

CITY OF MARTENSVILLE
REGULAR COUNCIL MEETING 10-2019
TUESDAY JUNE 18, 2019
MINUTES

PRESENT: Mayor Kent Muench (via call-in), Deputy Mayor Tyson Chillog, Councillors Mike Cox, Bob Blackwell, Darren MacDonald, Jamie Martens, City Manager Scott Blevins, Director of Corporate Services Leah Bloomquist, Community Economic Development Manager Dillon Shewchuk, Director of Recreation & Community Service Ted Schaeffer, Director of Infrastructure & Planning Matt Gruza,

REGRETS: Councillor Deb McGuire

LOCATION: Council Chambers – City Hall

RECORDING SECRETARY: City Clerk Carla Budnick

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

Mayor Muench joined the meeting via call-in

RES: #158/06182019 (Cox/Blackwell)

AGENDA

“That we adopt the agenda dated June 18th, 2019”

CARRIED

RES: #159/06182019 (MacDonald/Martens)

MINUTES – JUNE 4, 2019

“That we accept the minutes of the Regular Council Meeting No. 9-2019 dated June 4, 2019”

CARRIED

RES: #160/06182019 (MacDonald/Cox)

COMMITTEE OF THE WHOLE – JUNE 11, 2019

“That we accept the Committee of the Whole minutes dated June 11th, 2019.”

CARRIED

RES: #161/06182019 (Martens/Cox)

MANAGERS REPORT

“That we accept the Managers Report dated June 18, 2019.”

CARRIED

RES: #162/06182019 (MacDonald/Martens)

EXPENDITURE APPROPRIATION

“That we authorize Expenditure Appropriation No. 10-2019, in the amount of \$1,197,898.97 as attached hereto and forming part of the minutes.”

CARRIED

CITY OF MARTENSVILLE
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RES: #163/06182019 (Martens/Cox)

2019 TAX ABATEMENT – VARIOUS PROPERTIES

“That we approve the tax abatement of 2019 taxes in the amount of \$24,167.71 for properties listed as attached hereto and forming part of these minutes.”

CARRIED

RES: #164/06182019 (Martens/Cox)

2019 BASE TAX ABATEMENT – VARIOUS PROPERTIES

“That we approve the base tax abatement of 2019 taxes in the amount of \$7,800 for properties listed as attached hereto and forming part of these minutes.”

CARRIED

RES: #165/06182019 (MacDonald/Cox)

ATTENDANCE SUPPORT POLICY

“That we adopt the Attendance Support Policy as attached hereto and forming part of the minutes.”

CARRIED

RES: #166/06182019 (Cox/Blackwell)

ROUNABOUT LIGHTING

“That we approve an additional \$11,349.56 to complete the lighting design and install of eight streetlights at the roundabout at Main Street and 10th Avenue.

CARRIED

RES: #167/06182019 (Blackwell/Cox)

SE SECTOR PLAN SCOPE CHANGE

“That we approve splitting the cost of the scope change invoice with B & A Planning Group for a total cost to the City of \$7,420.00

CARRIED

CITY OF MARTENSVILLE
REGULAR COUNCIL MEETING 10-2019
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DISCUSSION ITEMS

A) RFD - Rescue/Medical Vehicle

City Manager Blevins and Director of Infrastructure and Planning Gruza gave Council an overview of the request for a Rescue/Medical Vehicle. Currently the city has two retired ambulances they use as rescue vehicles for emergency calls. The units are approximately 20 and 25 years old and maintenance on the vehicles is increasing and becoming more costly. Upon research for upgrading the vehicle a multi-use rescue vehicle was proposed. This multi-use rescue vehicle serves as a medical unit, a command, a rehab unit as well as a technical rescue vehicle. It was noted \$200,000 was budgeted for in the 2019 Budget to replace the unit and upon receiving quotes, the value of a multi-use vehicle would cost approximately \$313,240.00 resulting in a \$113,240.00 shortfall. Administration is proposing a deposit payment of \$115,518 in 2019 with \$10,000 coming from capital budget and \$105,519 from fire RM reserve. The 2020 payment would be \$197,722 with \$132,482 coming from fire RM reserve and the city committing \$63,240 from the 2020 Budget. City Council was concerned about the price coming in over budget by approximately \$100,000 and asked what would be removed from the 2020 Capital to offset this expense. It was indicated that the 2020 Fire Budget would start with a \$63,240 deficit and the Fire Chief would be responsible for making adjustments to his proposed 2020 budget to offset the deficit. Some questions were also raised about the need for such a large vehicle and the practicality of having it go to all callouts. It was explained that the rescue-unit will serve many purposes as it will be equipped with all necessary tools needed for attending to calls, there will be the ability to house patients in the unit while waiting for other emergency services to arrive as well it will act as the main hub for all emergency workers to gather for direction or instruction.

City Council was in favour of the purchase providing the Fire Chief was aware he would be responsible to offset the shortfall in his 2020 budget.

RES: #168/06182019 (Blackwell/MacDonald)

RESCUE/MEDICAL VEHICLE

“That we approve ordering the multi-use rescue vehicle with a deposit of \$115,518.00 being paid in 2019 and furthermore that the remaining balance of \$197,722 to be paid in 2020.”

CARRIED

RES: #169/06182019 (Martens/MacDonald)

IN-CAMERA

“That Council go in-camera at 5:41 P.M.”

CARRIED

CITY OF MARTENSVILLE
REGULAR COUNCIL MEETING 10-2019
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MINUTES

IN-CAMERA

A) Municipal Sustainability Plan – Admin Updates

Mayor Muench left the meeting at 6:32 P.M

RES: #170/06182019 (Cox/Martens)

RESUME REGULAR COUNCIL MEETING

“That we resume the June 18, 2019 Regular Council Meeting at 7:06 P.M.”

CARRIED

RES: #171/06182019 (MacDonald/Martens)

ADJOURN

“That Council adjourn at 7:07 P.M.”

CARRIED

MAYOR

CITY CLERK

Pay Date: 05-Jun-2019 to 18-Jun-2019

Cheque #	Supplier Name	Amount
38419	PITNEY BOWES - LEASE	\$ 2,199.07
38420	101255483 SASK. LTD.	\$ 54.38
38421	102051721 SASK LTD	\$ 19,926.72
38422	AFFINITY ANIMAL HOSPITAL	\$ 67.37
38423	AINSWORTH INC	\$ 2,917.09
38424	AIR LIQUIDE CANADA INC	\$ 151.40
38425	B & B TRUCK REPAIRS LTD	\$ 163.17
38426	BECKER, SHARA AND GINGRAS, CHANTAL	\$ 184.13
38427	BEKKATLA, CARMEN	\$ 199.96
38428	BELL MEDIA	\$ 122.99
38429	BIG HILL SERVICES LTD.	\$ 337.25
38430	BRIDGE CITY MECHANICAL LTD.	\$ 64.04
38431	CANGARD SECURITY SYSTEMS	\$ 143.19
38432	CAREY, BRETT	\$ 40.61
38433	CLARK'S SUPPLY & SERVICE	\$ 189.31
38434	COPPERTHWAITTE, HARMONY	\$ 65.00
38462	M.T.E. KOS. EXCAVATING LTD	\$ 453.60
38463	MARTENSVILLE BUILDING & HOME SUPPLY	\$ 1,609.87
38464	MARTENSVILLE LIBRARY	\$ 240.28
38465	MARTENSVILLE MESSENGER	\$ 1,186.50
38466	MEPP	\$ 24,705.80
38467	MERLIN FORD LINCOLN	\$ 3,781.00
38468	NSBA	\$ 315.00
38469	PAPEQUASH, ROBERT	\$ 42.50
38470	PAR TOOLS	\$ 372.50
38471	PRAIRIE PAVING (2006) INC	\$ 4,299.09
38472	PRAIRIE SKY CHAMBER OF COMMERCE	\$ 78.75
38473	PRINCESS AUTO LTD	\$ 99.87
38474	RANDALL, DUSTIN AND RANDALL, CRYSTAL	\$ 113.86
38475	S & A EXCAVATION	\$ 5,456.81
38476	SASK WATER CORPORATION	\$ 284,711.18
38477	SASKATCHEWAN HEALTH AUTHORITY C/O FINANCE	\$ 23.00
38478	SASKATCHEWAN RESEARCH COUNCIL	\$ 122.86
38479	SASKATOON CO-OP ASSOC LTD	\$ 116.91
38480	SASKATOON CYLINDER EXCHANGE LTD	\$ 129.50
38481	SASKATOON FASTPRINT LP	\$ 971.86
38482	SEA HAWK	\$ 569.97
38483	SHARE CANADA	\$ 6,997.20
38484	SHUL, BERNICE	\$ 193.70
38485	SITEONE LANDSCAPING SUPPLY	\$ 802.25
38486	SUMA (INSURANCE)	\$ 24,934.18
38487	SUNBELT RENTALS INC	\$ 262.36
38488	SWIMMING POOLS BY PLEASUREWAY SALES	\$ 56.03
38489	TCR TRANS CARE RESCUE	\$ 273.86
38490	TOSHIBA BUSINESS SOLUTIONS	\$ 30.04
38491	TR PETROLEUM LTD	\$ 2,451.09
38492	TR PETROLEUM MARTENSVILLE INC.	\$ 6,948.47
38493	TRC OF CANADA LTD	\$ 795.43
38494	UAP INC	\$ 1,395.73
38495	ULINE	\$ 1,287.43
38496	VALLEY ELECTRIC LTD	\$ 111.00
38497	VANDERPOST, NICHOLE	\$ 70.00
38498	WEBER, AL	\$ 2,400.00
38499	WESCO DISTRIBUTION CANADA	\$ 351.57
38500	XEROX CANADA LTD.	\$ 876.48
38501	CTC#912	\$ 1,266.15
38502	DESJARDIN CARD SERVICES	\$ 54.01
38503	DIGITEX.CA	\$ 241.57
38504	DIRTY DEVIL HYDROVAC SERVICES	\$ 582.75
38505	DONAHUE, JASON AND TYLER-DONAHUE, CHRISTINA	\$ 54.79
38506	DYMARK INDUSTRIES	\$ 20,673.75
38507	EARTHWORKS EQUIPMENT CORP.	\$ 455.95
38508	EECOL ELECTRIC (SASK) INC	\$ 2.50
38509	EMCO CORPORATION	\$ 262.29
38510	FLAMAN FITNESS	\$ 255.30
38511	GILLETRIC CONTRACTING LTD	\$ 747.68
38512	GRAND&TOY	\$ 142.86
38513	GRAYCON I.T. POWERED BY RICOH	\$ 2,979.91
38514	GREAT PLAINS COLLEGE	\$ 10,000.00
38515	HACH SALES & SERVICE	\$ 1,392.84
38516	HBI OFFICE PLUS INC.	\$ 31.74
38517	HUSKY OIL MARKETING COMPANY	\$ 2,664.00
38518	HYPERLITE TRAFFIC SOLUTIONS	\$ 367.50
38519	IAN THAYER	\$ 772.01
38520	LAKESHORE TREE FARMS LTD.	\$ 1,658.34
38521	LAMBERT DISTRIBUTING INC.	\$ 363.11
38522	LANDRY, KENNETH A.N.	\$ 64.28
38523	LEANNE NYIRFA COMMUNICATIONS	\$ 2,100.00
38524	LEE, DIANNE	\$ 65.00
38525	LORAAS DISPOSAL SERVICES	\$ 69,667.18
02035	QUIRING, KRISTIN	\$ 1,396.25
03071	AQUIFER DISTRIBUTOR LTD	\$ 46.58
03359	BLOOMQUIST, LEAH	\$ 270.49
03991	BUMPER TO BUMPER	\$ 39.45
03991	BUMPER TO BUMPER	\$ 208.38

Cheque #	Supplier Name	Amount
03991	BUMPER TO BUMPER	\$ 131.82
03991	BUMPER TO BUMPER	\$ 128.37
03991	BUMPER TO BUMPER	\$ 135.48
02039	CHILLOG, TYSON	\$ 366.00
02514	CROWE, DONALD	\$ 119.21
03065	DE LAGE LANDEN Financial Serices Canada Inc	\$ 462.11
02591	FRIESEN, TRAVIS	\$ 359.96
02395	GREATER SASKATOON CATHOLIC SD#20	\$ 8,666.32
03032	GREGG DISTRIBUTORS CO	\$ 112.27
03032	GREGG DISTRIBUTORS CO	\$ 190.29
03032	GREGG DISTRIBUTORS CO	\$ 380.57
03032	GREGG DISTRIBUTORS CO	\$ 37.13
03032	GREGG DISTRIBUTORS CO	\$ 222.78
03032	GREGG DISTRIBUTORS CO	\$ 15.60
03032	GREGG DISTRIBUTORS CO	\$ 22.22
03032	GREGG DISTRIBUTORS CO	\$ 27.42
03032	GREGG DISTRIBUTORS CO	\$ 33.50
03032	GREGG DISTRIBUTORS CO	\$ 44.36
03032	GREGG DISTRIBUTORS CO	\$ 113.27
03032	GREGG DISTRIBUTORS CO	\$ 169.95
03032	GREGG DISTRIBUTORS CO	\$ 239.30
01990	JENSON PUBLISHING	\$ 752.20
02946	KOBUSSEN, JULIE	\$ 55.08
03787	MARTENS, JAMIE	\$ 764.46
03427	POLLOCK, RICK	\$ 17.50
00294	PRAIRIE SPIRIT SCHOOL DIVISION NO. 206	\$ 292,396.06
00254	RECEIVER GENERAL	\$ 46,795.10
01719	RCMP - POLICING CONTRACT	\$ 202,252.00
00276	REDDEKOPP, ANGELA	\$ 120.89
00091	REDHEAD EQUIPMENT	\$ 1,512.53
00091	REDHEAD EQUIPMENT	\$ 82.71
00091	REDHEAD EQUIPMENT	\$ 649.56
00091	REDHEAD EQUIPMENT	\$ 2,629.91
00091	REDHEAD EQUIPMENT	\$ 134.30
00091	REDHEAD EQUIPMENT	\$ 300.04
03939	SCHAEFFER, TERENCE	\$ 862.50
02478	SCOTT, WAYNE	\$ 100.00
00612	WESCLEAN EQUIPMENT & CLEANING SUPPLIES LTD	\$ 35.59
00047	WOLSELEY CANADA	\$ 1,332.00
00737	MASTERCARD COLLABRIA	\$ 298.10
00331	MASTERCARD COLLABRIA	\$ 197.14
00745	MASTERCARD COLLABRIA	\$ 430.45
03011	MASTERCARD COLLABRIA	\$ 210.96
03169	MASTERCARD COLLABRIA	\$ 1,223.82
PP#12	GENERAL GOVERNMENT	\$ 15,425.94
PP#12	PROTECTIVE SERVICES	\$ 5,067.83
PP#12	PLANNING & REGULATIONS	\$ 6,943.88
PP#12	RECREATION AND COMMUNITY SERVICE	\$ 47,313.41
PP#12	TRANSPORTATION	\$ 22,344.64
PP#12	WATER AND SEWER	\$ 10,382.57
PP#12	COUNCIL	\$ 0.00

EXPENDITURE GRAND TOTAL \$ 1,197,898.97

**2019 RESOLUTION FOR ABATEMENT
OF TAXES**

Dr Allison Adamus Medical Professional the owner/occupant of Lot 43 LOCK 7 PLAN 101848619
CIVIC: 521 Centennial Drive N
485037720

The current assessed levy	
Improvements	0.00
Land	114,300
Taxable Levy	114,300

This Abatement of taxes is requested as the said Dr Allison Adamus Professional Corp. .
To assist in establishing and carrying on a Medical Practice, the City agreed to abate the Municipal portion

	Municipal	Total
Taxes levied	Base \$915.00 Waste water \$75.00 Municipal levy \$687.56 RCA-Recreation Facility levy \$100	\$1,777.56

CERTIFIED by Agreement November 2014.

CERTIFIED that resolution # _____ authorizing the above-noted abatement was passed by the Council of the City of Martinsville on the _____ day of _____ **2019**.

SEAL

MAYOR

CITY MANAGER

**2019 RESOLUTION FOR ABATEMENT
OF TAXES**

Dr Allison Adamus Medical Professional the owner/occupant of Lot 6 BLOCK 43 PLAN 101848619
CIVIC: 531 Centennial Drive N
485037730

The current assessed levy	
Improvements	804,500
Land	114,300
Taxable Levy	918,800

This Abatement of taxes is requested as the said Dr Allison Adamus Professional Corp. .
To assist in establishing and carrying on a Medical Practice, the City agreed to abate the Municipal portion

	Municipal	Total
Taxes levied	Base \$915.00 Waste water \$75.00 Municipal levy \$5,650.62 Recreation Fac.Levy \$100	\$6,640.62

CERTIFIED by Agreement November 2014.

CERTIFIED that resolution # _____ authorizing the above-noted abatement was passed by the Council of the City of Martinsville on the _____ day of _____ **2019**.

SEAL

MAYOR

CITY MANAGER

**RESOLUTION FOR ABATEMENT
OF TAXES**

Travis David & Chantel Johnson the owner/occupant of Lot 4 Block 28 Plan 87S51687
485033200 714 Klassen Bay

The current assessed levy-Taxable		The revised 2018 Assessed Levy-Taxable	
Property	\$302,240	Property	\$240,240
TOTAL \$302,240		TOTAL \$240,240	

This Abatement of taxes is requested as the said Cameron Tooth. should not pay the additional taxes due in respect of the above-noted property for the 2018 year because (state the reason(s) below):

SAMA: Corrected data entry errors on the property, removed air conditioning and reduced the amount of basement finish. Property was bought as a result of a foreclosure, reduced condition.

	SCHOOL		MUNICIPAL	TOTAL
Taxes levied	\$1245.23 Public School		\$1000.00 Base \$1598.85 MUN	\$3844.08
Revised Levy	\$989.79 Public School		\$1000.00 Base \$1270.87 MUN	\$3260.66
Abatement (refund)	\$255.44 Public School		\$327.98 MUN	\$583.42

CERTIFIED that resolution # _____ authorizing the above-noted abatement was passed by the Council of the City of Martinsville on the _____ day of _____ **2019**.

SEAL

MAYOR

CITY MANAGER

**RESOLUTION FOR ABATEMENT
OF TAXES**

Justin Leberge, Sunshine Contracting the owner/occupant of Lot 22 Block 65 Plan 102158007
505174640 952 Stony Crescent

The current assessed levy-Taxable		The revised 2019 Assessed Levy-Taxable	
Property	\$312,640	Property	\$238,640
TOTAL \$312,640		TOTAL \$238,640	

This Abatement of taxes is requested as the said Justin Leberge, Sunshine Contracting should not pay the additional taxes due in respect of the above-noted property for the 2019 year because (state the reason(s) below):

SAMA: The house was assessed as being complete for the 2019 roll. The exterior of the house is complete, but the interior was at the open stud stage as of January 1, 2019. The plumbing units were also removed from the assessment.

	SCHOOL	MUNICIPAL	TOTAL
Taxes levied	\$1,235.78 Public School \$52.30 Separate School	\$1000.00 Base \$1,653.87 MUN	\$3941.95
Revised Levy	\$943.28 Public School \$39.92 Separate School	\$1000.00 Base \$1,262.41 MUN	\$3,245.61
Abatement (refund)	\$292.50 Public School \$12.38 Separate School	\$391.46 MUN	\$696.34

CERTIFIED that resolution # _____ authorizing the above-noted abatement was passed by the Council of the City of Martinsville on the _____ day of _____ **2019**.

SEAL

MAYOR

CITY MANAGER

**RESOLUTION FOR ABATEMENT
OF TAXES**

101097796 Saskatchewan Ltd the owner/occupant of Lot 20 Block 30 Plan 01SA04571
485014300 810 9th Street North

The current assessed levy-Taxable		The revised 2019 Assessed Levy-Taxable	
Land	\$179,500	Land	\$179,500
Improvement	\$1,901,200	Improvement	\$1,607,300
TOTAL	\$2,080,700	TOTAL	\$1,786,800

This Abatement of taxes is requested as the said 101097796 Saskatchewan Ltd. should not pay the additional taxes due in respect of the above-noted property for the 2019 year because (state the reason(s) below):

SAMA: Corrected the occupancy type and quality of the warehouse to an average MS-494 from a good MS-406.

	SCHOOL		MUNICIPAL	TOTAL
Taxes levied	\$12,516.32 Public School \$529.67 Separate School		\$1,300 Base \$12,796.31 MUN	\$27,142.30
Revised Levy	\$10,748.38 Public School \$454.85 Separate School		\$1,300 Base \$10,988.82 MUN	\$23,492.05
Abatement (refund)	\$1767.94 Public School \$74.82 Separate School		\$1,807.49 MUN	\$3,650.25

CERTIFIED that resolution # _____ authorizing the above-noted abatement was passed by the Council of the City of Martensville on the _____ day of _____ **2019**.

SEAL

MAYOR

CITY MANAGER

**RESOLUTION FOR ABATEMENT
OF TAXES**

FDG Developments Inc., the owner/occupant of Lot 14 Block 30 Plan 102067736
515022200 721 Centennial Drive South

The current assessed levy-Taxable		The revised 2019 Assessed Levy-Taxable	
Land	\$441,800	Land	\$441,800
Improvement	\$1,430,900	Improvement	\$ 1,001,000
TOTAL	\$1,842,700	TOTAL	\$1,412,800

This Abatement of taxes is requested as the said FDG Developments Inc. should not pay the additional taxes due in respect of the above-noted property for the 2019 year because (state the reason(s) below):

SAMA: The subject building is a strip mall and one of the tenants is a dental clinic. The assessment of the building was corrected to rate the entire building as an MS-412 rather than splitting the dental clinic out as an MS-444.

	SCHOOL	MUNICIPAL	TOTAL
Taxes levied	\$11,084.65 Public School \$469.08 Separate School	\$1,300 Base \$11,332.61 MUN	\$24,186.34
Revised Levy	\$8,498.61 Public School \$359.65 Separate School	\$1,300 Base \$8688.72 MUN	\$18,846.98
Abatement (refund)	\$2586.04 Public School \$109.43 Separate School	\$2643.89 MUN	\$5339.36

CERTIFIED that resolution # _____ authorizing the above-noted abatement was passed by the Council of the City of Martinsville on the _____ day of _____ **2019**.

SEAL

MAYOR

CITY MANAGER

**RESOLUTION FOR ABATEMENT
OF TAXES**

Travis David & Chantel Johnson the owner/occupant of Lot 4 Block 28 Plan 87S51687
485033200 714 Klassen Bay

The current assessed levy-Taxable		The revised 2019 Assessed Levy-Taxable	
Property	\$302,240	Property	\$240,240
TOTAL \$302,240		TOTAL \$240,240	

This Abatement of taxes is requested as the said Travis David & Chantel Johnson, should not pay the additional taxes due in respect of the above-noted property for the 2019 year because (state the reason(s) below):

SAMA: Corrected data entry errors on the property, removed air conditioning and reduced the amount of basement finish. Property was bought as a result of a foreclosure, reduced condition.

	SCHOOL		MUNICIPAL	TOTAL
Taxes levied	\$1245.23 Public School		\$1000.00 Base \$1598.85 MUN	\$3844.08
Revised Levy	\$989.79 Public School		\$1000.00 Base \$1270.87 MUN	\$3260.66
Abatement (refund)	\$255.44 Public School		\$327.98 MUN	\$583.42

CERTIFIED that resolution # _____ authorizing the above-noted abatement was passed by the Council of the City of Martinsville on the _____ day of _____ **2019**.

SEAL

MAYOR

CITY MANAGER

**RESOLUTION FOR ABATEMENT
OF TAXES**

DRK Investments Ltd. the owner/occupant of Parcel 1 Plan 101649315
485058000 709 Centennial Drive North

The current assessed levy-Taxable		The revised 2019 Assessed Levy-Taxable	
Land	\$106,800	Land	\$228,200
Improvement	\$659,100	Improvement	\$477,100
TOTAL	\$765,900	TOTAL	\$705,300

This Abatement of taxes is requested as the said DRK Investments Ltd. should not pay the additional taxes due in respect of the above-noted property for the 2019 year because (state the reason(s) below):

SAMA: The land parcels from 709 & 713 Centennial Drive North were amalgamated to this assessment ID number as the mini storage buildings are located across both properties and the size of Parcel 1 was corrected to 8624 sqft as per ISC. The quality of the mini storage buildings were also corrected to C – low cost quality.

	SCHOOL	MUNICIPAL	TOTAL
Taxes levied	\$4607.22 Public School \$194.97 Separate School	\$1,300 Base \$4710.29 MUN	\$10,812.48
Revised Levy	\$4,242.69 Public School \$179.54 Separate School	\$1,300 Base \$4,337.60 MUN	\$10,059.83
Abatement (refund)	\$364.53 Public School \$15.43 Separate School	\$372.69 MUN	\$752.65

CERTIFIED that resolution # _____ authorizing the above-noted abatement was passed by the Council of the City of Martinsville on the _____ day of _____ **2019**.

SEAL

MAYOR

CITY MANAGER

**RESOLUTION FOR ABATEMENT
OF TAXES**

Don-Mar Enterprises Corp. the owner/occupant of Lot 5 Block 301 Plan 98SA24054
485057200 610 9th Street North

The current assessed levy-Taxable		The revised 2019 Assessed Levy-Taxable	
Land	\$140,680	Land	\$140,300
Improvement	\$795,580	Improvement	\$394,140
TOTAL	\$936,260	TOTAL	\$534,440

This Abatement of taxes is requested as the said Don-Mar Enterprises Corp. should not pay the additional taxes due in respect of the above-noted property for the 2019 year because (state the reason(s) below):

SAMA: Assessed the warehouse as a 50x100 warehouse with an apartment mezzanine on the second floor. A fire destroyed 3500 sqft of the warehouse, removed this value from the assessment and included the remaining 1500 sqft of the first floor with the apartment above until the warehouse is replaced. Once the warehouse is complete, 50x100 will be assessed as a warehouse with 1500 sqft apartment mezzanine above. The land is being assessed as one large parcel. LSM is applied and the pole shed has already been adjusted for missing floor.

	SCHOOL	MUNICIPAL	TOTAL
Taxes levied	\$3,183.97 Public School (CO) \$1,608.60 Public School (R) \$134.74 Separate School (CO) \$68.07 Separate School (R)	\$1,300 Base \$3,255.20 MUN (CO) \$2,152.82 MUN (R)	\$11,703.40
Revised Levy	\$1,285.50 Public School (CO) \$1,269.30 Public School (R) \$54.40 Separate School (CO) \$53.71 Separate School (R)	\$1,300 Base \$1,314.26 MUN (CO) \$1,698.72 MUN (R)	\$6,975.89
Abatement (refund)	\$1,898.47 Public School (CO) \$339.30 Public School (R) \$80.34 Separate School (CO) \$14.36 Separate School (R)	\$1,940.94 MUN (CO) \$454.10 MUN (R)	\$4727.51

CERTIFIED that resolution # _____ authorizing the above-noted abatement was passed by the Council of the City of Martinsville on the _____ day of _____ **2019**.

SEAL

MAYOR

CITY MANAGER

**2019 RESOLUTION FOR ABATEMENT
OF TAXES**

101226741 SASKATCHEWAN LTD: **Operating as – Wrench Fitness**
 The owner/occupant of Lot 3, BLOCK 43, PLAN 101848619
 Civic Address: 561 Centennial Drive N
 Roll #485037760

This Abatement of Taxes is requested as the said **101226741 SASKATCHEWAN LTD.** should not pay two base taxes on one single commercial business entity presiding over two legally separate but adjoining commercial properties with a building structure crossing/built over the property lines.

For future assessment and taxation years Roll #485037760 shall be merged with Roll #485037750.

	MUNICIPAL	TOTAL ABATEMENT
Base Taxes Levied	915.00 Base Tax 75.00 Wastewater Levy 100.00 Rec Facility Levy 210.00 Garbage & Recycling Levy	\$1,300.00

CERTIFIED that resolution # _____ authorizing the above-noted abatement was passed by the Council of the City of Martensville on the 18th day of June 2019.

SEAL

MAYOR

CITY MANAGER

**2019 RESOLUTION FOR ABATEMENT
OF TAXES**

1682819 Alberta Ltd.:

Operating as – Automated Metal Processing

The owner/occupant of Lot 2, BLOCK 4, PLAN 69S26133

Civic Address: 908 1st Avenue N

Roll #485013300

This Abatement of Taxes is requested as the said **1682819 Alberta Ltd.** should not pay two base taxes on one single commercial business entity presiding over two legally separate but adjoining commercial properties with a building structure crossing/built over the property lines.

For future assessment and taxation years Roll #485013300 shall be merged with Roll #485013200.

	MUNICIPAL	TOTAL ABATEMENT
Base Taxes Levied	915.00 Base Tax 75.00 Wastewater Levy 100.00 Rec Facility Levy 210.00 Garbage & Recycling Levy	\$1,300.00

CERTIFIED that resolution # _____ authorizing the above-noted abatement was passed by the Council of the City of Martensville on the 18th day of June 2019.

SEAL

MAYOR

CITY MANAGER

**2019 RESOLUTION FOR ABATEMENT
OF TAXES**

The Saskatoon Co-operative Association Ltd.: The owner/occupant of Lot 45, BLOCK 17,
PLAN 77S25879
Civic Address: 33 Centennial Drive N (Shop Easy)
Roll #495030700

This Abatement of Taxes is requested as the said Saskatoon Co-operative Association Ltd. should not pay two base taxes on one single commercial business entity presiding over two legally separate but adjoining commercial properties with a building structure crossing/built over the property lines.

For future assessment and taxation years Roll #495030700 shall be merged with Roll #495030600.

	MUNICIPAL	TOTAL
Base Taxes Levied	915.00 Base Tax 75.00 Wastewater Levy 100.00 Rec Facility Levy 210.00 Garbage & Recycling Levy	\$1,300.00

CERTIFIED that resolution # _____ authorizing the above-noted abatement was passed by the Council of the City of Martensville on the 18th day of June 2019.

SEAL

MAYOR

CITY MANAGER

**2019 RESOLUTION FOR ABATEMENT
OF TAXES**

DRK Investments Ltd.: The owner/occupant of Lot 5, BLOCK 1, PLAN 62S18239
Civic Address: 713 Centennial Drive N
Roll #485011150

This Abatement of Taxes is requested as the said DRK Investments Ltd. should not pay two base taxes on one single commercial business entity presiding over two legally separate but adjoining commercial properties with a building structure crossing/built over the property lines.

For future assessment and taxation years Roll #485011150 shall be merged with Roll #485058000.

	MUNICIPAL	TOTAL
Base Taxes Levied	915.00 Base Tax 75.00 Wastewater Levy 100.00 Rec Facility Levy 210.00 Garbage & Recycling Levy	\$1,300.00

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SEAL

MAYOR

CITY MANAGER

**2019 RESOLUTION FOR ABATEMENT
OF TAXES**

Auto Liquidators of Saskatoon Inc.: **Operating as – MacNeil Motors**
The owner/occupant of Lot F, BLOCK 7, PLAN 76S17044
Civic Address: 525 Centennial Drive S
Roll #505047400

This Abatement of Taxes is requested as the said **Auto Liquidators of Saskatoon Inc.** should not pay two base taxes on one single commercial business entity presiding over two legally separate but adjoining commercial properties with a building structure crossing/built over the property lines.

For future assessment and taxation years Roll #505047400 shall be merged with Roll #505047250.

	MUNICIPAL	TOTAL ABATEMENT
Base Taxes Levied	915.00 Base Tax 75.00 Wastewater Levy 100.00 Rec Facility Levy 210.00 Garbage & Recycling Levy	\$1,300.00

CERTIFIED that resolution # _____ authorizing the above-noted abatement was passed by the Council of the City of Martensville on the 18th day of June 2019.

SEAL

MAYOR

CITY MANAGER

**2019 RESOLUTION FOR ABATEMENT
OF TAXES**

Wai Ping Wong & Chun Ying Wong: Operating as – Martensville Restaurant
 The owner/occupant of Lot 4, BLOCK 1, PLAN 62S18239
 Civic Address: 717 Centennial Drive N
 Roll #485011050

This Abatement of Taxes is requested as the said **Wai Ping Wong & Chun Ying Wong O/A Martensville Restaurant** should not pay two base taxes on one single commercial business entity presiding over two legally separate but adjoining commercial properties with a building structure crossing/built over the property lines.

For future assessment and taxation years Roll #485011050 shall be merged with Roll #485010900.

	MUNICIPAL	TOTAL ABATEMENT
Base Taxes Levied	915.00 Base Tax 75.00 Wastewater Levy 100.00 Rec Facility Levy 210.00 Garbage & Recycling Levy	\$1,300.00

CERTIFIED that resolution # _____ authorizing the above-noted abatement was passed by the Council of the City of Martensville on the 18th day of June 2019.

SEAL

MAYOR

CITY MANAGER



Request for Decision

	Date:	June 13, 2019
Topic:	Attendance Support Policy	
Background:	<p>The purpose of attendance support is to enhance the City of Martinsville’s ability to provide an excellent standard of service to its citizens, customers and business partners by facilitating consistent attendance at work by all employees. Regular attendance and consistent punctuality are critical to the goals, objectives, effectiveness, and standards of the City and its business operations.</p> <p>Attendance Support is an approach that seeks to maximize all employees’ ability to attend work. It supports a positive commitment on the part of all employees to attend work regularly and a commitment on the part of their Director/Supervisor and the City as a whole to assist employees in doing so.</p> <p>Each Director, in association with their first-line supervisors and with support from the Human Resources Manager, will be responsible for administering the policy within their respective departments with consideration for the unique needs and characteristics of their department.</p> <p>The format and detail of the proposed policy closely follow well established legal principles as well as similar policies implemented by other jurisdictions.</p>	
Proposed by:	Trent Kolbe – Human Resources Manager	
Communication Strategy:	The Human Resources Manager, in collaboration with each Director, will review the new policy with their supervisors and staff to address expectations, comments and concerns. The Policy & Procedure Binder and Intranet will be updated.	
Recommendations	That Council approve the proposed policy	
Report Writer:	Trent Kolbe	City Manager
Position:	Human Resources Manager	



POLICY AND PROCEDURE

NAME: ATTENDANCE SUPPORT POLICY

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1. PURPOSE

1.1 The purpose of attendance support is to enhance the City of Martensville's ability to provide an excellent standard of service to its citizens, customers and business partners by facilitating consistent attendance at work by all employees. The attendance expectation of the City of Martensville is that employees attend work regularly and on time, and carry out the duties for which they were hired.

The City places a high value on attendance and punctuality, and expects all employees to arrive at work at the scheduled time of day on each work day. Regular attendance and consistent punctuality are critical to the goals, objectives, effectiveness, and standards of the City and its business operations. Uncontrolled absenteeism leads to lost productivity, reduced morale of co-workers, increased disruption, decreased customer satisfaction and unfair workload allocation, as well as a possible financial loss for themselves.

Attendance Support is an approach that seeks to maximize all employees' ability to attend work. It supports a positive commitment on the part of all employees to attend work regularly and a commitment on the part of their Director/Supervisor and the City as a whole to assist employees in doing so.

The City will make every reasonable effort to co-operatively work with employees to overcome difficulties adversely affecting consistent attendance. This policy will serve as a tool to assist employees to enable optimum attendance at work.

1.2 Consistent management of attendance can have highly positive effects on the workplace. An Attendance Support program can:

- Improve planning and organization of work
- Increase employee morale
- Improve employee/employer relations
- Reduce the amount of time absorbed by attendance problems
- Increase employee confidence and team spirit

Objectives of the Attendance Support Program:

- To promote optimal and consistent attendance at work
- To raise awareness of the importance of good attendance
- To promote an atmosphere of mutual respect, fairness and concern
- To create an environment that motivates employees to maintain regular attendance
- To provide a framework for responding to excessive absenteeism
- To counsel individual employees to overcome difficulties which adversely affect consistent attendance and to help prevent absenteeism problems from escalating



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- To set expectations and provide feedback to employees regarding excessive absences

This policy will be used to address absenteeism and is not intended to limit an employee's use of sick time for legitimate reasons.

2. DEFINITIONS

2.1 **Absenteeism** – refers to all absences, with an emphasis on “illness” as outlined below. Absenteeism includes both paid and unpaid absences from work. Absenteeism does not include leaves such as maternity or parental leave, education leave, family leave, jury duty, union business, bereavement leave, and/or approved leaves of absence.

2.2 **Non-Culpable (Innocent) Absenteeism** – refers to the consistent inability of an employee to attend work on a regular basis due to circumstances beyond the employee's control.

Innocent absenteeism, no matter how excessive, is not a disciplinary matter. The appropriate response to innocent absenteeism is to assist the employee in identifying reasons for the excessive absenteeism and explore with the employee steps which might be taken to address the concerns. Such absences are not dealt with through discipline; however, it is possible that non-disciplinary termination may be the final result.

Key types of innocent absenteeism include:

- **Illness** – Short duration; may or may not require medical attention; results in return to full job ability; usually less than eight weeks duration
- **Disability** – Chronic condition; results in long periods of consecutive days off or repeated short periods of absence for the same reason (ongoing: severity may reduce with job accommodation)
- **Injury** – Results from accidents or off-the-job injury but does not include workers' compensation injuries

2.3 **Culpable (Blameworthy) Absenteeism** – an absence for which the employee will be held responsible as the absences are within the employee's power to address and correct. Examples include, but are not limited to, failure to report to work, failure to provide adequate notice, failure to provide adequate explanation for absence, providing a false explanation for absence, calling in sick to work at another job and tardiness. Culpable absenteeism will be handled through the progressive discipline process up to and including termination.



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Unexcused and/or unauthorized absences will result in the employee forfeiting their pay for the duration of the absence, and employees will not be permitted to apply for paid illness benefits following the unexcused absence.

- 2.4 **Peer Average** – is the comparison of the utilization of sick leave to employees within their peer group. In instances where an employee’s utilization exceeds the average hours of sick leave within the peer group, or where regular patterns of absenteeism are identified, the director will review the information and, on an individual basis, determine the appropriate follow-up that is required.

In determining the peer average for the purpose of the Attendance Support Policy, the following are included in the calculations:

- Sick pay (sick, sick family, medical)
- Absent without pay (sick, sick family, medical)

The peer group utilized in the average calculation is all employees of the City of Martensville.

At the beginning of each fiscal year the Human Resources Manager will calculate and communicate the absenteeism average to the directors/supervisors to be used for that fiscal year.

- 2.5 **Excessive Absenteeism** – where an employee’s absenteeism exceeds the peer average. This average will be calculated on an annual basis.

- 2.6 **Supervisor** – the term supervisor is used to describe a role rather than a position. Any City of Martensville employee to whom another employee reports for their work assignment or who is responsible for the work product of a City employee is a supervisor. This term also includes someone delegated the responsibilities of a supervisor role.

A supervisor may be in-scope or out-of-scope and will include positions such as Foreman, Supervisor, Superintendent, Manager and Director.

3. PRINCIPLES

- 3.1 This program has been developed to assist the City of Martensville in managing attendance. It does not intend to diminish provisions of the collective agreement nor does it intend that employees incapacitated due to illness or disability be influenced to work if unable to do so.

- 3.2 It must be emphasized that this policy is an outline only and that Human Resources and City of Martensville leadership will use their discretion to apply this program in a fair and positive manner.



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- 3.3 Innocent absenteeism is not blameworthy and therefore disciplinary action is not justified. It is obviously unfair to try to correct conduct which is beyond the person's control. However, absenteeism, no matter what the cause, imposes hardship on the City of Martensville which is also not at fault. The damage suffered by the City must be weighed against the employee's right to be absent. There is a point at which the City of Martensville's right to expect the employee to attend regularly and fulfill the employment contract will outweigh the employee's right to be absent.
- 3.4 All employees who experience excessive absenteeism or pattern absenteeism that is greater than the average level of absenteeism will be subject to the procedures set out and will be encouraged to reduce their absenteeism to acceptable levels.
- 3.5 For reasons of confidentiality, employees are not required to reveal the exact nature of an illness or disability. This is designed to preserve the dignity and privacy of each employee. Employees are required only to state whether they are unable to attend work for reasons of health or injury, whether they are seeking medical attention, and an expected return to work date. If an accommodation is required, a prognosis will be required from the medical practitioner.
- 3.6 Thus, non-culpable dismissal of an employee for absenteeism will only occur where the following three criteria have been met:
- Where the absences have been shown to be clearly excessive; and
 - Where there is no likelihood of improvement in the future; and
 - Where all reasonable steps at counselling or accommodation have been exhausted.

4. RIGHTS AND RESPONSIBILITIES

4.1 City Manager/Directors/Supervisors:

- Responsible to communicate expected attendance standards and obligations
- Responsible to communicate the protocol for advising of absenteeism from the workplace
- Responsible to ensure employees are aware of patterns of usage, should an issue of absenteeism be observed
- Responsible to monitor levels of sick leave usage on a regular basis in their departments and take appropriate and timely action to correct absenteeism issues
- Responsible to maintain concise and objective written documentation where absenteeism issues have been identified
- Responsible to discuss and resolve issues regarding attendance with employees. In the case of extended absence, the director should take reasonable steps to maintain contact with the employee during the absence
- Responsible to ensure that medical or personal information gathered remains strictly confidential



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- Responsible to liaise with Human Resources and to follow the provisions of the Attendance Support Program
- Responsible to ensure healthy and safe workplaces in accordance with the *Saskatchewan Employment Act*
- Right to expect regular attendance from employees in exchange for pay and benefits
- Right to terminate employees for innocent absenteeism in accordance with the law (i.e. where absenteeism is excessive, there is no likelihood of future improvement and the duty to accommodate has been satisfied)
- Responsible to ensure employees are aware that their contributions to the department are valued and they are missed when they are away. Directors/supervisors should encourage awareness through various actions including:
 - Recognizing an employee's contributions to the department
 - Commending improved attendance
 - Leading by example
 - Recognizing and encouraging exemplary attendance
 - Exhibiting concern for the employee's well-being and encouraging and commending an employee's return to work
 - Assisting employees who are experiencing personal difficulties that are affecting their attendance
- Responsible to ensure all communication, discussions and direction are documented and placed in the employee's HR File

4.2 Employees:

- Responsible to maintain their health and well-being to ensure regular attendance at work
- Responsible to provide reasons for absence, tardiness or leaving early
- Responsible to notify their director or designate as soon as possible when there is a reason to be absent from work
- Responsible to maintain communication with their director or designate while absent. This is especially important when the employee is unable to return to work and the estimated length of illness is unknown
- Responsible to attend to personal affairs and obligations on their own time, to the extent possible and in accordance with the terms and conditions of the collective agreement (where applicable)
- Right to access their sick leave and other leaves in accordance with the collective agreement and/or *The Saskatchewan Employment Act*, *Worker's Compensation* and other employment related statutes
- Disabled employees have a right to accommodation to the point of undue hardship
- Right to privacy of their medical information



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4.3 Human Resources Manager:

- Responsible to provide advice to directors on the provisions of these procedures and guidelines and assist facilitation and education of this Policy and Program
- Responsible to work with directors/supervisors to identify the source of employees' attendance issues, available resources and facilitate return-to-work programs or reasonable accommodation
- Responsible to provide advice on *The Saskatchewan Human Rights Code*, *The Saskatchewan Employment Act*, collective agreement provisions and policy interpretations where applicable

4.4 Union:

- Union members have the option of union representation in any meeting in which this policy is being applied
- Responsible to foster a workplace culture that supports the health and well-being of all employees
- Responsible to represent its membership
- Responsible to be respectful of employees' privacy in accordance with the privacy statement

4.5 Privacy Statement:

The privacy of employees will be respected. The personal information and personal health information collected for the administration of this policy will only be used by or disclosed to individuals who need the information to perform the duties of the position. The amount of information shall be limited to that which is reasonably required to achieve the purpose.

5. GUIDELINES

5.1 Monitoring – the City of Martensville's expectation is that employees will use sick leave only when it is required. Directors/supervisors will monitor employees' absences through observation, computerized tracking tools and reports provided to them by Human Resources.

5.2 Peer Average – in order to determine if sick leave usage is excessive, directors/supervisors will compare the utilization of sick leave to the peer average. The peer average is generated by calculating an average of sick time used by the entirety of the City of Martensville's employees. In instances where an employee's utilization significantly exceeds the average hours of sick leave per full-time equivalent (FTE) within the peer group, or where patterns of absenteeism are identified, the director/supervisor will review the data and, on an individual basis and in collaboration with Human Resources, determine the appropriate follow-up, if any, that is required.



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If at any time an employee's attendance pattern is skewed by one particularly lengthy occurrence, the information shall be removed from data comparisons to ensure the resulting treatment or peer average is not discriminatory in nature.

At the beginning of each fiscal year, and as needed thereafter, Human Resources with the assistance of Corporate Services will calculate and communicate the peer average to be used for comparisons with each employee.

- 5.3 An employee's absenteeism record exceeding the peer group average identifies a potential attendance issue that may require management.

It is important to recognize that each employee and situation is different and that each case must be assessed independently with some consideration and flexibility given to the particular circumstances. Consider all information before deciding how to proceed.

While all absences have an impact on the organization, an employee with one lengthy absence for a bona fide illness should not be handled the same as another employee with the same amount of absences taken one day at a time. The director/supervisor should take into account an isolated illness or injury from an employee with an otherwise acceptable attendance record.

An above average number of absences does not necessarily constitute problem absenteeism. It is the director/supervisor's responsibility to review the available information and assess whether an attendance issue exists. It is important to ascertain the reason for the absence; being absent a specified number of days does not automatically require implementation of an attendance management process.

Regular Absenteeism Patterns – Directors/supervisors will review unscheduled sick leave noting any significant history of pattern usage, which in their judgement is unusual. Examining the individual circumstances and using discretion, the director/supervisor will determine the appropriate follow-up, if any, that is required. Some examples of potential absenteeism patterns are, but are not limited to:

- Absences adjacent to regular days off (e.g. frequent Monday or Friday absences)
- A pattern of sick leave being used on a specific day of the week or a certain day each month over a period of several months
- Weekend absences
- Absences in conjunction with scheduled vacation, statutory holidays, school holidays, overtime worked
- Absences after request for leave is denied (e.g. Vacation, Leave of Absence)
- Absences in conjunction with unpleasant, difficult or high-pressure task/assignment, discipline meeting, performance improvement meeting
- Using sick leave as soon as it is accrued



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5.4 All absences will be treated as non-culpable unless there is clear evidence to the contrary. If at any point an employee's leave is determined to be culpable, directors/supervisors should refer to the progressive discipline policy.

6. COUNSELLING PROCEDURE

6.1 Employees who have excessive absenteeism hours or a demonstrated pattern of absences will be counselled. Counselling will meet the goals of giving feedback to employees regarding their attendance, setting expectations and encouraging those expectations to be met. This will also be an opportunity for the City of Martensville to provide assistance to the employee in reducing their absences from work, dependent on their individual situation.

This procedure is a guideline only. It is imperative that the purpose and the tone of the discussion/meetings are supportive. Employees should always be informed that this procedure is non-disciplinary in nature and that it is for non-blameworthy absenteeism.

6.2 **Director/Supervisor Duties** – supervisors must ensure that:

- All employees are aware of the attendance expectations
- All employees are aware of the appropriate procedure for reporting their inability to attend work as scheduled
- Each occasion of absence is recorded, including the following information:
 - The reason for the absence
 - If supporting documentation was requested and provided
 - Any coaching that may have been provided to support expectations

The director/supervisor is responsible for the attendance support of their direct reports, including communicating regularly with absent employees, maintaining records and assisting return to work plans. The supervisor may be able to positively impact attendance by communicating expectations, demonstrating awareness and/or coaching for improvement. The supervisor is able to convey the importance of regular attendance by the amount of attention they give to it.

6.3 **Informal Meeting:**

If an employee is innocently absent for a number of hours which is greater than the peer average, demonstrates pattern absenteeism, or an excessive number of occurrences is evident an informal discussion may be conducted with the employee. The meeting will be documented and added to the employee's HR file (utilize form Appendix A – Attendance Support Meeting Tracking).



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6.3.1 The purpose of the meeting is to:

- State that it is not a disciplinary meeting
- Confirm the attendance record and communicate the expected attendance standard
- Explain the impact of absences on the work operation; let the employee know they are missed when they are not at work
- Ask if there are factors in the workplace contributing to the absences
- Ask if there is information they wish to provide that would assist in the assessment of their attendance, such as disability
 - If information is given by the employee regarding special circumstances, further documentation (medical or otherwise) may be requested from the employee
- Discuss options and resources available to help the employee achieve an optimal level of attendance (e.g. group benefits; the Employee and Family Assistance Program)
- Discuss with the employee a timeframe and parameters for required improvement, usually three to six months
- Inform the employee that failure to improve attendance will result in non-disciplinary termination of employment, due to frustration of the employment contract

6.3.2 The Informal Meeting step may be repeated more than once. Union representation is not required during informal meetings; however, employees should be informed that they may have a union representative present if they wish.

6.4 If at any time the director/supervisor, in consultation with Human Resources, determines that the attendance issue is culpable absenteeism, coaching and/or the discipline policy and procedure are the appropriate tools to use in dealing with the situation.

6.5 **Formal Meeting Phase #1:**

It is expected that most situations will be resolved without formal meetings, through informal discussions.

Where an employee's attendance does not improve after a reasonable period of time (i.e. three to six months), the director/supervisor may meet with the employee to formally outline the expected attendance standard. Directors should consult with Human Resources prior to the meeting being held. This meeting is documented in a letter and added to the employee's HR file (utilize Appendix A – Attendance Support Meeting Tracking and Appendix B – Formal Meeting Phase 1 Form Letter).

6.5.1 During this meeting the director/supervisor should:

- State that it is not a disciplinary meeting
- Confirm the attendance record and communicate the expected attendance standard



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- Explain the impact of absences on the work operation; let the employee know they are missed when they are not at work
 - Ask if there are factors in the workplace contributing to the absences
 - Ask if there is information they wish to provide that would assist in the assessment of their attendance
 - Discuss options and resources available to help the employee achieve an optimal level of attendance
 - Inform the employee that failure to improve attendance will result in non-disciplinary termination of employment
 - Discuss with the employee a timeframe and parameters for required improvement, usually three to six months
 - Develop an action plan, if one has not already been established
- 6.5.2 Human Resources and Union representation are required for all Formal Attendance Support meetings involving unionized employees
- 6.5.3 A request for medical evidence identifying whether the employee suffers from a disability (if not already known), limitations or restrictions associated with a disability, and the likelihood of regular attendance in the future may also be requested from the employee's doctor where the employee has identified the above as a barrier to attendance. A second opinion may be requested at the City's expense. Directors/supervisors, in conjunction with Human Resources, should use their judgement of the individual situation to determine whether a request for medical information is appropriate.
- 6.5.4 Following a Formal Meeting, a letter will be sent to the employee outlining the following:
- Summary of the attendance concerns and the methods identified for the employee to improve attendance
 - Information regarding the Employee and Family Assistance Program
 - A statement that the employee may be terminated if attendance does not improve, and indicating that the expectation is that attendance will improve
 - A review of the established action plan; state the timeframe and parameters for required improvement, usually three to six months
- 6.6 **Formal Meeting Phase #2:**
- Where, after a reasonable period of time (i.e. three to six months), attendance has still not improved a second formal meeting may be held with the employee. Directors should consult with Human Resources prior to a second formal meeting being held. This meeting is documented in a letter and added to the employee's HR file (utilize Appendix A – Attendance Support Meeting Tracking and Appendix C – Formal Meeting Phase 2 Form Letter).



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6.6.1 Human Resources and Union representation are required at all Formal Attendance Support meetings involving unionized employees.

6.6.2 In addition to revisiting the discussion items from the initial formal meeting (s.6.5.1), the director/supervisor will inform the employee that a failure to improve attendance will result in non-disciplinary termination of employment due to frustration of the employment contract.

6.6.3 Following this meeting another letter will be sent to the employee. This letter will serve as final written warning indicating the employee will be terminated if attendance does not improve. The requirements outlined in the final written warning should be calculated using the peer average and adjusted to account for mitigating circumstances.

6.6.4 Inability to meet the terms of the final written warning is not justification for termination alone but is a contributing factor in consideration of non-disciplinary termination.

6.7 Failure to Improve:

If attendance does not improve following the Formal Meeting Phase #2, the Director together with the Human Resources Manager will review the employee's attendance history and the medical evidence to make an assessment as to whether:

- The absenteeism is excessive
- There is no likelihood of regular attendance in the future; and
- The Duty to Accommodate has been exhausted

If all three requirements have been met, a final termination meeting may be held. At this meeting a Letter of Termination will be presented to the employee.

6.8 Improvement in Attendance:

If at any time during the Attendance Support process an employee shows sufficient improvement in attendance, typically through completion of one or more full annual cycles (i.e. twelve to twenty-four months), the follow-up procedure should be terminated. Employees should be notified of improvement, encouraged to maintain the improvement in attendance, and recognized in a positive, supportive manner. Where formal meetings have commenced, the recognition should be in the form of a letter to the employee noting that follow-up is no longer required.



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7. MISCELLANEOUS

7.1 Retention of Documentation on Employee's File:

Letters will be placed on the employee's personnel file for documentation purposes but will not be used for disciplinary purposes.

7.2 Root Causes and Workplace Review:

In addition to reviewing individual circumstances, all levels of management are encouraged to review the workplace to determine whether there are environmental factors contributing to absenteeism. Some examples of potential root causes are:

- ***Attitudes/Culture of entitlement*** – There may be a belief in the workplace that sick leave days are an earned entitlement that are to be taken at the employee's discretion
- ***Workload*** – High amounts of overtime or increased workplace pressures can result in increased absenteeism
- ***Interpersonal Conflict/Harassment*** – Absenteeism can also be driven by workplace relationships. The concern could be between co-workers, management and staff or even with clients or the public
- ***Employee Engagement /Job Satisfaction*** – The level in which employees are satisfied with their job or engaged in their work can also be a factor in absenteeism. Working with employees to understand their role as well as organizing work differently may assist in these situations
- ***Management Style*** – In some cases management style can lead to poor employee relations resulting in increased absenteeism

8 MEDICAL EVIDENCE:

8.1 When an employee is absent from the workplace due to illness or injury, the employer may request an employee to provide medical evidence. Circumstances where it is appropriate to request medical evidence are:

- To provide verification of illness or injury
- To determine if an employee is medically fit to return to work; and
- To determine if an employee is not able to perform certain duties/tasks

8.2 When requesting medical evidence it is reasonable for the employer to ask:

- If the problem is work related
- If the absence from work is medically required
- Prognosis of recovery
- If functional limitations exist, and



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- An evaluation of functional limitations, including what accommodations are recommended, to guide return to work decisions

8.3 The employer will pay the cost of the medical evidence requested.

8.4 Discretion is to be used when seeking verification of an absence. In most cases, medical evidence is not required. Asking for medical evidence as a deterrent is not appropriate.

8.5 An employee's medical evidence will be kept strictly confidential and only shared to the extent necessary to administer the policy. Any personal and/or health information obtained while managing and supporting attendance will only be collected by, used, or disclosed to, individuals who need the information to perform the duties required of their position. The amount of information should be limited to that which is reasonably required to administer the policy.

Individuals who have been given access to the information are responsible to:

- Treat the information as confidential and shall not further disclose the information to any other party
- Use the information only for purposes of providing a service or making a decision
- Where practicable, de-identify personal health information
- Safeguard the information from further access (whether intentional or unintentional)

8.6 **Rehabilitation, Return to Work and Employee Accommodation:**

Where the cause of absenteeism is due to a disability, verified by medical evidence, the City of Martensville will accommodate the employee to the point of undue hardship in accordance with the *Saskatchewan Employment Act*.

8.7 **The Employee and Family Assistance Program:**

The Employee and Family Assistance Program (EFAP) is designed to assist employees with personal issues that may be affecting the employee's ability to attend and participate productively at work. Information on this program is available from the EFAP providers 24/7/365, 1-800-387-4765 or workhealthlife.com. EFAP services are provided on a confidential basis.



POLICY AND PROCEDURE

NAME: ATTENDANCE SUPPORT POLICY

CITY OF MARTENSVILLE

NUMBER: 102/19

Appendix A – Attendance Support Meeting Tracking

- Informal Meeting
- Formal Meeting Phase 1
- Formal Meeting Phase 2

Employee: _____

Date, Time & Location of Meeting: _____

In Attendance at Meeting: _____

Previous Meeting Dates: _____

Medical Information Provided (when requested): Yes No Not Applicable

Concerns: _____

Employee Response: _____

Attendance barriers identified: Yes No

Details of barriers: _____



POLICY AND PROCEDURE

NAME: ATTENDANCE SUPPORT POLICY

CITY OF MARTENSVILLE

NUMBER: 102/19

Meeting Outcome (Action Plan; Please include dates): _____

EFAP offered: Yes No

Date for follow-up: _____

Summary letter issued with copy to personnel file: Yes No

Director/Supervisor: _____

Employee: _____

Union: _____

Human Resources: _____



POLICY AND PROCEDURE

NAME: ATTENDANCE SUPPORT POLICY

CITY OF MARTENSVILLE

NUMBER: 102/19

Appendix B – Formal Meeting Phase 1 Form Letter

DATE

EMPLOYEE NAME

ADDRESS

CITY, PROVINCE POSTAL CODE

Re: Summary of Attendance Meeting on DATE

Dear EMPLOYEE NAME

In attendance were me, NAME OF ATTENDEES. The purpose of the meeting was to discuss your inability to attend work on a regular basis due to your utilization of TYPE. Reason for absence (sick leave, LTD, etc.) and to explore options to enable regular attendance at work. We discussed your attendance between DATE to DATE. Below is a summary of your time away from work.

Type date Range

Hours – Reason

Hours – Reason

At the meeting, we inquired if there was anything contributing to your rate of absenteeism. You indicated TYPE contributing factors. If you are experiencing personal difficulties, we recommend that you contact the Employee and Family Assistance Program (EFAP). An EFAP brochure has been included. The EFAP program is a voluntary service and any discussions or services with EFAP remain highly confidential. There are also services available through regional health services and community service organizations. We suggested several options for your consideration on how to resolve and cope with the issues at hand and we are willing to provide reasonable assistance in order to improve your attendance record. The options we discussed are listed below.

- 1.
- 2.

As we discussed, your attendance is a necessary component in the effective and efficient delivery of services to our clients, citizens and the public in general. Absenteeism leads to increased workloads for the remaining staff performing the work. You indicated that you understood the importance of attending work regularly. It is important that you understand excessive absenteeism with no likelihood of change will lead to non-disciplinary termination of employment through frustration of the employment agreement.

We also agreed at the meeting that we would review your progress on DATE. My expectation is that your attendance will improve and will decrease to the peer average (or less) which is TYPE Peer Average.

Sincerely,

DIRECTOR NAME

DIRECTOR TITLE

cc: Human Resources
City Manager
Union President



POLICY AND PROCEDURE

NAME: ATTENDANCE SUPPORT POLICY

CITY OF MARTENSVILLE

NUMBER: 102/19

Appendix C – Formal Meeting Phase 2 Form Letter

DATE

EMPLOYEE NAME

ADDRESS

CITY, PROVINCE POSTAL CODE

Re: Summary of Attendance Meeting

This letter is in follow up to our meeting on DATE.

In attendance were me, NAME OF ATTENDEES. The purpose of the meeting was to discuss your continued inability to attend work on a regular basis due to your utilization of REASON FOR ABSENCE (sick leave, LTD, etc.) and to again explore options to enable regular attendance at work.

As you know, there have been previous meetings and discussion regarding your record of attendance dating back to DATE.

I have provided the summary below which we reviewed in the meeting.

Type date Range

Hours – Reason

Hours – Reason

Type date Range

Hours – Reason

Hours – Reason

Our discussion focused predominantly on your recent attendance between DATE to DATE. We again inquired if there was anything contributing to your rate of absenteeism. You indicated TYPE contributing factors. We suggested several options for your consideration on how to resolve and cope with the issues at hand. The options as we discussed are listed below.

1. Option #1 (Discussion with Director/Supervisor, EFAP, Variable Hours, Job Share, Anti-Harassment, Conflict Resolution).
2. Option #2 (Discussion with Director /Supervisor, EFAP, Variable Hours, Job Share, Anti-Harassment, Conflict Resolution).
3. Option #3 (Discussion with Director /Supervisor, EFAP, Variable Hours, Job Share, Anti-Harassment, Conflict Resolution).



POLICY AND PROCEDURE

NAME: ATTENDANCE SUPPORT POLICY

CITY OF MARTENSVILLE

NUMBER: 102/19

During all our meetings related to attendance, you have been offered the services of the Employee and Family Assistance Program (EFAP) as well as TYPE previous offers of assistance to assist you in achieving regular attendance. Once again, I would like to remind you that these services and options are available.

As we discussed, when we don't have staff at work regularly, it compromises our ability to deliver quality services to our clients, citizens and the public. It also contributes to increased workloads for the remaining staff performing the work.

You indicated that you understood the importance of attending work regularly. Potential attendance barriers were identified and an action plan was formed. As we discussed, the average sick time utilization of your peers is TYPE # of Hours per full time equivalent and your sick time average of X-Hours is well above this.

We consider this a serious matter. As stated previously, and in the follow-up letter to you dated-X, excessive absenteeism with no likelihood of change will lead to termination of employment due to frustration of the employment contract.

We will continue to monitor your record of attendance and will review again in TYPE-Time Frame.

My expectation is that your attendance will improve and will decrease to the peer average of TYPE-Peer Average, or less.

Attached, please find a request for medical information to be completed by your health care practitioner (*will not be required in all cases*).

Sincerely,

NAME

TITLE

Cc: Human Resources
City Manager
Union President



POLICY AND PROCEDURE

NAME: ATTENDANCE SUPPORT POLICY

CITY OF MARTENSVILLE

NUMBER: 102/19

Appendix D – Improvement Form Letter

DATE

EMPLOYEE NAME

ADDRESS

CITY, PROVINCE POSTAL CODE

EMPLOYEE NAME

Congratulations. Your attendance over the past TYPE Insert Date Range has improved and you have displayed significant improvement in your attendance at work. Further follow-up regarding your attendance is no longer required.

The work you do has an impact on the clients and public we serve, in addition to the people you work with. You are a valued member of our organization and your contributions and our services are valued as well.

Thank you for displaying your reliability and dedication to your work. Your efforts and dependability are appreciated.

Sincerely,

NAME

TITLE

cc: Human Resources
City Manager
Union President