

CITY OF MARTENSVILLE
REGULAR COUNCIL MEETING 15-2026
TUESDAY – SEPTEMBER 15, 2026
AGENDA

If you would like to listen to the meeting, please follow the link:

<https://us02web.zoom.us/j/83903875248?pwd=vq5c3KRLfaWfJlIwskW0NsVWb4ArF.1>

Call 1-647-558-0588 Meeting ID: 839 0387 5248 Passcode: 748936

- 1) **Call to Order/Land Acknowledgement/ Welcome – Meeting called to order at 5:00 PM**
- 2) **Adoption of Agenda - Adopt agenda dated September 15, 2026**
- 3) **Conflict of Interest**
- 4) **Adoption of Minutes**
 - a) September 1, 2026, Regular Council Minutes
 - b) September 8, 2026, Committee of the Whole Minutes
- 5) **Public Hearings**
- 6) **Delegations**
- 7) **Presentations**
- 8) **Correspondence – Acknowledge Correspondence to Council**
- 9) **Boards & Committee Reports**
- 10) **Motions**
 - a) Fire Service Contract
City Council will be asked to: authorize the signing of the Fire Service Contract
 - b) Public Engagement Framework
City Council will be asked to: approve the Public Engagement Framework
- 11) **Bylaws**
- 12) **Reports from Administration**
 - a) Waiving or Reduction of Rental Fees – Review of Policy
 - b) Director of Recreation & Planning
 - c) Director of Infrastructure & Operations
 - d) Community Economic Development Manager
- 13) **Discussion Items**

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14) In-Camera Items

- a) “Land Disposition” – as per *The Cities Act* 94(4) Long Range Planning
- b) “Kart Track” – as per *The Cities Act* 94(4) Long Range Planning
- c) “Highway” - as per *The Cities Act* 94(4) Long Range Planning
- d) “Personnel” as per *The Cities Act* 94(2) within Part III of *The Local Authority Freedom of Information and Protection Act* Section 18(1)(b)

15) Adjournment

CITY OF MARTENSVILLE
REGULAR COUNCIL MEETING 14-2026
TUESDAY SEPTEMBER 1, 2026
MINUTES

PRESENT: Mayor Kent Muench, Deputy Mayor Krista McCann, Councillors Brad Blixt, Katharine Carter, Darren MacDonald, City Manager Tanya Garost, Director of Recreation and Planning Roxane Melnyk, Director of Infrastructure and Operations Matt Gruza, Fire Chief Dean Brooman, Planning Manager Bonnie Gorelitz,

REGRETS: Councillors Tracy Cocks, Spencer Nikkel, Director of Corporate Services Leah Bloomquist

LOCATION: Council Chambers – City Hall & ZOOM

RECORDING SECRETARY: City Clerk Carla Budnick

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

RES: #191/09012026 (McCann/MacDonald)

AGENDA

“That we adopt the agenda dated September 1, 2026.”

CARRIED

RES: #192/09012026 (Blixt/Carter)

MINUTES – AUGUST 25, 2026

“That we accept the minutes of the Regular Council Meeting No. 13-2026 dated August 25, 2026.”

CARRIED

RES: #193/09012026 (MacDonald/McCann)

DISCRETIONARY USE – 925 8TH STREET SOUTH

“That City Council approve the Discretionary Use application, submitted by FHD Mechanical Inc. for a Machine Shop use at 925 8th Street South, legally described as Lot 20, Block 74, Plan 102474389, subject to the following conditions:

- 1. The applicant shall obtain a Development Permit and all other required permits and licenses, including a Building Permit.**
- 2. The development shall be carried out in substantial conformity with the plans and information submitted in support of this Discretionary Use application.**
- 3. Any proposed variation from the approved plans or use that, in the opinion of the Development Officer, is not in substantial conformity with this approval shall require an amendment to the Discretionary Use approval by Council.”**

CARRIED

CITY OF MARTENSVILLE
REGULAR COUNCIL MEETING 14-2026
TUESDAY SEPTEMBER 1, 2026
MINUTES

RES: #194/09012026 (Carter/MacDonald)

REALLOCATION OF 2026 CAPITAL FUNDS – MOCON & CHROME DOME

“That City Council approve the reallocation of \$35,000 from the 2026 Capital Facility Upgrades budget to fund emergent improvements to the Mocon and Chrome Dome ball diamonds and topographic surveying work to support future drainage and grading upgrades.”

CARRIED

RES: #195/09012026 (Blixt/Carter)

MOU SIGNING LAKE VISTA 2 PHASE 1

“That City Council approve the Memorandum of Understanding for Lake Vista II, Phase 1, and authorize the agreement to be signed by the City Manager and Mayor.”

CARRIED

RES: #196/09012026 (Blixt/Carter)

NAMING OF CIVIC PROPERTY & DEVELOPMENT AREAS POLICY AMENDMENT

“That City Council adopt the proposed amendment to the Naming of Civic Property and Development Areas Policy #123/26.”

CARRIED

REPORTS FROM ADMINISTRATION

a) Fire Services Contract

The city has had a longstanding fire services agreement with the RM of Corman Park which is set to expire on September 30, 2026, following a short extension, and a new agreement has been negotiated with representatives from Martensville, Warman, Dalmeny, Langham, Osler and the RM. Legal reviews by both the RM and the City identified the benefit of adding a dispute resolution process to address potential issues such as billing, definitions, and contract interpretation. While the agreement has already been accepted by some councils, administration recommends approving it and also directing that a dispute resolution process be negotiated as an addendum or additional schedule to the agreement.

b) Biosolids Project

Construction on the pipeline project to connect to the City of Saskatoon is underway. The City of Martensville is undertaking the portion from the Martensville lagoons to the Biosolids handling facility in the RM of Corman Park. Saskatoon is undertaking the portion from the Biosolids handling facility to the Wastewater Treatment Plant in Saskatoon. Martensville is cost sharing this project with a portion attributable to Saskatoon and a portion attributable to SaskWater for the purple water line. Approval of an easement by the RM is required to enable the Saskatoon portion to be completed. The RM has placed conditions on the approval of the easement that requires further negotiation. The easement for Martensville portion has already been approved by the RM.

CITY OF MARTENSVILLE
REGULAR COUNCIL MEETING 14-2026
TUESDAY SEPTEMBER 1, 2026
MINUTES

RES: #197/09012026(Blixt/Carter)

BIOSOLIDS PROJECT

“That Administration be directed to negotiate a reasonable agreement with the RM of Corman Park and the City of Saskatoon regarding the Biosolids Pipeline Corridor.”

CARRIED

RES: #198/09012026 (McCann/MacDonald)

ADJOURN

“That we adjourn this meeting at 6:00 P.M.”

CARRIED

MAYOR

CITY CLERK

REPORT 7-2026
CITY OF MARTENSVILLE
COMMITTEE OF THE WHOLE MEETING
TUESDAY – SEPTEMBER 8, 2026
MINUTES

PRESENT: Mayor Kent Muench, Deputy Mayor Krista McCann, Councillors Brad Blixt, Katharine Carter, Tracy Cocks, Darren MacDonald, Spencer Nikkel, City Manager Tanya Garost, Director of Corporate Services Leah Bloomquist, Director of Recreation & Planning Roxane Melnyk, Director of Infrastructure & Operations Matt Gruza, Fire Chief Dean Brooman, Planning Manager Bonnie Gorelitza, Community Economic Development Manager Dillon Shewchuk

REGRETS:

LOCATION: City Hall – Council Chambers and ZOOM

RECORDING SECRETARY: City Clerk Carla Budnick

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

6 REPORTS FROM ADMINISTRATION

6.1 Director of Corporate Services

6.1.1 Mid-Term Governance Check-in

Administration advised that, with Council at the mid-point of its term, it was timely to check in and confirm whether the current meeting schedule, Deputy Mayor rotation, Council Remuneration Policy, and meeting procedures continue to work well for Council, Administration, and the public. No concerns were raised regarding the meeting schedule or Deputy Mayor rotation. Discussion took place regarding allowing additional members of Council to attend FCM in years when SUMA is held in Saskatoon, and clarification was requested on cancelling regular scheduled meetings within the Council Procedure Bylaw. It was also suggested that the Committees of Council appointments be brought back to Council to determine whether any changes to appointments are required.

6.2 Director of Recreation & Planning

6.2.1 Transportation Master Plan

The Community Engagement Plan outlines the communication tools, engagement activities, roles and responsibilities, and anticipated timeline for the process to support meaningful public engagement toward building a comprehensive Transportation Master Plan for the City of Martensville. The two rounds of engagement proposed will begin in Fall 2026, with the first round focused on gathering of community experiences and priorities. The second round proposed in Spring 2027 focuses on engagement around draft recommendations. The communications portion of this project will be done collaboratively between the consultants and the City of Martensville.

REPORT 7-2026
CITY OF MARTENSVILLE
COMMITTEE OF THE WHOLE MEETING
TUESDAY – SEPTEMBER 8, 2026
MINUTES

6.2.2 Public Engagement Framework

The Public Engagement Framework began development earlier this year and has been refined through further research, experience, and input from leadership and management. The framework was developed to support meaningful engagement and to integrate Communications into project planning at an early stage. This will help identify engagement requirements, communication risks, and opportunities before key decisions are made. The framework provides the City with a common foundation for engaging the community in a way that is purposeful, proportionate, accessible, and connected to municipal decision-making. Best practices and resources were used in developing the framework, including those from the International Association for Public Participation and the Community Association of Municipal Communicators, as well as the City’s own activities and experiences.

Mayor Muench joined the meeting at 5:41 PM.

8. In-Camera

8.1 “Land Disposition” – as per *The Cities Act* 94(4) Long Range Planning

ADJOURNMENT:

Meeting adjourned at 6:16 PM.

Mayor Kent Muench



REPORT TO COUNCIL

- ☐ INFORMATION
- ☒ DIRECTION
- ☐ DECISION
- ☐ IN-CAMERA

INFORMATION

PREPARED BY:	Tanya Garost	MEETING DATE:	September 1, 2026 September 15, 2026
DEPARTMENT:	Administration	MEETING TYPE:	Regular Meeting Regular Meeting
REVIEWED BY:	City Manager - TG		
TITLE:	Fire Services Contract		
DESCRIPTION:	New Fire Services contract with the RM of Corman Park		

RECOMMENDATION

That Administration be directed to continue negotiating the fire services contract with the RM of Corman Park to include consideration for the use of City of Martensville Fire Vehicles on gravel roads and inclusion of a dispute resolution process.

EXECUTIVE SUMMARY

The City has had a contract to provide fire services within a portion of the RM of Corman Park (RM) for many years. The contract had not varied much over the last number of renewals. The contract was due to expire June 30, 2026, however Council extended the contract to expire on September 30, 2026 by resolution at the meeting on June 16, 2026.

This contract has been negotiated by representatives including CAO's and City Managers as well as Fire Chiefs from all parties involved, City of Martensville, City of Warman, Town of Dalmeny, Town of Langham, Town of Osler and the RM of Corman Park.

The RM has had the contract reviewed by their legal. The City has also had legal review and from that it was recommended a dispute resolution clause be considered to deal with any differences in opinions on billing, definitions, etc. within the contract. The agreement has already been accepted by some Councils; Administration recommends requesting an addendum or additional schedule with a dispute resolution process that could be accepted after by the various parties.

[Further to the comments from Council at the September 1, 2026, meeting, Administration is recommending that negotiations continue on the agreement.](#)

BACKGROUND

The current contract to provide fire service within the RM has not changed for many years. With some new City Managers, CAO's and Fire Chiefs within the Administration group for all the partners, there was a desire to renegotiate a new fire services contract.

The value of the contract has stayed the same for at least the last two renewals starting in 2018 at \$80,000 per partner to be used on the purchase of capital equipment along with a per call cost recovery portion based on SGI rates. There was recognition that this value no longer covers the cost of providing services.

New Contract

There have been many meetings between the parties to reach the attached contract. The term of the new agreement is four and a half years.

Many of the provider's issues have been addressed in the new contract. Some highlights of improvements over the previous contract:

- Clarity on the roles of all the parties
- Section 3.6 - Explicit authority to call for mutual aid as necessary (not contemplated in the previous agreement, even though is practice)
- Section 6 - Reference to fire inspection and the RM agreeing to provide results of fire inspections, not previously in contract or in practice
- Fees are discussed below
- Section 7.3 Allowance for an increase equal to CPI, not previously in contract
- No restrictions on the use of revenue received – previously it was limited to capital expenditures only
- Section 8.1 RM agrees to fund one coordinated training exercise annually
- More robust release, indemnification and insurance clauses

The definition for a "Large or Complex Emergency" has raised some concerns. Under the new contract, the RM has proposed a flat rate for operational incidentals such as foam, water etc. The Fire Chief's raised concerns over this and in response, it was proposed that when a call is deemed a large or complex emergency, operational incidentals could be billed separately from the flat rate. This definition was also raised by the legal review – see section below. Administration in Martinsville will be tracking operational incidentals separately to determine if the \$5,000 annually is exceeded.

Cost of Providing Service/Proposed Revenues

Fire department expenses are made of up fixed costs, such as the salaries for the full time chief and deputies, training wages, heat, power, telephone, insurance, 911 dispatch and certain materials and supplies costs. These costs are incurred regardless of whether the fire service attends one call annually or a thousand calls annually. The remaining costs are variable and depend on how many calls are attended such fuel, paid on call wages, certain materials and supplies.

There was discussion among the providers about the best way to address the costs of each fire service provider in relation to fixed and variable costs. There was consideration of whether the contract should be a fully fixed fee contract for the provision of the service annually or whether the contract should be a mix of fixed fee and variable fees based on call volume and types. While the fixed fee contract would be easier for budgeting purposes, it does assume the same level of service in and out of the municipality and it places the risk of escalating call volumes in the RM on the City. Because of the growth in the RM and the desire to be able to prioritize calls within the municipality, it was preferred by the providers to continue with a contract that contained both a fixed amount and a per call billing.

The RM proposed a fee structure that included base fixed funding, a per call allocation and the ability to bill for individual calls.

To determine the appropriateness of the proposal, Administration considered the actual fixed and variable costs for 2025 as well as the annual capital contribution amount to account for the use of all the vehicles, equipment and Fire hall.

2025 Actual Costs	2025 Fixed Costs	2025 Variable Costs	Total 2025
Salaries & Benefits	426,622	113,286	539,908
Professional/Contractual	86,142	-	86,142
Heat, Power & Telephone	21,197	-	21,197
Materials and Supplies	88,551	24,832	113,383
	622,512	138,118	760,630

For the assets of the fire department: vehicle and equipment costs represent the replacement cost for all vehicles in the fleet and equipment, and the Fire Hall cost is based on insured cost.

Capital Items	Replacement/Insured Cost	Estimated life span	Annual Capital Contribution Amount
Vehicle Costs	4,120,000	20	206,000
Misc. Equipment	1,370,100	15	91,340
Fire Hall	2,740,000	40	68,500
			365,840

In 2025, the fire department responded to 552 of calls and of those 86 were in the RM of Corman Park. This represents 15.58% of the total calls received.

If the RM were to pay a proportionate share of the fixed expenses and annual consumption amount based on the number of calls that would total:

	Fixed	Capital	
Total Costs	622,512.00	365,840	988,352.00
RM's % share of calls			15.58%
RM's proportionate share of fixed costs			153,985.24

The contract proposes:

Provider	Calls	Base Funding	Call-Based Allocation (\$500/Call)	Total Allocation	Operational Incidentals
Dalmeny	32	\$100,000	\$16,000	\$116,000	\$5,000
Martensville	67	\$100,000	\$33,500	\$133,500	\$5,000
Warman	57	\$100,000	\$28,500	\$128,500	\$5,000
Langham	33	\$100,000	\$16,500	\$116,500	\$5,000
Osler	11	\$100,000	\$5,500	\$105,500	\$5,000
Total	200	\$500,000	\$100,000	\$600,000	\$25,000

The call-based allocation will fluctuate depending on the number of calls received in proportion to the calls in the contract area.

All variable costs will be recovered by the billing on a per call basis covered under Section Schedule B of the contract.

The total payment for the first year of the contract (\$133,500) does not fully cover the proportionate share of fixed and capital costs from 2025 (\$153,985). However, some considerations when evaluating the fairness of the contract proposed:

- This contract is a significant improvement over prior contracts and there is recognition that the RM has made initial steps to cover the cost of fire services through the newly implemented fire fee for each property
- We would provide fire services in Martensville with or without this contract. While we may have some reduced costs in equipment if we aren't providing services in the RM, much of the fixed costs would remain the same. Provision of fire services outside the boundaries of

the City of Martensville does relieve some of the burden of the cost of fire service for the taxpayers in Martensville.

- Although we have not been in a situation where we have exercised this, Martensville is permitted to prioritize fire calls within the City over fire calls in the RM. As Martensville has priority on calls, asking the RM to pay their full share may not be appropriate.

Legal Review

The RM had a legal review of the contract. The City also had legal review of the contract. There were a number of points that were identified as benefitting the City such as:

- discretion as seen in Section 3.2
- better wording on release from liability and indemnification in Sections 9 and 10
- flexibility in spending funds received and ownership of any assets acquired from those funds
- favorable funding model with more predictable funding
- accelerated termination rights if the RM does not meet some of its obligations

There were also points that may need further clarification and consideration of additional clauses:

- whether the Agreement should include a process for disputed or delayed invoice approval;
- whether the parties should adopt clearer criteria for when a Large or Complex Emergency triggers at-cost reimbursement; and
- whether the mutual aid billing process should be expressly confirmed.

A dispute resolution process could assist with both the first and second points on the list along with any other disputes that may arise out of the contract. There is uncertainty in the mutual billing process where it is unclear if mutual aid partners invoice the City and then the City invoices total cost to the RM or if the mutual aid partners invoice the RM directly. This will be clarified.

APPLICABLE LEGISLATION, BYLAWS OR POLICIES

The Cities Act

Division 5 – Miscellaneous Powers

Providing services outside city

33(1) A city may provide any service or thing that it provides in all or part of the city:

- (a) in another municipality with the agreement of that other municipality; or
- (b) on behalf of an Indian band with the agreement of that Indian band.

Martensville is permitted to provide services outside the City boundaries with an agreement with the RM of Corman Park.

FINANCIAL IMPLICATIONS

☐ None

☒ Budget Previously Approved

☐ Other (see below)

The 2026 Budget was approved based on the previous agreement. The new agreement, if approved, does provide additional revenue not contemplated in the budget. Any excess revenue over expenses in the fire budget is transferred to the fire reserve at year end. Future budgets will be adjusted to align with the new agreement.

STRATEGIC PRIORITY

Priority – Actively participate in P4G initiatives to strengthen economic opportunities and enhance regional services.

This contract supports the RM of Corman Park and provides cost sharing on Fire Services provision in the City of Martensville

Priority – Assess and provide appropriate service levels for Policing, Fire and Bylaw Enforcement

One of the actions under this priority was to review mutual aid agreements, and the fire protection agreement is part of those agreements. Modernizing our fire service agreements is important for to mitigate risk for the City and ensure fair compensation for services is being received.

COMMUNICATION

No communication necessary with either party to the agreement if services continue. If services were not to continue, the RM would need to undertake a communication plan for their fire service area on the future of fire coverage for their area.

ALTERNATE RECOMMENDATION

Council could accept the agreement as proposed.

Council could not accept the agreement as proposed and direct administration to prepare notification to the RM to withdraw from the contract to provide fire services. Under the current agreement, there is a one-year notice period. The existing contract could be extended to cover the notice period or a new contract negotiated.

LISTS OF ATTACHMENTS

Appendix 1 – Proposed Fire Protection Agreement

Appendix 2 – Existing Fire Protection Agreement

FIRE SERVICES AND PROTECTION AGREEMENT

THIS AGREEMENT MADE EFFECTIVE AS OF JULY 1, 2026

BETWEEN:

RURAL MUNICIPALITY OF CORMAN PARK, NO. 344
(the "RM")

-and-

**CITY OF MARTENSVILLE, CITY OF WARMAN, TOWN OF DALMENY,
TOWN OF LANGHAM, TOWN OF OSLER**
(collectively, the "**Providers**" and individually a "**Provider**")

WHEREAS

- A. Each Provider has established a fire department to provide for the prevention and suppression of fires and to provide services of any kind at the site of an emergency.
- B. Pursuant to section 42 of *The Municipalities Act*, a Provider may enter into an agreement with another municipality for the furnishing of firefighting, fire prevention and emergency services, upon such terms that may be agreed upon, including the setting and payment of charges.
- C. The RM requested that each Provider provide certain services to the RM, and the RM prepared to pay each Provider for those services at the rates specified and on the terms and conditions set out in this Agreement.

NOW THEREFORE in consideration of the mutual covenants and agreements hereinafter set forth, the parties agree as follows:

DEFINITIONS

1.1 In this Agreement:

"Alarm" means any call to any of the Fire Departments or any call routed to any of the Fire Departments in connection with any Emergency or request for Fire Services;

"Call" means any Alarm where Fire Services are provided by a Provider, but not including any Alarms relating to Medical Services or False Alarms;

"Emergency" means any situation to which a Fire Department would normally respond to an Alarm in order to provide Fire Services, excluding Alarms that are solely related to Medical Services;

“False Alarm” means any call for an Emergency to which a Fire Department is dispatched and upon response it is found that no such Emergency exists such that no Fire Services or Medical Services are required;

“Fire Department” means an organization operated by a Provider to provide Fire Services;

"Fire Services" means all those services typically provided by any Provider in response to Alarms, including fire suppression, rescue, motor vehicle accidents or collisions, training services, inspection services and equipment repairs, but excluding Medical Services. May also include hazardous materials responses when available;

"Fire Service Area" means that portion of the geographic area of the RM as shown on the map attached hereto and marked Schedule “A”, with each Providers’ Primary Response Area as designated, as such may be amended by the parties from time to time;

“Large or Complex Emergency” means any call of a sufficient size or scope that requires Fire Services such that a Provider’s standard, day-to-day resources are not sufficient and specialized equipment, prolonged multi-jurisdictional assistance, or coordination with provincial or federal emergency management agencies is required;

"Local Assistant" means any Fire Chief appointed by a Provider;

“Medical Services” means any call to any of the Fire Departments or any call routed to any of the Fire Departments in connection with medical only incidents and that are not related to fire suppression, rescue, vehicle accidents or hazardous materials responses;

“Primary Response” means the Provider who is first dispatched to an Alarm within its designated Fire Service Area and where such Provider has command of the Emergency through its Local Assistant unless the Provider agrees to turn command of the Emergency over to another Provider;

“Primary Response Area” means the portion of the Fire Services Area that is marked as each Providers’ Primary Response Area as shown in Schedule “A”; and

PROVISION OF FIRE SERVICES

- 2.1 Each Provider agrees to provide Fire Services to the RM in accordance with the terms and conditions and subject to the limitations set forth in this Agreement.

PROVIDER RESPONSE TO ALARMS

- 3.1 Each Provider may respond to Alarms in respect of any Emergency within or stated to be within the Fire Service Area and where such Alarm is within or stated to be within the Provider’s Primary Response Area.

- 3.2 Each Provider reserves a complete and sole discretion in deciding:
- (i) whether to respond to an Alarm from or in connection with the Fire Service Area and within the Provider's Primary Response Area;
 - (ii) the manpower and equipment to be dispatched; and
 - (iii) whether to recall manpower and equipment in the event a greater Emergency does or may exist within the Provider's own primary jurisdiction.
- 3.3 Without limiting the generality of section 3.2, each Provider may consider, in determining whether a response will be made or what level of response will be provided to an Alarm based upon the following factors:
- (i) emergencies within each Provider's jurisdiction or the likelihood of same;
 - (ii) weather conditions, road conditions or other hazards which may unduly jeopardize the safety of personnel or unduly place equipment at risk;
 - (iii) the availability of manpower and the state of readiness of equipment;
 - (iv) the extent and suitability of road access to the place of the Emergency; and
 - (v) the nature, severity and location of the reported Emergency.
- 3.4 A Provider, even though designated as the Primary Provider under this Agreement, may transfer an Alarm to any other Provider where another Provider is able to respond to the Alarm more efficiently or effectively as a result of (i) availability of resources, (ii) location of available resources facilitating quicker response time or (iii) availability of equipment and/or personnel or due to road, weather or other conditions.
- 3.5 A Provider may respond to Alarms from or in connection with the Fire Service Area without taking measures to authenticate the Alarm. Each Provider reserves the right however to authenticate Alarms and to confirm the location of the reported Emergency prior to dispatching manpower and equipment.
- 3.6 The RM delegates to a Provider the ability to request mutual aid assistance from other Providers who provide services outside of the Fire Service Area and/or equipment as necessary to assist with Alarms within Fire Service Area. Where the Provider requests mutual aid assistance from other Providers, the RM agrees to pay any Call-base Fees and Operating Fees incurred by responding Providers in accordance with this Agreement. The RM also reserves the right to request a mutual aid Provider to assist with an Alarm.

DUTIES OF THE LOCAL ASSISTANT

- 4.1. Nothing in this Agreement shall operate to impose on any Provider, in connection with the Fire Services Area, the duties of the Local Assistant as described in section 14 of *The Fire Safety Act* (Saskatchewan).
- 4.2. Notwithstanding section 4.1, each Provider shall furnish the RM with copies of any reports or debriefing materials prepared by a Provider in connection with responses and any Fire Services provided within the Fire Services Area. In the case of responses involving personal injury or significant property loss, the Providers each acknowledge that the provincial Fire Commissioner may require the prompt furnishing of reports and each Provider shall provide reports in connection with such responses within all required timelines.

RESPONSE TIMES

- 5.1 The RM acknowledges that a Providers' response time to an Alarm under this Agreement will be dependent on location of the incident, road conditions, weather conditions, and operational commitments at the time of the Alarm. The Providers each agree that it shall in good faith, endeavour to have similar response time for Alarms under this Agreement as its response times assessed within the Providers' respective jurisdiction for like developments and locations. In any event, the response times of the Providers hereunder will be reflective of best efforts to protect people and infrastructure and to restore operations.
- 5.2 The RM agrees that delayed response time by a Provider does not constitute negligence or any other actionable cause against a Provider.

FIRE INSPECTION & INVESTIGATION SERVICES

- 6.1 The RM may in its discretion, request that a Provider attend to the provision of fire inspection services within the Fire Services Area if available in order to determine the cause of a fire. Where the RM requests fire inspection services of a Provider, such services shall be provided as part of the Fire Services provided pursuant to this Agreement.
- 6.2 The RM agrees that upon request from any Provider, it shall provide the results of such fire inspections as the RM undertakes, and any other information it may have available with regard to hazardous materials, fire hazards, non-compliant properties and such other information as may materially affect the extent or nature of the Fire Services to be provided pursuant to this Agreement.
- 6.3 The RM may in its discretion, request that a Provider attend to a post fire investigation to determine cause. Where the RM requests fire investigation services of a Provider, such services shall be provided as part of the Fire Services provided pursuant to this Agreement.

PAYMENT FOR FIRE SERVICES

7.1 The RM agrees to pay an annual fee to each Provider for use towards providing the Fire Services required by the RM of an amount equal to the sum of (collectively, the “**Annual Fees**”):

- (i) A general base annual fee of \$100,000 (the “**Base Fee**”); PLUS
- (ii) A per Call based fee based on the number of approved invoices submitted by each Provider and approved by the RM for the previous year, calculated as follows (the “**Call-Base Fee**”):

\$500.00 X # of approved invoices submitted by Provider during previous year

- (iii) An annual amount of \$5,000 to be used towards incidental and operational expenses incurred in providing the Fire Services.

7.2 The parties each acknowledge and agree that the initial Annual Fees payable by the RM to each Provider for the first year of the Term shall be:

Provider	Calls	Base Funding	Call-Based Allocation (\$500/Call)	Total Allocation	Operational Incidentals
Dalmeny	32	\$100,000	\$16,000	\$116,000	\$5,000
Martensville	67	\$100,000	\$33,500	\$133,500	\$5,000
Warman	57	\$100,000	\$28,500	\$128,500	\$5,000
Langham	33	\$100,000	\$16,500	\$116,500	\$5,000
Osler	11	\$100,000	\$5,500	\$105,500	\$5,000
Total	200	\$500,000	\$100,000	\$600,000	\$25,000

7.3 The Annual Fee shall be subject to an annual increase for each year of Term starting on January 1, 2028, and each subsequent year thereafter equal to the percentage increase in the Consumer Price Index (All-items, Saskatchewan) for the most recently available 12-month period as published by Statistics Canada.

7.4 The Annual Fees shall be paid by the RM to each Provider on the later of

- (i) January 31 of each year of the Term or
- (ii) thirty (30) days following the RM’s receipt and approval of the yearly reporting summary from each Provider in the form attached as Schedule “C” to this Agreement.

The parties agree that any equipment or capital purchases made by a Provider shall remain the property of the Provider and that the Provider shall provide detailed records and reporting to the RM on or before December 31st of each year of the term of this Agreement relating to any equipment or capital purchases that were completed.

- 7.5 In addition to the Annual Fees, the RM shall pay each Provider an operating fee that is based on the Fire Services provided by each Provider to the RM and calculated based upon the rates as specified in Schedule “B” of this Agreement (the “**Operating Fees**”).
- 7.6 The Operating Fees shall be payable by the RM within 30 days after the RM receives and approves an invoice from a Provider, each Provider being required to submit invoices within 60 days of each incident in the billing form attached as Schedule “D” to this Agreement, such invoice to include:
- (a) information relating to the incident for which the Operating Fees are chargeable (the parties agreeing that each incident shall be required to be detailed in separate invoices), including but not limited to:
 - (i) the date and time of each incident;
 - (ii) the type of incident (Fire, motor vehicle accident, medical services only)
 - (iii) the name of the person(s) who gave the Alarm, if available;
 - (iv) the name of the property owner(s) and relevant legal land descriptions and GPS locations, when available;
 - (v) incident command notes; and
 - (vi) the probable cause of the Alarm, if available.
 - (b) a breakdown of the Fire Services provided and expenses incurred, on an itemized basis; and
 - (c) such other information that the RM may reasonably request, from time to time.
- 7.7 The Providers each agree that the payments to be remitted hereunder by the RM are deemed to include reimbursement or compensation for supplies and equipment consumed, expended, damaged or destroyed in the course of the Fire Services provided under this Agreement, and for such liabilities as a Provider may incur directly or indirectly in connection with injury or death of its personnel.

TRAINING

- 8.1 The RM agrees to fund one (1) coordinated wildfire training exercise each year to allow the Providers to train together and develop a shared understanding of wildfire response in open prairie conditions. This training must be coordinated with the RM.

RELEASE

- 9.1 The RM agrees that the exercise in good faith of the discretion reserved by a Provider in determining whether a response will be made to an Alarm, in determining the level of response, or in reassigning dispatched equipment or personnel to an emergency within the Fire Service Area shall not in any way be actionable by the RM against a Provider.
- 9.2 The RM releases and discharges each Provider from any and all claims, losses, demands, costs, expense or damages incurred by the RM and in any way related to the acts or omissions of a Provider, its employees and agents in the course of providing Fire Services response, EXCEPT, and in such event only to the extent such claims, losses, demands, costs, expense or damages are attributable to acts or omissions in the course of providing Fire Services, as are actionable and sustainable as against a Provider, its employees and agents pursuant to law, in which case the release provisions as provided for in this article shall not apply.
- 9.3 For greater certainty, it is expressly agreed that the benefit of sections 9.1 and 9.2 extend to employees of a Provider.

INDEMNIFICATION AND INSURANCE

- 10.1 The RM agrees to indemnify and save harmless each Provider, its servants, employees and agents, from and against all claims, losses, demands, costs, expense, damages, actions or causes of action (hereinafter called "costs") in this section asserted against a Provider, its employees and agents, and arising in any way out of the performance or non-performance of the Fire Services under this Agreement, EXCEPT, and in such event only to the extent such costs are attributable to decisions, acts or omissions of a Provider, its employees and agents, as are actionable and sustainable as against a Provider, its employees and agents pursuant to law, in which case the indemnification as provided for in this section shall not apply.
- 10.2 For greater certainty, it is expressly agreed that the benefit of the indemnity granted in Section 10.1 extends to employees of a Provider.
- 10.3 In the event costs are asserted against a Provider as contemplated in section 10.1, the Provider shall as soon as practical notify the RM of the claim and shall thereafter consult with the RM in the course of the investigation, settlement or defence of the claim. The Providers each agree that no settlement of the claim or consent to judgment in connection therewith shall be effected by a Provider without the express consent of the RM thereto.
- 10.4 The indemnities granted in this Section extend to and include any legal fees incurred by the indemnified party, on a solicitor and client basis.
- 10.5 Each party covenants with the other that it shall secure and maintain in force during the currency of this Agreement such policy or policies of liability insurance to limits as

would be secured and maintained by prudent parties in such circumstances, having limits in any event of not less than \$5,000,000 per occurrence.

- 10.6 Each Party shall, on request, provide the other Party with copies of insurance policies or other suitable evidence that such policies have been secured, renewed or replaced, as the case may be.

CONDITIONS PRECEDENT

- 11.1 This Agreement shall not take effect until each of the councils of the RM and each of the Providers have, by bylaw or resolution, ratified and adopted the provisions hereof.

TERM AND TERMINATION

- 12.1 The term of this Agreement shall be for 4.5 years, commencing on July 1, 2026 and terminating on December 31, 2030.
- 12.2 This Agreement may be terminated:
- (i) by any Provider, by notice in writing to be delivered to the RM and the other Providers not less than one year prior to the effective date of such termination, which effective date shall be expressly stated in the notice; and
 - (ii) by the RM, by notice in writing to any of the Providers, such notice to be delivered not less than one (1) year prior to the effective date of such termination relating to such Provider, which effective date shall be expressly stated in the notice.
- 12.3 Notwithstanding section 12.2(i), any Provider may terminate its respective involvement with this Agreement by notice in writing, to be delivered not less than ninety (90) days prior to the effective date of such termination in the event the RM fails to remit any payment required by this Agreement. In the event of payment together with all accrued interest by the RM prior to the effective date of termination, the notice of termination pursuant to this clause shall be of no effect and the within agreement shall continue in full force and effect.
- 12.4 Termination in accordance with the provisions of this section shall not extinguish any right, entitlement, liability or covenant as to payment arising during the currency hereof and the same shall be enforceable whether before or after the effective date of termination. Without restricting the generality of the foregoing, the release(s) and the indemnities granted in this Agreement shall survive the termination of this Agreement with respect to any cause, act or omission arising or occurring during the currency of this Agreement, it being provided however that the indemnification provisions set forth herein shall continue in full operation and effect for a period limited to two years next following the effective date of termination pursuant to this section 11.

GENERAL AND MISCELLANEOUS PROVISIONS

- 13.1 Any schedules to this Agreement form a part hereof.
- 13.2 Headings and/or captions appearing in this Agreement are for reference purposes only and in no way define, limit, construe or describe the scope and intent of this Agreement and shall not other than for reference purposes affect the interpretation or construction hereof.
- 13.3 The words "hereof", "herein" and "hereunder" and words of similar import used in any section or subsection of this Agreement or the Schedules shall be deemed to relate to this Agreement in its entirety and not only to that section or subsection, unless the contrary is expressly stated.
- 13.4 If any provision of this Agreement or the application thereof to any party or circumstances shall be invalid or unenforceable to any extent, the remainder of this Agreement and the application of such provision to other persons or circumstances, if any, shall be unaffected thereby and shall be enforced to the greatest extent permitted by law.
- 13.5 No modification, waiver, amendment or discharge of this Agreement shall be valid unless the same is in writing and duly signed.
- 13.6 A waiver by either party of the strict performance by the other of any covenant or provisions of this Agreement shall not constitute waiver of any subsequent breach of any such covenant or provision, or of any other covenants, provisions or terms of this Agreement.
- 13.7 Any notice given or required to be given under this Agreement shall be in writing and shall be deemed to have been given when sent electronically or mailed by registered mail, postage prepaid, to the other party at the addresses stated below or at the latest changed addresses given, by the party to be notified as hereinafter specified.

RURAL MUNICIPALITY OF CORMAN PARK, NO. 344

●

CITY OF MARTENSVILLE

●

CITY OF WARMAN

●

TOWN OF DALMENY

●

TOWN OF LANGHAM

●

TOWN OF OSLER

●

- 13.8 This Agreement shall be governed by and construed in accordance with the laws of Saskatchewan and Canada, where applicable.
- 13.9 The Parties agree to do anything further and to sign such further documents which may be necessary or appropriate to carry out the purposes of this Agreement according to its intent.
- 13.10 This Agreement contains all the terms and conditions agreed to by the Parties. There are no collateral agreements, representations, warranties or holdings out of any nature in any way related to the provision of Fire Services to the RM by the Providers. All previous Fire Service agreements between the parties are no longer in effect.
- 13.11 This Agreement binds and enures to the benefit of the Parties, their respect successors and assigns.

IN WITNESS WHEREOF, the parties have executed this Agreement, effective the day and year first above written as attested to by the hands of their proper signing authorities on their behalf.

THE RURAL MUNICIPALITY OF
CORMAN PARK NO. 344

Reeve, Hon. Joe Hargrave

SEAL

Chief Administrative Officer, Kerry Hilts

CITY OF MARTENSVILLE

SEAL

CITY OF WARMAN

SEAL

TOWN OF DALMENY

SEAL

TOWN OF LANGHAM

SEAL

TOWN OF OSLER

SEAL

FIRE PROTECTION ZONES

- Langham Fire District
- Dalmeny Fire District
- Martensville Fire District
- Warman Fire District
- Osler Fire District
- Saskatoon Fire District

Map labels include: OSLER, WARMAN, MARTENSVILLE, DALMENY, LANGHAM, and SASKATOON. Road names listed on the right include: Rge Rd 301, Rge Rd 302, Rge Rd 303, Rge Rd 304, Rge Rd 305, Rge Rd 306, Rge Rd 307, Rge Rd 308, Rge Rd 309, Rge Rd 310, Rge Rd 311, Rge Rd 312, Rge Rd 313, Rge Rd 314, Rge Rd 315, Rge Rd 316, Rge Rd 317, Rge Rd 318, Rge Rd 319, Rge Rd 320, Rge Rd 321, Rge Rd 322, Rge Rd 323, Rge Rd 324, Rge Rd 325, Rge Rd 326, Rge Rd 327, Rge Rd 328, Rge Rd 329, Rge Rd 330, Rge Rd 331, Rge Rd 332, Rge Rd 333, Rge Rd 334, Rge Rd 335, Rge Rd 336, Rge Rd 337, Rge Rd 338, Rge Rd 339, Rge Rd 340, Rge Rd 341, Rge Rd 342, Rge Rd 343, Rge Rd 344, Rge Rd 345, Rge Rd 346, Rge Rd 347, Rge Rd 348, Rge Rd 349, Rge Rd 350, Rge Rd 351, Rge Rd 352, Rge Rd 353, Rge Rd 354, Rge Rd 355, Rge Rd 356, Rge Rd 357, Rge Rd 358, Rge Rd 359, Rge Rd 360, Rge Rd 361, Rge Rd 362, Rge Rd 363, Rge Rd 364, Rge Rd 365, Rge Rd 366, Rge Rd 367, Rge Rd 368, Rge Rd 369, Rge Rd 370, Rge Rd 371, Rge Rd 372, Rge Rd 373, Rge Rd 374, Rge Rd 375, Rge Rd 376, Rge Rd 377, Rge Rd 378, Rge Rd 379, Rge Rd 380, Rge Rd 381, Rge Rd 382, Rge Rd 383, Rge Rd 384, Rge Rd 385, Rge Rd 386, Rge Rd 387, Rge Rd 388, Rge Rd 389, Rge Rd 390, Rge Rd 391, Rge Rd 392, Rge Rd 393, Rge Rd 394, Rge Rd 395, Rge Rd 396, Rge Rd 397, Rge Rd 398, Rge Rd 399, Rge Rd 400.

SCHEDULE B

OPERATING FEES

The Operating Fees in connection with each Alarm received by a Provider from or in connection to the Fire Service Area, shall be calculated as follows:

Fire Services Provided	Rates
Alarm and a cancelled response by the Provider prior to apparatus leaving the fire station or stations	\$250.00
Call	Current SGI rates
Medical Services only response	½ of current SGI rates
Motor vehicle accident response to an Alarm within the right-of-way of any Provincial Highway located within the Fire Service Area	\$0.00 – fees to be paid by third parties through SGI
False alarm (provided that personnel arrive at the reported scene of the Alarm)	½ of current SGI rates at to a maximum of 1 hour
Additional Equipment, Supplies, etc. required during Alarm (i.e. operational expenses)	Included as part of \$5,000 operational incidental fees included with Annual Fee.
Call relating to Large or Complex Emergency	Equipment and Supplies required during Emergency (i.e. foam, purchased water, hired equipment to be reimbursed on an at-cost basis).
Wildfire Training	At actual cost of the wildfire training as well as the actual cost of paid on-call firefighters involved.

SCHEDULE C

Yearly Summary Report

Department / Community: _____

Reporting Year: _____

Prepared By: _____

1. Year at a Glance

- Total Calls: _____ | Change from Prior Year: _____ %
- Primary Service Area (RM / Urban / Both): _____
- Notable Incidents / Pressures:
 -

2. Call Volume (Drives Variable Funding)

Call Type	Total
Structure Fires	_____
Grass / Wildland	_____
Motor Vehicle Collisions	_____
Medical Assists	_____
Other (Rescue, Hazmat, etc.)	_____
Total Calls	_____

- % of Calls Within RM: _____ %
- Notes on Call Mix (e.g., high medical volume):
 -

3. Response Performance

- Average Response Time (RM Calls): _____ minutes
- Service Gaps / Access Issues:
 -

4. Resource Utilization (Supports Base Funding)

- Apparatus Available: _____
- Frontline Units: _____
- Mutual Aid Given: _____ | Received: _____
- Peak Demand Periods: _____

5. Funding Inputs (For RM Allocation)

- Base Funding Received: \$ _____
- Per Call Funding Received: \$ _____
- Total RM Funding: \$ _____
- Estimated Cost per Call: \$ _____
- Capital Expenditures \$ _____
- Operating Expenditures \$ _____
- Maintained Operating or Capital Reserves from Funding \$ _____
- Variance / Pressure (if any):
 -

6. Staffing and Capacity

- Active Members: _____
- Recruitment / Retention Status: Stable / Moderate Risk / High Risk
- Training Hours Completed: _____
- Capacity Concerns:
 -

7. Equipment and Capital (Supports Sustainability)

- Overall Fleet Condition: Good / Fair / Poor
- Critical Equipment Issues:
 -

- Capital Requests (Next 1–3 Years):

-

8. Risk and Trends

- Emerging Risks (e.g., growth, highway traffic, wildfire):

-

- Year-over-Year Trends:

-

9. Key Issues and Opportunities

- Challenges Impacting Service Delivery:
- Opportunities for Efficiency / Regional Coordination:

-

10. Recommendations to RM

- Funding Model Adjustments (if any):
- Service Level or Agreement Changes:

-

Signature: _____
(Fire Chief)

Signature: _____
(CAO / City Manager)

Date: _____

SCHEDULE D

RM OF CORMAN PARK FIRE SERVICES BILLING FORM

Fire Department						
Billing Date			Incident Date			
Incident Type:	Fire ☐	Rescue ☐	Motor Vehicle ☐	Hazardous Materials ☐	Medical ☐	Other ☐
FD Incident No.			RMCP File No.		RCMP File No.	
Mutual Aid Requested?		☐ Y ☐ N		Mutual Aid Provider		
Mutual Aid Provider Incident Number						
How is Mutual Aid being billed?			Direct to RM ☐		Included in charges below ☐	
Land Location of Response						
Additional Details of Location (such as civic address or intersection)						
GPS Coordinates of Response						
Name of Property Owner						
Name of Individual Receiving Services						
Contact Information Provided						
Caller Information from dispatch						
<i>Information above is provided in accordance with HIPA Section 23(1) and is disclosed to RM 344, a trustee, for billing purposes only under HIPA Section 27(2)(b) & 27(4)(k)(i).</i>						

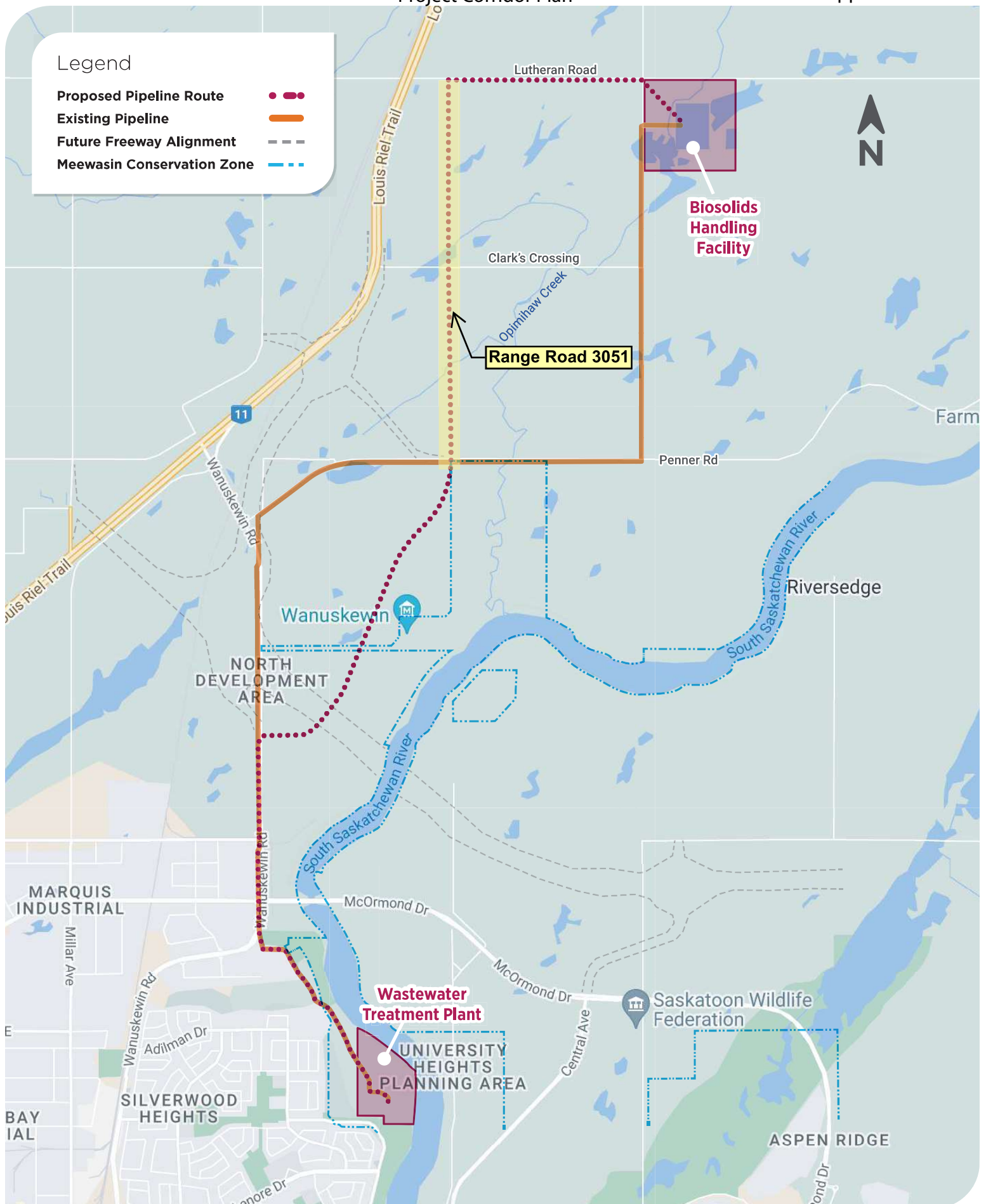
Detailed Billing Information

Fire Services Provided	SGI Rate* Schedule B	# of Units	# of Hours	Total
Call	\$1,129.82			
Medical Services	\$ 564.91			
False Alarm – responded	\$ 564.91			
False Alarm – called off	\$250			
Large or Complex Calls	At cost basis			
Total Charges				

**SGI Rate to be updated annually. Rates listed represent SGI's 2026 hourly response rate.*

Attachments and Other Information

Incident Command Notes Attached ☐	Dispatch Reports Attached ☐
Probable cause of Alarm provided ☐	Other attachments provided:



Fire Protection Agreement

Between the

The Rural Municipality of Corman Park No. 344

a corporate body pursuant to the provisions of *The Municipalities Act*
(hereinafter called "the RM")

and

City of Martensville

City of Warman

Town of Dalmeny

Town of Langham

Town of Osler

each a corporate body pursuant to the provision of *The Municipalities Act or The Cities Act*
(hereinafter called "the Provider")

- A) Whereas, the RM is desirous of providing a fire fighting, rescue and first responder service for its ratepayers residing in the northern area of the RM as designated in the map shown in Schedule "A" attached; and
- B) Whereas, the Provider owns, operates, and manages an organized fire service and is willing to supply said service, insofar as equipment and personnel is available, to the ratepayers of the RM in accordance with the terms of this agreement:

The parties hereto agree as follows:

1) Definitions:

- a. "Alarm" means any emergency call to which the Fire Department is dispatched
- b. "False Alarm" means any emergency call to which the Fire Department is dispatched, and upon response is found to warrant no action
- c. "Fire Department" means the organization operated by the Provider to carry out fire fighting duties, including all vehicles and onboard equipment
- d. "Non-Productive Call" means a call where action has been warranted but no firefighting or rescue activities have taken place
- e. "Primary Response" means the Fire Department that is first dispatched to the an Alarm, and has command of said alarm unless agreeing to turn over command to another responding department
- f. "Productive Call" means firefighting or rescue activities that have been performed by the fire department
- g. "Tanker Truck Only Response" means a call where only water is being provided as a support via tanker truck.

2) The Provider agrees:

- a. To deploy fire department equipment and personnel to respond to Alarms in the RM received by their Fire Department with respect to building, brush, prairie or vehicle fire, extrication rescue or medical emergency necessitating first response (required level of service to be reviewed annually), subject to:
 - i. The Provider having Fire Department equipment and personnel available, of which the Provider shall be the sole judge; and,
 - ii. Emergencies or threats of emergencies within the municipal limits of the Provider to which the Provider's Fire Department has responded or may be obliged to respond shall have priority;
- And provided that:
 - iii. Weather or road conditions or other hazards will not unduly jeopardize equipment or the health and safety of the Provider's Fire Department personnel; and,
 - iv. Suitable access is available to the location where the emergency is alleged to exist.
- b. To invoice the RM, in accordance with charges set out in Schedule "B", within thirty (30) days of each incident, including:
 - i. Date and time of incident
 - ii. Name of person(s) who gave the alarm, if available
 - iii. Name of the owner of the property
 - iv. Legal land description
 - v. Probable cause of fire, if available
 - vi. Description of services provided;
- c. To be responsible for the operation, storage, insurance and ordinary maintenance of the vehicle and equipment purchased by the RM and utilized for fighting fires in the RM; and,
- d. That the vehicle and equipment provided by the RM shall be available for fighting fires in any areas serviced by the Provider including accidents on public highways.

3) The RM agrees:

- a. To pay to the Provider, within thirty (30) days of receipt of the invoice, the charges set out in Schedule "B" of this agreement, which will be adjusted annually to mirror rates set by SGI;
- b. That fires, extrication rescues or medical first responses to motor vehicle accidents on public highways within the RM are excluded from the Agreement;
- c. Before January of each year, during the term of this agreement, to allocate to each fire department of the Provider(s) the sum of \$5,000 for operating expenses (i.e. supplies, protective clothing, training, etc.), such funds to be cumulative and remain with the RM until requested for use by the Provider and allocated proportionately noting that, should the agreement be terminated, the full accumulated amount will be paid out to the Provider; and,
- d. That the vehicle and equipment provided by the RM shall be available for fighting fires in any areas serviced by the Provider including accidents on public highways.

4) Response:

- a. It is agreed that response times by the Provider to Alarms in the RM may vary dependent on the distance from the fire hall, availability of equipment and/or personnel, and road, weather, or other conditions as noted in 2a above;
- b. It is agreed that delayed response time by the Provider does not constitute negligence, or any other actionable cause against the Provider;
- c. It is agreed that the response area is the area set forth in Schedule "A" of this agreement;

- d. Notwithstanding Section 4 b within, the Fire Department receiving the Alarm shall be the Primary Response Department;
- e. The Primary Response Department may transfer the alarm to any other fire department, having an agreement for fire services with the RM, to respond to the alarm if they are closer or may be in a position to respond more quickly due to availability of equipment and/or personnel or due to road, weather or other conditions;
- f. The Provider may respond to alarms or calls from the RM whether or not steps have been taken to authenticate or confirm that the reported emergency or hazard actually exists but where the call is from any person purporting to be located within the boundaries of the RM, whether or not this can be confirmed by the Provider; and,
- g. The Fire Department, at their discretion, may request mutual aid assistance from other departments and/or equipment as necessary to assist with Alarms within the RM.

5) Capital Purchases

- a. The RM will provide capital equipment, or funding, as set out in Schedule "C" to this Agreement.

6) Notices

- a. Any notices, requests, or other documents to be given by a party hereunder shall be in writing and shall be deemed to have been given:
 - i. When received, if given in person or by prepaid courier
 - ii. On the date of transmission, if delivered by facsimile or other electronic submission
 - iii. Three (3) business days after mailing if sent by ordinary prepaid mail at the address set out below or to such other address as either party may advise the other from time to time
- b. Notices may be delivered to:

- i. If to the RM:

RM of Corman Park
111 Pinehouse Drive
Saskatoon, SK S7K 5W1
(306) 242-6965 (facsimile)

- ii. If to the Provider:

City of Martensville
Box 970
37 Centennial Dr S S0K 2T0
Fax (306) 933-2468

City of Warman
Box 340
107 Central St W S0K 4S0
Fax (306) 933-1987

Town of Dalmeny
Box 400
301 Railway Ave
S0K 1E0
Fax (306) 254-2142

Town of Langham
Box 289
230 Main St E
S0K 2L0
Fax (306) 283-4772

Town of Osler
Box 190
228 Willow Dr
S0K 3A0
Fax (306) 239-2194

7) General Items:

- a. The parties agree to indemnify and save harmless the other party, its directors, officers, employees, agents, and representatives from any and all third party losses or claims of any kind in any way rising out of the performance of either party under this agreement, except where the claims are caused or contributed by the negligence or willful act of either party;

- b. All parties shall maintain a minimum liability insurance policy of five million dollars (\$5,000,000.00);
- c. Other than as set out in this Agreement, the Provider shall not be liable for any damages or losses of the RM which may result from the Providers failure to respond to any alarm or call, relative to fire or other emergency in the RM, or for any delay in responding to such alarms or calls;
- d. The RM hereby releases and discharges the Provider from any and all manner of actions, causes of action or claims and demands which the RM may have against the Provider by reason of any breach of this agreement, except where such loss is caused by proven negligence of the Providers fire fighters;
- e. This agreement shall be governed by and interpreted in accordance with the laws of the Province of Saskatchewan and the federal laws of application therein
- f. The headings in this agreement are for the sole purpose of convenience of reference and shall not be used in the interpretation of this agreement
- g. Amendments to this agreement or Schedules thereto may be made from time to time by complimentary resolutions of the Council of the RM and the Councils of the Provider
- h. The schedules in this agreement may be changed from time to time by resolution of the RM and the Provider

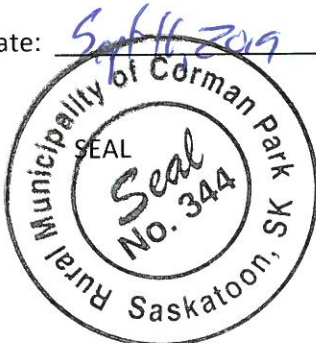
8) Term:

- a. The term of this agreement shall be four (4) years, commencing on July 1, 2018 and terminating on June 30, 2022
- b. If a new agreement is not tendered by June 30, 2022, this agreement will be considered renewed for an additional four (4) years with the capital portion of the agreement (Schedule C) to include capital dollars of not less than \$80,000 per department per year to and including the year 2026.
- c. This agreement can be terminated by either party by one year written notice
- d. This agreement replaces, and nullifies any and all previous agreements between the parties with respect to firefighting services

9) Severability:

- a. If any term of this agreement is found to be unenforceable, invalid, or illegal by any court holding jurisdiction, the unenforceable, invalid, or illegal terms shall not affect the remainder of this agreement

Date: Sept 11, 2019



RURAL MUNICIPALITY OF CORMAN PARK NO. 344

REEVE

ADMINISTRATOR

CITY OF MARTENSVILLE

Date: July 16/19



[Signature]
MAYOR

[Signature]
CITY MANAGER

CITY OF WARMAN

Date: July 10, 2019



[Signature]
MAYOR

[Signature]
CITY MANAGER

TOWN OF DALMENY

Date: July 30, 2019



[Signature]
MAYOR

[Signature]
CHIEF ADMINISTRATIVE OFFICER

TOWN OF LANGHAM

Date: Nov 14, 2019



[Signature]
MAYOR

[Signature]
ADMINISTRATOR

TOWN OF OSLER

Date: Sep 10, 2019



[Signature]
MAYOR

[Signature]
CHIEF ADMINISTRATIVE OFFICER

SCHEDULE "A"

MAP OF SERVICE AREA IDENTIFYING MUNICIPAL RESPONSE AREAS

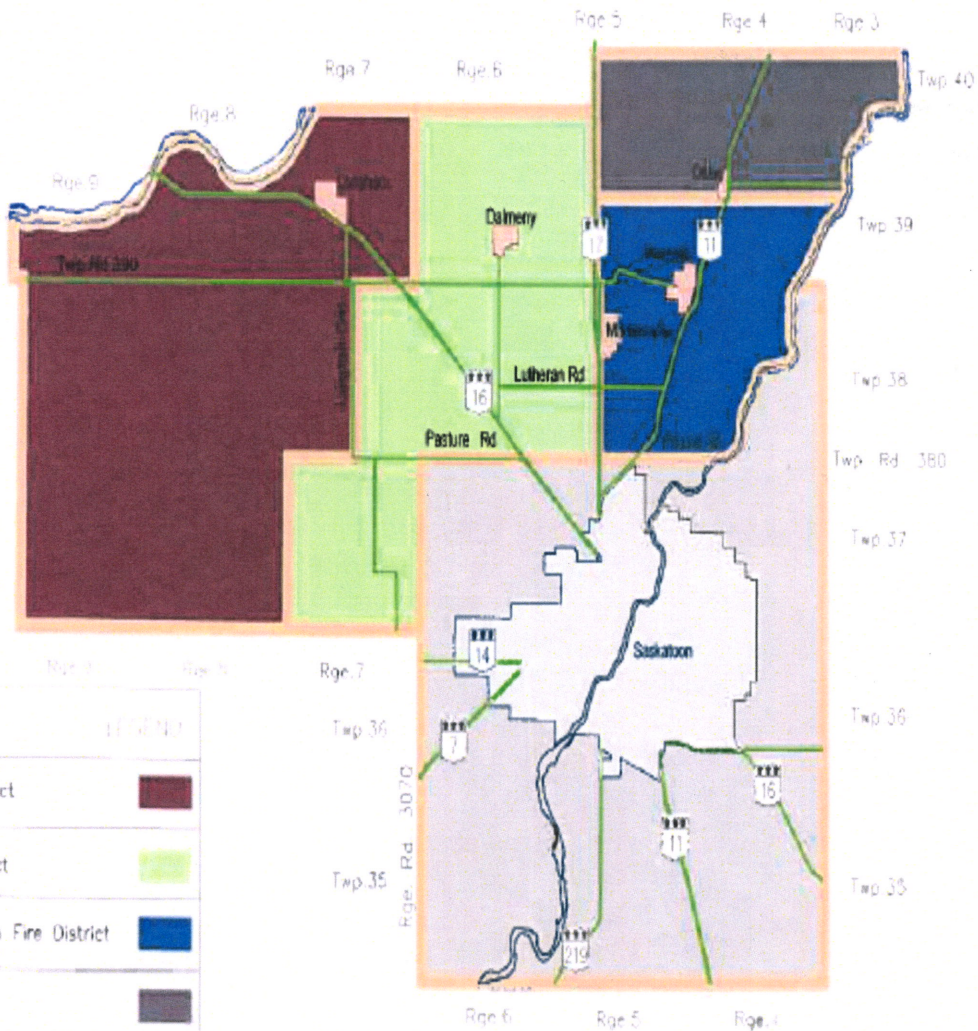
Fire Protection Zones

EMERGENCY NUMBERS

FIRE

Saskatoon	Phone	975-3030
Martensville	Fax	934-6559
Warman	Fax	933-1987
Langham	Fax	286-4772
Dalmeny	Fax	254-2142
Osler	Fax	239-2194
Asquith	Fax	329-4969

Legend	
Langham Fire District	
Dalmeny Fire District	
Martensville/Warman Fire District	
Osler Fire District	
Saskatoon Fire District	
Fire District Boundary	
Major Roadways	



(NOTE – this map is currently under review as some of the numbers are incorrect and the boundaries are being reworked by the North Corman Fire Chiefs' Association. Coverage is in place for the RM area shown).

SCHEDULE "B"

Rates and Charges**

Fire Department Productive Response	Current SGI Rates
Non Productive	Half of current SGI Rate
Tanker Truck Only Response	Half of current SGI Rate
False Alarms	\$250 flat fee
Additional Equipment, Supplies, etc. required during Alarm (i.e. foam, purchased water, hired equipment)	Billed at cost *
Damage to or loss of provider-owned fire-fighting equipment which occurs as a result of RM fire-fighting and for which coverage is excluded in the provider's insurance policy, except where such loss is caused by proven negligence of the provider's fire fighters	Billed at cost *

Invoice to the RM must include detailed description of mutual aid and/or additional equipment and supplies required

** With the exception of a tanker truck only response, any time a back-up Fire Department is called out they will be a paid out at the same rates as the Primary responding department**

Schedule "C"

CAPITAL EQUIPMENT PURCHASES

The RM Agrees to a 4-year Capital Allowance of \$400,000 annually to be divided equally among the municipalities listed as the "provider" in this agreement. This amount is in addition to the balance of the agreement and will allow each municipality to purchase their own pumper apparatus for primary use in the RM of Corman Park. Should the Agreement be terminated any time prior to 4 years from the date of signing the RM will pay out the balance of the 4-year Capital Allowance to the Provider. \$25,000 of the annual contribution, divided equally among the municipalities shall be considered to be payment for medical response calls by departments.

In the event that a further agreement has not been signed by June 30, 2022, the term of the agreement shall be considered renewed as per Section (8)b of this Agreement.

The equipment purchased through this process will remain the property of the Provider at the expiration of the agreement.



REPORT TO COUNCIL

- ☐ INFORMATION
- ☐ DIRECTION
- ☒ DECISION
- ☐ IN-CAMERA

INFORMATION

PREPARED BY:	Dillon Shewchuk	MEETING DATE:	September 8, 2026 September 15, 2026
DEPARTMENT:	Recreation and Planning	MEETING TYPE:	Committee of the Whole Council Meeting
REVIEWED BY:	City Manager - TG		
TITLE:	Public Engagement Framework		
DESCRIPTION:	The newly developed Public Engagement Framework provides an approach to public engagement activities and creating consistent processes across the organization		

RECOMMENDATION

That City Council adopt the Public Engagement Framework as a practice to guide engagement activities for the City of Martinsville.

EXECUTIVE SUMMARY

The Public Engagement Framework began development earlier this year and has been refined through further research, experience, and input from leadership and management.

This Framework was developed with the intent of ensuring engagement is meaningful. It also supports the integration of Communications into project planning at an early stage, helping identify engagement requirements, communication risks, and opportunities before key decisions are made.

It provides the City with a common foundation for engaging the community in a way that is purposeful, proportionate, accessible and connected to municipal decision-making. Best practices and resources were utilized in building this framework, including resources from the International Association for Public Participation, Community Association of Municipal Communicators as well as drawing on activities and experiences.

The Framework is provided to Council for discussion and feedback.

BACKGROUND

The City of Martinsville regularly engages with residents, businesses, community organizations and other stakeholders on programs, initiatives, projects and matters that affect the community. As the City continues to grow and undertake increasingly complex projects, infrastructure initiatives and service decisions, there is value in establishing a consistent approach to determining when and how the public should be engaged.

The Public Engagement Framework has been developed to provide staff and our overall organization with a practical and consistent process for planning public engagement. The Framework is intended to complement, rather than replace, any legislative, regulatory, or project-specific engagement requirements.

A thoughtful and intentional approach to engagement is important to maintaining public trust and supporting meaningful outcomes. Engagement should have a clear purpose and provide a genuine opportunity for public input to inform a municipal decision, policy or process where appropriate.

The Framework also recognizes the importance of involving Communications early in project planning. Early coordination can help identify stakeholder needs, communication requirements and engagement opportunities before key project decisions are made, while also helping align communications and engagement with project timelines.

The Framework will serve as a practical planning tool for City departments and staff undertaking projects, policies, initiatives or decisions where public engagement may provide value. This provides staff with a common language and decision-making structure when planning engagement.

Staff will use the Framework at the beginning of an initiative to determine whether public engagement is appropriate and, if so, what level of engagement is required.

The Framework uses the International Association for Public Participation (IAP2) Engagement Spectrum, which identifies five levels of public participation:

- Inform – providing clear, accurate and timely information where there is no expectation that the public will influence the outcome.
- Consult – seeking feedback on defined options or proposals and considering that feedback in the decision-making process.
- Involve – working directly with stakeholders throughout a process where public input is intended to help shape the outcome.
- Collaborate – working with stakeholders to develop solutions and alternatives where shared ownership or partnership is appropriate.
- Empower – placing final decision-making authority in the hands of the public where appropriate and legally permitted.

The Framework recognizes that not every project requires the same level of public participation. The appropriate approach will depend on factors such as the complexity of the initiative, its impact on the community, the stage of decision-making, and the extent to which public input can influence the outcome.

This provides staff with a common language and decision-making structure when planning engagement. This is highlighted through the eight stage work plan that is provided within the Framework. The workplan is intended to be initiated at project inception and updated as the project progresses through planning, design, procurement, development and close-out.

APPLICABLE LEGISLATION, BYLAWS OR POLICIES

N/A

FINANCIAL IMPLICATIONS

☒ None ☐ Budget Previously Approved ☐ Other (see below)

STRATEGIC PRIORITY

Improve Communication with the community.

COMMUNICATION

Upon endorsement of the framework, this would be shared with City departments and staff to be applied toward projects, programs or initiatives where public engagement is appropriate.

ALTERNATE RECOMMENDATION

N/A

LIST OF ATTACHMENTS

City of Martinsville – Public Engagement Framework Document



PUBLIC ENGAGEMENT FRAMEWORK

— 2026

Overview

A thoughtful and intentional approach to public engagement is essential to building trust and delivering meaningful outcomes for the community.

Not all engagement carries the same value, and undertaking engagement simply for the sake of checking a box can undermine both the process and public confidence. Instead, engagement efforts must be purposeful—designed with a clear objective and a genuine opportunity to influence municipal decisions, policies, or processes. This framework is intended to complement, not replace, any legislative, regulatory, or project-specific communication and engagement requirements. It provides a foundation for enhancing and expanding engagement opportunities where appropriate.

Early coordination between project teams – including both internal departments and external partners – ensures communications engagement requirements are identified from the outset of a project. Integrating communications into the early planning stages helps support informed decision-making, align project timelines, and reduce delays between project approval, design, procurement, and construction.

Residents are more likely to participate when they believe their input matters. A common barrier to trust in local government is the perception that feedback is not heard or meaningfully considered¹. This workplan is grounded in the principle that engagement must be transparent, responsive, and impactful, demonstrating to residents how their voices contribute to outcomes.

Principles of Engagement

- Transparency and Accountability
- Meaningful Dialogue
- Timeliness and Responsiveness
- Clear, Actionable Outcomes
- Inclusivity and Accessibility



When is Public Engagement Necessary?

This framework emphasizes that engagement is not always required - it should be used intentionally where it adds value.

Engagement is Necessary When:

Decisions Can Be Influenced

Engagement should occur when public input has the potential to shape, refine, or influence a decision. Residents should have a clear understanding of what aspects of a project are open for discussion and what decisions have already been made.

Examples:

- Developing a new municipal policy
- Establishing priorities for a capital project
- Determining service levels or program offerings

Multiple Options or Approaches are Being Considered

When there are several possible solutions, engagement can help identify community preferences, evaluate trade-offs, and better understand potential impacts. Gathering perspectives early can improve decision quality and community acceptance.

Examples:

- Evaluating potential locations for a new facility
- Considering alternative transportation routes
- Assessing design concepts for public spaces



The Decision Has Not Yet Been Finalized

Engagement is most valuable when it occurs early enough for feedback to influence outcomes. Once a decision has been finalized, engagement should not be presented as an opportunity to affect the result.

Examples:

- Early stages of strategic planning
- Policy development before Council consideration
- Project planning and concept design phases

Community Knowledge and Experience are Important

Residents often possess valuable local knowledge, lived experience, and insights that may not otherwise be available to decision-makers. Engagement should be considered when community perspectives can improve understanding of issues or identify opportunities and challenges.

Examples:

- Neighbourhood traffic concerns
- Accessibility improvements
- Recreation and community programming needs

The Project Has a Significant Impact on the Community

Projects, policies, or decisions that affect a large number of residents, create noticeable changes, or have long-term implications should generally involve some level of public participation.

Examples:

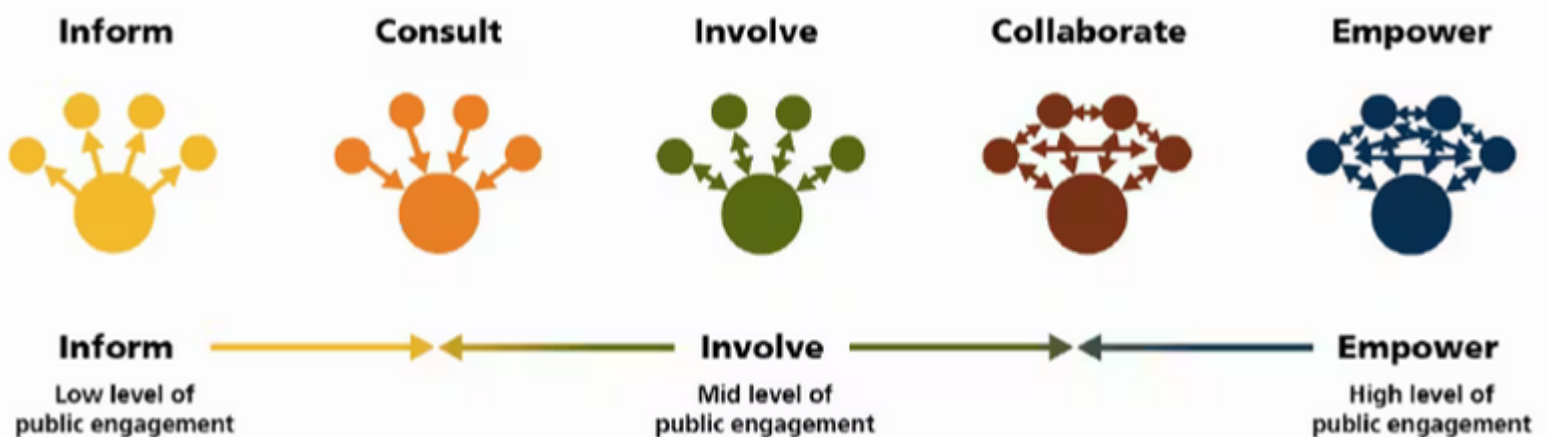
- Major infrastructure projects
- Long-term planning initiatives
- Significant service changes



IAP2 Engagement Spectrum

The International Association for Public Participation Engagement Spectrum is a globally recognized framework that helps guide how organizations involve the public in decision-making processes². It outlines five levels of engagement—Inform, Consult, Involve, Collaborate, and Empower—each representing an increasing degree of public participation and influence.

Rather than taking a one-size-fits-all approach, the spectrum emphasizes that different projects require different levels of engagement, depending on their complexity, impact, and opportunities for public input. It also reinforces the importance of being clear and transparent about the role the public will play at each stage.



Inform

Providing clear, accurate, and timely information to the public. There is no expectation of feedback or participation—the focus is on helping people understand what is happening and why.

"We will keep you informed."

Examples:

- Website updates
- Public Notices
- Press Releases
- Print materials
- Social media posts
- Advertisements

Consult

Obtaining public feedback on ideas, options, or decisions. The municipality defines the scope and asks for input, then commits to considering that feedback in the decision-making process.

"We will keep you informed, listen to your concerns and ideas, and provide feedback on how public input influenced the decision."

Examples:

- Surveys
- Open houses
- Public meetings/forums

Involve

Working directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

"We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision."

Examples:

- Workshops
- Stakeholder meetings

Collaborate

Partnering with the public in each aspect of the decision including the development of alternatives and the identification of a preferred solution.

"We will work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible."

Examples:

- Citizen advisory committees
- Consensus building

Empower

Placing final decision-making in the hands of the public.

"We will implement what you decide."

Examples:

- Referendums
- Citizen juries
- Delegated decisions

Level-Based Decision Questions

A practical question set for each level of the IAP2 Spectrum will help to determine which level of engagement is appropriate for a project/phase.

Inform

When to Use:

- When the decision is already made or fixed
- When there is no opportunity for public influence
- When communicating for awareness, safety, or compliance
- When the goal is transparency, not feedback

Questions to Consider:

1. Is this purely one-way communication?
2. Is the decision already made or largely fixed?
3. Is there no opportunity for the public to influence the outcome?
4. Are we communicating for awareness, safety, or compliance reasons?
5. Would public input not change the decision or direction?
6. Is the primary goal transparency rather than feedback?

If YES to most → Inform is appropriate



Consult



When to Use:

- When seeking feedback on defined options
- When a preferred direction already exists
- When input will refine - not change - decisions
- When validating or stress-testing ideas

Questions to Consider:

1. Are we seeking feedback on defined options?
2. Have we already developed options or a preferred direction?
3. Are we asking the public to react to something pre-defined?
4. Can feedback influence refinements, but not fully change direction?
5. Are we primarily validating or stress-testing ideas?
6. Is the decision still ultimately owned by Council/Administration?

If YES to most → Consult is appropriate

Involve



When to Use:

- When input should shape the outcome
- When engaging early before decisions are made
- When multiple phases of input are needed
- When community experiences are critical to the solution

Questions to Consider:

1. Is public input shaping the outcome continuously?
2. Will public input be gathered throughout multiple stages?
3. Are we open to changing direction based on what we hear?
4. Are community concerns central to shaping the solution?
5. Is early engagement important before decisions are finalized?
6. Do we need deeper understanding of lived experience?

If YES to most → Involve is appropriate

Collaborate



When to Use:

- When solutions should be co-created with stakeholders
- When shared ownership is needed for success
- When trade-offs and priorities require joint discussion
- When forming partnerships, committees, or working groups

Questions to Consider:

1. Are we sharing the development of solutions?
2. Are we willing to co-create solutions with the public/stakeholders?
3. Are we open to joint development of alternatives?
4. Does this issue require shared ownership to succeed?
5. Is there value in formal partnerships or advisory groups?
6. Are trade-offs and priorities being negotiated collectively?

If YES to most → Collaborate is appropriate

Empower



When to Use:

- When the public will make the final decision
- When decision-making authority can be delegated
- When using voting, budgeting, or citizen panels
- When committing to implement what the public decides

Questions to Consider:

1. Are we delegating final decision authority?
2. Are we willing to let the public or a delegated body make the final decision?
3. Is there a legal or policy mechanism allowing delegation?
4. Is this a participatory budgeting or voting process?
5. Are we prepared to implement outcomes regardless of preference?
6. Is Council/Administration intentionally stepping back from the final choice?

If YES to most → Empower is appropriate

IAP2 Workplan

The following IAP2 workplan supports engagement planning that is thorough, transparent, and capable of producing meaningful outcomes. It provides a structured approach to documenting decisions, aligning internal teams, and demonstrating how public input has been considered.

This plan should be completed by communications staff and any City staff supporting public engagement projects or initiatives. The engagement and communications plan should be initiated at project inception—ideally following formal approval—and updated throughout project planning, design, procurement, development, and project close-out. Communications staff should be included early in project planning to identify stakeholder needs, communication risks, and engagement opportunities before key project decisions are made.

Workplan Phases

1. Define the Project
2. Identify Stakeholders and Assess the Impact
3. Select Engagement Level & Tools
4. Plan the Engagement
5. Accessibility Considerations
6. Implementation
7. Analyze and Report Back
8. Close the Loop and Evaluate



1. Define the Project



- Why are we engaging?

- What is being proposed?

- What decisions need to be made?

- What is the timeline?

- Has Communications been engaged at project initiation?

- What stakeholder communication requirements exist throughout the project lifecycle?

- What project milestones will require public communication?

- Are there regulatory notification requirements?





2. Identify Stakeholders & Assess the Impact

- Who is affected? (Residents, businesses, community organizations, internal departments)

- What is the level of impact? (Low = move toward inform)(Moderate = Consult/Involve)
High = Collaborate/Empower)

3. Select Engagement Level & Engagement Tools

- Choose the appropriate level based on impact:
 - Inform – Provide balanced, objective information (We'll inform you)
 - Consult – Gather feedback on options (Tell us what you think)
 - Involve – Work directly with stakeholders throughout (We'll work with you throughout this process)
 - Collaborate – Partner in decision-making (Let's build and work together)
 - Empower – Final decision placed in public hands (You make the final decisions)
- Choose engagement tools:
 - Inform – Website updates, social media, public notices, releases,
 - Consult – Surveys, open houses, public feedback forums
 - Involve – Workshops, stakeholder meetings
 - Collaborate – Advisory committees, resident-involved projects
 - Empower – Referendums, citizen panels





4. Plan the Engagement

- What are our key messages?

- What is the timeline and phases of rollout?

- What communication channels will be used?

- Are there accessibility considerations?

- Have engagement activities been scheduled to support project delivery timelines?

- Can communications and engagement occur while design and procurement activities are ongoing?

- Have stakeholder notification requirements been incorporated into the project schedule?





5. Accessibility Considerations (Virtual Engagement)

In alignment with the Government of Saskatchewan's guidance on accessible virtual events (see Sask Accessibility's *Guide to Hosting Accessible Virtual Events*³), all virtual engagement activities should be designed to proactively remove barriers to participation. Accessibility is a core requirement to ensure residents can access, understand, and contribute meaningfully, regardless of ability, technology, or circumstance.

Platform & Access

1. Does the chosen platform support closed captioning and transcript functions?
2. Can participants join by phone and internet? (multiple access options)
3. Are unnecessary barriers limited? (account setups, downloads, logins, etc.)
4. Do we have real-time technical support/contact?

Communication & Materials

1. Do our materials use plain language and have clear instructions?
2. Can participants join by phone and internet? (multiple access options)
3. Are unnecessary barriers limited? (account setups, downloads, logins, etc.)
4. Do we have real-time technical support/contact?



Delivery & Presentation

1. Can we enable live captioning throughout?
2. Are visuals and on-screen content verbally described?
3. Are presenters visible on screen to support lip reading?
4. Are distractions minimized (e.g., excessive movement or busy visuals)?

Participation & Inclusion

1. Can we provide multiple ways to participate (voice, chat, written input, etc.)?
2. Will we allow extra time for responses and interaction?
3. Did we include clear instructions on how to participate at the start?

Post-Event Access

1. Will we provide recordings and transcripts of the event?
2. Will we share materials in accessible formats?
3. Will we offer follow-up opportunities for input



6. Implementation

Once the engagement approach has been established, the plan is ready to be put into action. Implementation should ensure that engagement activities are coordinated and delivered as planned, stakeholders receive timely and appropriate information aligned with project milestones, and residents have meaningful opportunities to participate at the level identified in the planning process.

Maintain a record of engagement activities, communications, participation, feedback received, and any significant issues or concerns raised throughout the process. This documentation will support the analysis and reporting that follows, and help identify any adjustments needed to communications or engagement activities.



7. Analyze & Report Back

- What did we hear?

- What themes emerged?

- How will input impact decisions?



8. Close the Loop & Evaluate

- What were the final decisions?

- Explain how feedback was used.

- What worked well? What could be improved?

- Lessons learned for future projects?



Resources

- ¹ Overview insights on public engagement strategies and Principles of Engagement - Canadian Association of Municipal Communicators (CAMC)
(<https://www.thecamc.ca/membership/resources>)
- ² IAP2 Spectrum Overview and Graphics - International Association for Public Participation
(<https://www.iap2.org/page/resources>)
- ³ Accessible Saskatchewan, *Guide to Hosting Accessible Virtual Events* -
<https://accessiblesk.saskatchewan.ca/guide-to-hosting-accessible-virtual-events#WCAG-compliance>



REPORT TO COUNCIL

- ☐ INFORMATION
- ☒ DIRECTION
- ☐ DECISION
- ☐ IN-CAMERA

INFORMATION

PREPARED BY:	Roxane Melnyk	MEETING DATE:	September 15, 2026
DEPARTMENT:	Recreation and Planning	MEETING TYPE:	City Council
REVIEWED BY:	City Manager - TG		
TITLE:	Waiving or Reduction of Rental Fees – Review of the policy		
DESCRIPTION:	Report requests direction from City Council on the intent of this policy.		

RECOMMENDATION

N/A

EXECUTIVE SUMMARY

Administration is seeking direction from City Council regarding the intended application of Policy 120/25, Waiver or Reduction of Rental Fees. As applications for the 2027 fiscal year are being received, Administration has identified requests from Martensville Service Groups seeking the waiver or reduction of rental fees associated with ongoing programming and regular facility use. The applications received have highlighted the need for clarification regarding the scope of the policy and whether it is intended to support regular program rentals or whether it is primarily intended for special events, programs offered at no cost to participants, and unique circumstances where organizations incur additional facility costs outside of their control.

Direction from City Council will provide clarity for future application reviews and support the consistent and equitable application of the policy. It will also assist Administration in balancing community support objectives with the responsible management and operational sustainability of City facilities, as rental revenues contribute to offsetting facility operating and maintenance costs.

BACKGROUND

In Fall 2025, Administration presented Policy 120/25, Waiver or Reduction of Rental Fees, to City Council. The policy established eligibility requirements, evaluation criteria, application procedures, and timelines for the submission of rental fee waiver requests.

Within the 2026 budget, \$36,000 was allocated for the waiving or reduction of rental fees. Throughout 2026, several additional requests were presented directly to City Council, resulting in the total value of rental fees waived or reduced exceeding \$39,500.

The applications received for the 2027 fiscal year have highlighted the need to clarify whether the policy is intended to support ongoing program rentals or whether it is intended to address special events and unique circumstances.

One example is the request from Mad Dogs Football. Due to the condition of the football field, the organization was required to relocate programming to the Martensville Recreation Centre, resulting in additional rental costs that were beyond the organization's control.

Not all applicants are Martensville Service Groups; however, Service Groups already benefit from reduced rental rates compared to non-resident and external user groups. Administration recognizes the value that Service Groups provide to the community and the importance of supporting local recreation, sport, and cultural opportunities. At the same time, facility rental revenues contribute to offsetting operating expenses such as utilities, maintenance, custodial services, and lifecycle replacement costs.

Administration is seeking direction from City Council regarding whether Policy 120/25 is intended to support ongoing programming and regular facility rentals, or whether it is intended to primarily address special events, programs offered at no cost to participants and unique circumstances. Clarification from Council will assist Administration in evaluating future applications consistently and equitably, ensuring all user groups are treated fairly while balancing community support with the long-term operational and financial sustainability of City facilities. If required, an amended policy will be brought forward to City Council for consideration.

APPLICABLE LEGISLATION, BYLAWS OR POLICIES

Policy 120/25 - *Waiver or Reduction of Rental Fees*

FINANCIAL IMPLICATIONS

☒ None ☐ Budget Previously Approved ☐ Other (see below)

STRATEGIC PRIORITY

Maintain clear, current, and relevant governance documents.

COMMUNICATION

Following City Council direction, Administration will communicate the intent of the policy to the current and future applicants. If required, an amended policy will be brought forward to City Council for consideration.

ALTERNATE RECOMMENDATION

N/A

LIST OF ATTACHMENTS

Policy 120/25 - *Waiver or Reduction of Rental Fees*



POLICY AND PROCEDURE

NAME: Waiver or Reduction of Rental Fees Policy

CITY OF MARTENSVILLE

NUMBER: 120/25

1. POLICY:

The City of Martinsville has established user fees to help cover capital, maintenance, and operation costs of its Parks and Recreation Facilities. These fees are reviewed regularly to ensure they remain sufficient to support facility needs, while also being cognizant of market conditions and users' ability to pay.

The fee structure includes different categories to accommodate specific groups and needs. This policy also acknowledges that in exceptional circumstances, City Council may consider waiving all or part of the rental fees.

In cases where a previously established agreement is in place, the terms of that agreement will take precedence over this policy. Any provisions regarding waived or reduction of rental fees outlined in those agreements will be honored as per the terms agreed upon by all parties.

2. PURPOSE:

To establish a consistent process and procedure for reviewing requests for waiver or reduction of rental fees from Martinsville or regional based, non-profit community organizations or groups who have demonstrated an exceptional need and meet the established eligibility criteria.

3. SCOPE

3.1 This policy and procedure applies to the City of Martinsville municipal facilities available for short-term rentals.

4. RESPONSIBILITY

4.1 The Director of Recreation and Planning or designate is responsible for ensuring compliance with this policy.

4.2 The successful applicant must agree to acknowledge the City's contribution to their project, activity, or event in all related public communications. This includes, but is not limited to, printed materials, social media posts, and newspaper advertisements or articles.



POLICY AND PROCEDURE

CITY OF MARTENSVILLE

NAME: Waiver or Reduction of Rental Fees Policy

NUMBER: 120/25

- 4.3 Organizations or groups are expected to fulfill their obligations, conditions or criteria as outlined in the application. Not fulfilling obligations as outlined may result in future applications being denied.

5. DEFINITIONS

- 5.1 In this policy, Director of Recreation and Planning means the Director of Recreation and Planning or designate.
- 5.2 Non-Profit Organization – Is an entity created and operated for charitable or socially beneficial purposes rather than profit. It is typically dedicated to pursuing mission-oriented goals through collective actions.
- 5.3 Volunteer based organizations –Entities that engage individuals to contribute their time and skills in various causes. These organizations can be structured with staff and volunteers collaborating on missions.

6. ELIGIBILITY

- 6.1 Non-profit or Volunteer-based organizations that operate within the City of Martinsville, or regional organizations that provide services to Martinsville residents, will be given priority when considering applications for waivers or reductions in rental fees.
- 6.2 Organizations or groups must be secular and non-partisan.
- 6.3 Eligibility will only be considered for programs, activities, or events that contribute to the promotion of sport, culture, community well-being or that address a community need.
- 6.4 Only one (1) application per organization/group will be considered in a calendar year.
- 6.5 Events or activities must be open to the public to be considered.



POLICY AND PROCEDURE

CITY OF MARTENSVILLE

NAME: Waiver or Reduction of Rental Fees Policy

NUMBER: 120/25

- 6.6 Requests for either full or partial rental waivers will be considered.
- 6.7 The following criteria will be used to evaluate waiver requests:
- a) Financial impact on the city;
 - b) Number of people reached by the request, the benefit to the community; and the significance of the event or activity;
 - c) Organizations with an established history of service for the community; and
 - d) Alignment with community development needs, including activities that support fundraising efforts for a City asset or that are identified as a priority by the City.
- 6.8 Waivers will not be considered for the following:
- a) Municipal facilities that are operated by an external organization or entity;
 - b) Projects, activities or events that generate a profit for their organization or are commercial in nature;
 - c) Discriminatory activities or events that would incite hatred towards any individual or group.
 - d) Activities or events that are unlawful;
 - e) Activities or events that are contrary to the policies of the City of Martinsville;
 - f) Private events including but not limited to weddings, birthdays or anniversary parties; and
 - g) Any other activity or event deemed unsuitable by the City.

7. PROCESS

- 7.1 Community organizations or groups must complete the Waiver or Reduction of Rental Fees application available online at www.martensville.ca or in person at City Hall.
- 7.2 Applications must be submitted to the City no later than September 15 each year for consideration for the following calendar year. All submissions must include the required documentation as outlined in the application form.
- 7.3 Administration will review all eligible applications and will make recommendations to City Council. Administration will bring a report forward to City Council with recommendations for the upcoming budget year for final approval. Approved



POLICY AND PROCEDURE

CITY OF MARTENSVILLE

NAME: Waiver or Reduction of Rental Fees Policy

NUMBER: 120/25

applications will be included in the annual operating budget.

- 7.4 Administration will notify all applicants, once waiver requests have been approved or denied.
- 7.5 In approving the Waiver or Reduction of Rental Fees Request, the City may impose such conditions or restrictions as it deems appropriate.
- 7.6 Applications received after the deadline can still be processed; however, allocation will be approved or denied based on previously approved applications and budget available.

COUNCIL ADOPTING RESOLUTION:

RES # 223/10072025	October 7, 2025
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POLICY AND PROCEDURE

NAME: Waiver or Reduction of Rental Fees Policy

CITY OF MARTENSVILLE

NUMBER: 120/25

APPENDICES:

APPENDIX I:

Application for Waiver or Reduction of Rental Fees for the City of Martensville

Submission Instructions:

Please submit this completed application by September 15 for consideration in the following calendar year. Late applications may still be processed but may face delays in approval.

Submit to:

City of Martensville

- Email: rmelnyk@martensville.ca or areddekopp@martensville.ca
- In-person: City Hall (37 Centennial Dr S) or Martensville Athletic Pavilion (200 Mike Sands Boulevard)
- Website: www.martensville.ca

Section A: Organization Information

- Organization Name: _____
 - Mailing Address: _____
 - Primary Contact Name: _____
 - Phone Number: _____
 - Email Address: _____
-



POLICY AND PROCEDURE

NAME: Waiver or Reduction of Rental Fees Policy

CITY OF MARTENSVILLE

NUMBER: 120/25

Section B: Event / Program / Activity Details (This section must be completed for each event that a waiver or reduction of rental fees is being requested)

- Name of Event/Activity/Program: _____
- Type of Event/Activity/Program:
 - ☐ Sport ☐ Culture ☐ Community Well-being ☐ Fundraiser ☐ Educational
 - ☐ Other: _____
- Location(s): _____
- Facility/Space Requested: _____
- Requested Dates/Times: _____
- Estimated Number of People Involved: _____
- Is this event open to the public?
 - ☐ Yes ☐ No
- Is the event free of charge?
 - ☐ Yes ☐ No
- Is this a fundraiser in support of a City-owned asset.
 - ☐ Yes ☐ No

If not where are the funds from this event going to?

- Is this a recurring request or one-time only?
 - ☐ One-Time ☐ Recurring – Frequency: _____
- Brief Description of the Event/Program/Activity: _____



POLICY AND PROCEDURE

NAME: Waiver or Reduction of Rental Fees Policy

CITY OF MARTENSVILLE

NUMBER: 120/25

Section C: Previous or Ongoing Support from the City of Martinsville

- Have you received, any form of financial or in-kind support from the City of Martinsville (example: grants, subsidies, donations etc.)?

☐ Yes ☐ No

- If yes, please specify the type of support received: (*e.g., grant funding, donations, etc.*)

- Total approximate value of support already received:

\$_____

Section D: Waiver or Reduction Request

- Type of Request: ☐ Full Fee Waiver ☐ Partial Fee Waiver

- Estimated Total Fee Amount: \$_____

- Amount Requested to be Waived: \$_____

- Please provide a clear explanation of why this request is being made, including how this event benefits the Martinsville community:



POLICY AND PROCEDURE

NAME: Waiver or Reduction of Rental Fees Policy

CITY OF MARTENSVILLE

NUMBER: 120/25

Section E: Acknowledgement and Agreement

By signing below, the applicant:

- Confirms that the information provided is accurate.
- Acknowledges the City of Martinsville's contribution in all promotional materials.
- Understands that only one application will be considered per year.
- Accepts that submission does not guarantee approval.

Signature of Applicant: _____ Date: _____

Printed Name: _____



REPORT TO COUNCIL

- ☒ **INFORMATION**
- ☐ **DIRECTION**
- ☐ **DECISION**
- ☐ **IN-CAMERA**

INFORMATION

PREPARED BY:	Roxane Melnyk	MEETING DATE:	September 15, 2026
DEPARTMENT:	Recreation and Planning	MEETING TYPE:	City Council
REVIEWED BY:	City Manager - TG		
TITLE:	Director's Report		
DESCRIPTION:	Recreation and Planning Department Update – September 2026		

RECOMMENDATION

N/A

EXECUTIVE SUMMARY

Recreation:

- Borrow & Play Packs continue to be available for residents.
- Fall programming has commenced, with strong participation across a variety of new offerings.

New programs include:

- Parent & Tot Stroller Walk started at the MAP
- Parent & Tot Learn & Play Workshops
- Irish Dancing
- Improv Classes
- Archery
- PD Day Programming
- Run Club
- Chair Yoga

Events:

- The Splash, Pedal & Run Kids Triathlon was held on August 30 and was very well received, attracting more than 65 participants.
- Escape Martinsville launched this week.
- The Monster Garage Sale is scheduled for September 18-19.

- The Multicultural Event, scheduled for September 19-20, has been cancelled due to a medical emergency involving the event organizers.
- The Martensville Chiefs Home Opener and Tailgate Party will take place on September 26.
- The Big Truck Petting Zoo is scheduled for October 7.

Facilities:

- The Aquatic Centre season concluded on August 30. The additional week of operation appears to have been well received by residents.
- The Sports Centre reopened for fall programming on September 4.
- The Spray Pool will close for the season on September 10.
- The MAP concession reopened on September 1.
- The Ranch House roofing project has been awarded and is targeted for completion by the end of September.
- Ongoing seasonal maintenance continues at the NRCCC, Aquatic Centre, and Sports Centre.
- The Public Works furnace replacement project has been awarded, with installation anticipated within the next three to four weeks.
- Additional gravel has been placed in the NRCCC parking lot and jersey barriers have been installed.
- Masonry repairs have been completed on the Aquatic Centre washroom wall, and exterior masonry repairs were also completed at both the Aquatic Centre and NRCCC.
- Maintenance work was completed on the Civic Centre and NRCCC roofs, including the installation of new fasteners where required.

Martensville Recreation Centre (MRC)

Arena:

- September programming includes Martensville Minor Hockey, Skate Martensville, Hockey Super League, Prairie Blaze, Academy Programs, and Super Skills.
- On September 11, the University of Saskatchewan Huskies Men's Hockey team will host a game at the MRC.

Field:

- September programming includes VSA Soccer, Sask Five, Saskatoon Youth Soccer, Hollandia, Forza, Astra, Inside Pitch, Sask Rugby, and TCA.
- The Gujarati Cultural Society has booked an event at the facility in October. Additional details are included in the attached information.

Climbing Wall:

- Regular operating hours will resume seven days per week beginning September 25.

Ongoing:

- Canadian Tire-sponsored drop-in programs continue, including Walking Club, Stick and Puck, Public Skating, Parent & Tot Skate, 55+ Shinny, Adult Shinny, and After-School Turf Drop-In.
- Facility painting touch-ups are ongoing throughout August and September.

- Staff continue discussions with a potential naming rights sponsor for the main arena, with the goal of finalizing an agreement in the near future.

MRC Landscaping

- Wilco is scheduled to be on-site the week of September 21 to begin landscaping work at the MRC. The project is anticipated to be completed by the end of October.

Library

The Martensville Library continues to lead all Wheatland Library branches in circulation, reflecting strong community engagement and use of library services.

Wheatland Reading Cup

- A total of 291 participants from the Martensville branch contributed 904,750 reading minutes.
- Martensville finished second overall in points, demonstrating exceptional community participation in the program.

Fall Programming

Weekly Programs

- Books & Babies
- Wiggles & Giggles

Monthly Programs

- Storytime Special Days
- Crafty Kids
- Community Art Nights
- Crafternoon
- Adult Book Club

Library Board

The Library Board met on September 9. Discussion topics included:

- Community survey results
- Library shelving requirements
- Preliminary planning for the 2027 budget

Planning

North Industrial Concept Plan Update

Administration has met with the project consultants to review existing studies, identify information gaps, and prioritize future work. Through this process, it was determined that a market analysis and developer pro forma should be completed before advancing the concept plan. These additional studies are important to assess the viability of a large-scale industrial development and support fiscally responsible decision-making.

As a result, completion of the North Industrial Concept Plan is now anticipated in 2027. The additional work will provide a better understanding of market demand, financial feasibility, and key servicing assumptions. The analysis completed to date has highlighted areas where greater certainty would be beneficial before significant resources are invested in refining the concept plan. The objective remains to identify the most practical, financially sustainable, and defensible path forward for the North Industrial Concept Plan.

Planning Report

Not available this month

Economic Development / Communications

Submitted by the Economic Development Manager.

BACKGROUND

N/A

APPLICABLE LEGISLATION, BYLAWS OR POLICIES

N/A

FINANCIAL IMPLICATIONS

☒ None ☐ Budget Previously Approved ☐ Other (see below)

STRATEGIC PRIORITY

Improve communications with the community.
This report provides information in a clear and transparent way. It helps build trust and meaningful communication with City Council and residents.

COMMUNICATION

N/A

ALTERNATE RECOMMENDATION

N/A

LIST OF ATTACHMENTS

Navratri information poster (cultural event MRC)

GCSS PRESENTS

★ NAVRATRI CELEBRATIONS 2026 ★

GCSS
Presents
Navratri
Celebrations 2026

Join us in celebrating the Divine Feminine during this auspicious time of the year!

DATES:
Oct 09, 10, 11,
16 & 17, 2026

LOCATION:
Martensville
Recreation Centre

GARBA TIME:
8:00 PM

TICKETS:
COMBO
\$15.00
SINGLE DAY
\$10.00

TICKETS AVAILABLE AT
www.skgcss.ca

★ KIDS UNDER 10 YEARS & SENIORS ABOVE 65 YEARS ARE FREE ★

FOOD STALLS AVAILABLE

DJ GARBA
MUSIC • DANCE • FUN

Come together to enjoy five days of cultural festivities, dance, music, and spiritual reverence.

We look forward to celebrating with you.

Join us in celebrating the Divine Feminine during this auspicious festival of Navratri with five unforgettable nights of Garba, music, and community!

Dates: Oct 09, 10, 11, 16 & 17, 2026

Venue: Martensville Recreation Centre

Garba Time: 8:00 PM

Entertainment:

Oct 09, 10 & 11: DJ JAY

Oct 16 & 17: DJ PARTH

Tickets:

* Combo Pass: \$15.00

* Single Day: \$10.00

Tickets Available at: www.skgcss.ca

★★★ KIDS UNDER 10 YEARS & SENIORS ABOVE 65 YEARS ARE FREE! ★★★

Delicious food will be available for purchase.

Come together with family and friends to enjoy vibrant Garba, traditional celebrations, cultural festivities, energetic music, and spiritual devotion.

★ We look forward to celebrating Navratri 2026 with you! 🙏 🌸 🌺



REPORT TO COUNCIL

- ☒ **INFORMATION**
- ☐ **DIRECTION**
- ☐ **DECISION**
- ☐ **IN-CAMERA**

INFORMATION

PREPARED BY:	Matt Gruza	MEETING DATE:	September 15, 2026
DEPARTMENT:	Infrastructure and Operations	MEETING TYPE:	Council
REVIEWED BY:	City Manager - TG		
TITLE:	Infrastructure and Operations Update for September 15 Council Meeting		
DESCRIPTION:			

RECOMMENDATION

N/A

EXECUTIVE SUMMARY

Operations

- The road construction on Centennial Drive North is now substantially complete, and the road is open to traffic. Some outstanding minor work remains related to landscaping as well as addressing deficiencies for line-painting, concrete and drainage. Administration is working with the consultant and contractor to complete this remaining work as well as determining options for concerns related to parking lot drainage and grading of the fronting businesses.
- The term for summer staff in the parks department has ended. The remaining crew are continuing parks operations including mowing, and the focus will soon shift to winterization of parks infrastructure and assets.
- Recent major rain events have caused localized issues of ponding and flooding throughout the City. Crews have been addressing these issues where possible. With the volume of precipitation received, levels in the stormwater network have increased and outflow to the Opimihaw Creek is slow.

- Work continues on the City's Stormwater Master Plan. An update is scheduled to be provided to Council in early October. A draft of the report with recommendations is underway.
- The roadways crew is addressing service requests and completing alley grading throughout the City as conditions permit.
- Rear lane cleanup will be occurring on September 14-18 for the south side of the City, and September 21-28 for the north side of the City. Information about the program has been shared on the City's website.
- The annual Household Hazardous Waste collection event occurred on August 22 and was well attended. Initial reporting from the service provider indicates similar volumes of material collected compared to last year's event.
- Administration has explored options for controlling the tumbleweeds on the berm south of Glenview Cove. At this time, to prevent these weeds from creating drainage challenges the only option is to mow the berm. As Administration continues work on a priority mowing-map, this area will be given specific consideration for what operational plan can be implemented to maintain a naturalized look while balancing the concerns about drainage.
- The RFP for the Urban Forestry Study has closed. Submissions are currently being evaluated, and the contract is expected to be awarded in the next week.

Water and Sewer

- The City's annual water and sewer repair tender closed and has been awarded. A pre-construction meeting is being scheduled, and we will be working closely with the City's communications team to keep affected residents and businesses informed.
- Work is ongoing on updating the Sump Pump Bylaw, as well as internal procedures. The Water and Sewer department is working collaboratively with Planning and Bylaw Enforcement on this project.
- The contractor who found asbestos during the installation of the backup generator at SLS #1 is continuing to address the situation. A remediation plan is currently being developed with that work anticipated to be commencing in the upcoming weeks.
- Staff have been working with contractors and our consultants on the commissioning and operation of the stormwater pump on Centennial Drive North. There were some upgrades and changes made to the system as part of the road construction project.

- The City has implemented some changes to procedures for developers and builders installing water service connections. These changes include procedures for the protection of service connections prior to final inspection to reduce the chance of damage during construction, as well as removing a specific type of curb-stop valve from the list of acceptable products due to several recent incidents where faulty valves were installed and failed.
- Work on winterizing hydrants will be commencing shortly, as well as winterizing other City infrastructure.
- The construction on the new pipelines connecting the water and wastewater system to the City of Saskatoon is ongoing. There have been some operational delays as a result of utilities which exist in the work area that have no record drawings. Our consultants and the contractors are working with these private utilities to identify a feasible path forward without unreasonable cost increases or project delays.

Fleet

- Work is ongoing to winterize equipment, with the goal of having 80% completed by October 15.
- Rollout of the fleet management software is being completed, and it is anticipated that every department will be utilizing the new software by December. By implementing this software there has been a noticeable improvement in efficiency for shop work orders and tracking of equipment repairs, as well as operational costs.
- The new snowblower has been shipped ahead of schedule and is expected to arrive in mid-September. The original delivery date was October 1.
- Substantial effort has been made to source parts from Canadian suppliers to avoid tariffs. The effect of tariffs is currently unknown, but it is anticipated that there will be some unavoidable cost increases for parts and supplies.

BACKGROUND

N/A

APPLICABLE LEGISLATION, BYLAWS OR POLICIES

N/A

FINANCIAL IMPLICATIONS

☒ None

☐ Budget Previously Approved

☐ Other (see below)

STRATEGIC PRIORITY

N/A

COMMUNICATION

N/A

ALTERNATE RECOMMENDATION

N/A

LISTS OF ATTACHMENTS

N/A



REPORT TO COUNCIL

- ☒ **INFORMATION**
- ☐ **DIRECTION**
- ☐ **DECISION**
- ☐ **IN-CAMERA**

INFORMATION

PREPARED BY:	Dillon Shewchuk	MEETING DATE:	Sept 15, 2026
DEPARTMENT:	Economic Development and Communications	MEETING TYPE:	Regular Council
REVIEWED BY:	City Manager - TG		
TITLE:	Economic Development and Communications Activity Report		
DESCRIPTION:	Activity Report for the Period of August 14-September 9		

RECOMMENDATION

N/A

EXECUTIVE SUMMARY

Economic Development and Communications continued to support community growth, business development, healthcare recruitment, and municipal projects. Key activities included supporting healthcare recruitment efforts, advancing development and incentive research, engaging with prospective businesses and developers, and supporting community events.

Communications efforts focused on major infrastructure projects, public engagement, land disposition, transportation planning, and providing timely information on City services, programs, and community matters. The Public Engagement Framework was also presented to Council, establishing a consistent approach for future public engagement activities.

BACKGROUND

Economic Development

Attended the University of Saskatchewan Family Medicine Residents Retreat. This annual event is a positive way to connect Family Medicine Residents with communities and opportunities for future placements. Representatives from SHA, Health Careers in Saskatchewan and the Saskatchewan Medical Association also attended.

Related to this, the Health Services Profile document was completed and will be a resource available at the retreat. Health Careers in Saskatchewan still has to migrate this content over to their community's page for their website. This profile was also shared with one of the local clinics to support recruitment.

Provided ongoing support to a medical clinic working toward a fall opening, including assisting with discussions related to the availability of lab services and physician recruitment. The City was kept updated on the clinic's progress and its ability to secure these services and recruit doctors.

Final coordination with the City Operations staff was conducted for the Car Show on September 12. This included the layout plan for the show and street sweeping in preparation.

Economic Development and Planning officials met with a prospective businessperson considering Martensville as a potential location for a care home. Discussions included the community's current population and market conditions, development opportunities, and applicable regulations. Information was also provided regarding local developers and potential land opportunities.

Research was conducted into grant or incentive programs. Some support was provided as the City assesses development and incentive programs to support business and development.

The City has been in contact with a landowner along Centennial Drive North regarding future development, anticipated site preparation, and future development.

Marketing and Communications

The City of Martensville is working with the consultants contracted to provide the City with a Transportation Master Plan. Community Engagement is part of this project and the City is working with the consultant's communication team to develop the engagement plan. The plan contemplates, engagement events, priority groups, suggested tools and timeframes. Work is underway to begin creating content for this project.

The City of Martensville supported the Prairie Sky Chamber of Commerce Golf tournament this year through sponsorship, participation and door prizes. There were approximately 68 golfers in attendance for this event and it was a positive opportunity to meet Chamber members and the new Executive Director.

Communications staff continue to support the Wastewater Treatment and Drinking Water Upgrades Project through coordination with project engineers, contractors, and the City's Engineering team. This includes providing updates on construction activities and providing a place where RM residents can be updated on the project as it is built out in their area.

Communications supported the disposal process for a parcel of publicly owned land, including the development and use of website tools to provide information to the public, preparation of physical signage, and public notification through social media. The tender process closed on September 3.

Final communication updates were provided at the conclusion of the Centennial Dr N project, including information related to the reopening of Centennial Drive at the end of August as well as final cleanup items and matters related to drainage. Weekly updates were provided to property owners along Centennial Drive through the entirety of the project.

Participated in a brief interview with Huskiefan about the University of Saskatchewan Huskies hosting an exhibition game at the Martensville Recreation Centre.

The City of Martensville will be ordering t-shirts and promotional items to mark the National Day for Truth and Reconciliation.

The Public Engagement Framework was presented to Council. The framework establishes principles, processes, and expectations to guide public engagement and participation related to civic projects and initiatives and will provide a consistent approach to engagement across the organization.

Communications staff continued to provide the community with information on a variety of City projects, services, programs, and community matters. Recent communications included information on lost and found animals, household hazardous waste collection, tent caterpillars, career postings and vandalism. Communications also supported advertising for open board positions with the Martensville Housing Authority and promoted the Fall Lane and General Clean-up Program.

APPLICABLE LEGISLATION, BYLAWS OR POLICIES

N/A

FINANCIAL IMPLICATIONS

☒ None ☐ Budget Previously Approved ☐ Other (see below)

STRATEGIC PRIORITY

N/A

COMMUNICATION

Report provided to Council as part of a regularly scheduled Council Meeting.

ALTERNATE RECOMMENDATION

N/A

LISTS OF ATTACHMENTS

Economic Development & Communications



Business Inquiries & Development

- Health - Entrepreneur Support, Profiling
- Entrepreneur Meeting - Care Homes
- Commercial Development Update



Professional & Stakeholder Activities

- Prairie Sky Chamber of Commerce - Golf Event



Policy and Administration

- Research - Incentives and Development Programs



Communications Projects

- The Banner - produced and distributed
- Public Engagement Framework
- Water & Wastewater Upgrade Project
- Transportation Master Plan Communications Support



Campaigns & Activities

- Centennial Drive North - Information and messaging
- Civic Messaging - Lane Cleanup, Housing Authority, Career Postings



Community Economic Development Projects

- Martensville Show & Shine