</sup>, 2022, Council approved the discretionary use application for a dwelling group to be constructed by Jungman Holding Inc. on Parcel P within Lake Vista. The next step is to subdivide the property to the correct size to accommodate the development. The land developer is applying for the subdivision prior to the sale of the land to the builder. Once the land is transferred to the new property owner, construction can begin.

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

##### **4.5.3 RFD – Future Growth Plan Update**

The Future Growth Plan 2040 was adopted by Council in 2016. The plan includes demographic analysis and land use requirements, servicing assessments, future growth scenarios, fiscal impacts of growth and growth management strategies. Since the document was completed, there have been some significant changes which affect the assumptions that were the basis of the report. Some of these changes include refinement and adoption of P4G maps and policies, annexations, as well as significant land investments from major developers in the region. An update to the 2040 Growth Plan was budgeted for 2022, an RFP was put out for tender with only one proposal being received. The proposal received was from Catterall & Wright and meets the requirements of the RFP document and deliverable that were requested. The project had an approved budget of \$30,000, however the proposal received came in at \$32,000. Administration is recommending that the contract be awarded to Catterall & Wright.

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

REPORT 12-2022  
CITY OF MARTENSVILLE  
COMMITTEE OF THE WHOLE MEETING  
TUESDAY – DECEMBER 13, 2022  
MINUTES

**4.6 Community Economic Development Manager**

**4.6.1 CEDM Report**

Community Economic Development Manager Shewchuk was absent from the meeting. Council was presented the report with no questions or comments.

**IN-CAMERA**

**6.1 Economic Development**

**6.2 Budget 2023**

**ADJOURNMENT:**

Meeting adjourned at 6:20 PM.

---

Mayor Kent Muench