

CITY OF MARTENSVILLE  
REGULAR COUNCIL MEETING 6-2020  
TUESDAY APRIL 21, 2020  
MINUTES

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

**REGRETS:**

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

**RECORDING SECRETARY:** City Clerk Carla Budnick

**CALL TO ORDER:** Mayor Kent Muench called the meeting to order at 5:01 P.M.

RES: #80/04212020 (MacDonald/Blackwell)

**AGENDA**

**“That we adopt the agenda dated April 21, 2020”**

**CARRIED**

RES: #81/04212020 (MacDonald/Martens)

**MINUTES – APRIL 7, 2020**

**“That we accept the minutes of the Regular Council Meeting No. 5-2020 dated April 7, 2020.”**

**CARRIED**

**DELEGATIONS**

**3.1 RCMP**

Sergeant Curtis Little joined the meeting via phone to give an update to City Council. Report comparisons for the months of January & February 2019 and 2020 were provided and a few areas were highlighted by Sergeant Little. It was noted that mischief calls and false alarm calls have decreased in 2020 compared to 2019, however March does see a slight increase. An update on how things are running with the current COVID-19 Pandemic was also provided. It was noted things have remained relatively stable and the detachment is operating as business as usual. There have been quite a few calls regarding COVID-19 concerns and complaints but to date no tickets have been issued.

Mayor Muench thanked Sergeant Little for his time.

CITY OF MARTENSVILLE  
REGULAR COUNCIL MEETING 6-2020  
TUESDAY APRIL 21, 2020  
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RES: #82/04212020 (Chillog/Martens)

**COMMITTEE OF THE WHOLE – APRIL 14, 2020**

**“That we accept the Committee of the Whole minutes dated April 14, 2020.”**

**CARRIED**

RES: #83/04212020 (Cox/McGuire)

**MANAGERS REPORT**

**“That we accept the Managers Report dated April 21, 2020.”**

**CARRIED**

RES: #84/04212020 (Martens/Blackwell)

**EXPENDITURE APPROPRIATION**

**“That we authorize Expenditure Appropriation No. 6-2020, in the amount of \$684,887.39 as attached hereto and forming part of the minutes.”**

**CARRIED**

RES: #85/04212020 (Cox/Martens)

**BANK RECONCILIATION**

**“That we accept the Bank Reconciliation for the month of November 2019.”**

**CARRIED**

RES: #86/04212020 (Martens/MacDonald)

**LIST OF LANDS IN ARREARS**

**“That we accept the List of Lands with Arrears of Taxes as attached to and forming part of these minutes.”**

**CARRIED**

RES: #87/04212020 (Blackwell/Chillog)

**REMOTE WORK POLICY**

**“That we accept the Remote Work Policy # 108/20 as attached to and forming part of these minutes.”**

**CARRIED**

RES: #88/04212020 (Cox/McGuire)

**2020 SASK LOTTERIES GRANT**

**“That we accept the proposed funding application proposal as attached.”**

**CARRIED**

CITY OF MARTENSVILLE  
REGULAR COUNCIL MEETING 6-2020  
TUESDAY APRIL 21, 2020  
MINUTES

RES: #89/04212020 (Martens/Chillog)

**RFD – DISCRETIONARY USE – 101 ANNA CRES**

**“That we grant a Discretionary Use Permit to Oasis Development and Construction Ltd. to construct a Residential Care Home – Type II for the care of up to 10 seniors, on Lot 44, Block 5, Plan 102252002, known civically as 101 Anna Crescent, as shown on the site plan dated November 2019, subject to the following conditions:**

- 1. As requested by applicant, the roll out refuse bins be stored behind the building, screened from adjacent sites and public thoroughfares, and rolled out to the street on pick up days, as per the Waste Bylaw;**
- 2. The applicant obtains a Development Permit and all other relevant permits and licences (including a Building Permit);**
- 3. That any drawings, plans or uses submitted for the construction, occupancy or use of the site be substantially in accordance with the plans approved by Council in support of this Discretionary Use Application; and**
- 4. In the event that the final drawings, plans or uses are not in substantial accordance with the approved application, or in the future, the applicant proposes a change from what was approved, the applicant must apply to Council for approval of the proposed change to the Discretionary Use Application.**

**CARRIED**

RES: #90/04212020 (Cox/MacDonald)

**DCG PHILANTHROPIC SERVICES INC. – MAY & JUNE SERVICES**

**“That we authorize the continued limited services, in response to COVID-19, of DCG Philanthropic Services Inc. for the months of May and June in the amount of \$5,000.00 per month plus applicable taxes.”**

**CARRIED**

RES: #91/04212020 (Blackwell/MacDonald)

**ADJOURN**

**“That we adjourn this meeting at 5:29 P.M.”**

**CARRIED**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

DATE: 08-APR-2020 to 21-APR-2020

Cheque #	Supplier Name	Amount
40046	ACCU-SHARP INC	\$ 129.87
40047	ACKLANDS GRAINGER INC	\$ 327.67
40048	APPLIED INDUSTRIAL TECHNOLOGIES	\$ 24.95
40049	ARMTEC INC	\$ 2,088.91
40050	AUTOMATED METAL PROCESSING LTD	\$ 143.55
40051	BELL MEDIA	\$ 211.23
40052	BLACK, SHAWN AND COOPER, DONNA	\$ 168.83
40053	BLAIR'S REAL ESTATE SOLUTIONS INC.	\$ 158.25
40054	BOSSAER, MYLES AND BOSSAER, KELLY	\$ 38.59
40055	BRAD'S TOWING LTD.	\$ 160.74
40056	CENTAUR PRODUCTS INC.	\$ 2,902.65
40057	CERVUS EQUIPMENT	\$ 158.33
40058	CHECKERED FLAG AUTOMOTIVE	\$ 249.87
40059	COLLER, JODY	\$ 118.13
40060	DYCK, ROBERT AND DYCK, ROXANNE	\$ 61.4
40061	EARTHWORKS EQUIPMENT CORP.	\$ 228.9
40062	EHRENBURG HOMES LTD	\$ 40.58
40063	GILLECTRIC CONTRACTING LTD	\$ 6,955.88
40064	HAINSTOCK, ANGELINE	\$ 105.72
40065	LAPRELL-ELLIOTT, MIRA	\$ 102.83
40066	MARTENSVILLE FIREFIGHTER ASSOCIATION	\$ 1,550.00
40067	NORTHERN FACTORY WORKWEAR	\$ 199.79
40068	PENNER, BREENA	\$ 830.55
40069	PRINCESS AUTO LTD	\$ 89.85
40070	QUIRING RYAN C/O ELITE PROPERTY MANAGEMENT	\$ 20.07
40071	SASKATOON CYLINDER EXCHANGE LTD	\$ 2,150.62
40072	SASKATOON FASTPRINT LP	\$ 1,508.93
40073	SHARE CANADA	\$ 9,173.85
40074	SHERWIN WILLIAMS - GENERAL PAINT	\$ 745.81
40075	TECHNICAL SAFETY AUTHORITY OF SASKATCHEWAN	\$ 527
40076	THE BOLT SUPPLY HOUSE LTD	\$ 35.38
40077	TR PETROLEUM MARTENSVILLE INC.	\$ 574.93
40078	TYSOWSKI, CHARLES AND TYSOWSKI, SANDA	\$ 30.98
40079	WATSON, MICHAEL	\$ 72.83
40080	WESCO DISTRIBUTION CANADA	\$ 2,104.54
40081	WHALEN, MICHELLE	\$ 373.75
40082	WHEATON	\$ 140.4
40083	WILLICK, TINA	\$ 8.5
40084	XEROX CANADA LTD.	\$ 2,747.92
40085	ZAKOSEK, SINISA AND ZAKOSEK, SUZANA	\$ 34.73
40086	AED ADVANTAGE SALES LTD	\$ 3,238.14
299	AIR LIQUIDE CANADA INC	\$ 615.38
365	ATS TRAFFIC SASKATCHEWAN	\$ 1,697.87
3315	CANADIAN TIRE STORE #912 HODGKINSON-KRISTOF INC	\$ 523.11
54	CATTERALL & WRIGHT	\$ 23,241.07
139	CLARK'S SUPPLY & SERVICE	\$ 351.31
3032	GREGG DISTRIBUTORS CO	\$ 2,745.71
184	LORAAS DISPOSAL SERVICES	\$ 63,577.48
195	MARTENSVILLE BUILDING & HOME SUPPLY	\$ 204.40
287	MEPP	\$ 23,727.26
2127	PINNACLE DISTRIBUTIONS INC	\$ 1,666.50
1912	RICOH CANADA INC	\$ 3,551.10
295	SASK WATER CORPORATION	\$ 201,358.25
1059	SASKATCHEWAN RESEARCH COUNCIL	\$ 184.29
443	SMITH, RUSSEL	\$ 150.95
3991	SUTHERLAND AUTOMOTIVE	\$ 29.33
3601	TR PETROLEUM LTD	\$ 1,509.86
118	UAP INC	\$ 305.56
348	WMCZ LAWYERS	\$ 494.73
2482	WOODROW, IAN	\$ 75.80
3011	MASTERCARD COLLABRIA	\$ 18.37
737	MASTERCARD COLLABRIA	\$ 2,243.61
294	PRAIRIE SPIRIT SCHOOL DIVISION NO. 206	\$ 146,698.67
254	RECEIVER GENERAL	\$ 45,049.67
293	SASKTEL	\$ 3,227.65
193	SASK ENERGY	\$ 13,928.76
PP#8	GENERAL GOVERNMENT	\$ 14,954.70
PP#8	PROTECTIVE SERVICES	\$ 29,501.39
PP#8	PLANNING & REGULATIONS	\$ 7,008.71
PP#8	RECREATION AND COMMUNITY SERVICE	\$ 29,161.68
PP#8	TRANSPORTATION	\$ 16,604.58
PP#8	WATER AND SEWER	\$ 9,944.19
PP#8	COUNCIL	\$ 0.00

EXPENDITURE GRAND TOTAL \$ 684,887.39

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EXPENDITURE GRAND TOTAL \$ 684,887.39

FORM 1  
(Section 3)

**LIST OF LANDS IN ARREARS  
CITY OF MARTENSVILLE  
PROVINCE OF SASKATCHEWAN**

List of lands with arrears of taxes as at March 31, 2020

Date: April 3, 2020

**(Section 3 (1) of The Tax Enforcement Act)**

DESCRIPTION OF PROPERTY				
Assessment Number	Lot/ Unit	Block	Plan	Total Arrears
484900350	10	100	102142617	\$ 117,099.89
484900360	12	100	102170911	\$ 1,106.58
484900370	13	100	102170911	\$ 6,467.25
485000450	5	15	77S01805	\$ 1,833.24
485001150	3	19	78S39107	\$ 9,507.02
485001550	8	19	78S39107	\$ 3,474.58
485003350	25	19	80S04334	\$ 1,372.74
485006150	8	23	80S04334	\$ 2,497.76
485009100	4	25	81S35252	\$ 1,734.05
485010580	8	26	01SA04571	\$ 3,632.18
485011725	12	1	02SA10181	\$ 1,683.83
485012450	1	3	69S26133	\$ 4,156.72
485012750	3	3	69S26133	\$ 1,625.62
485012800	4	3	102072080	\$ 2,622.18
485014050	13	301	01SA29287	\$ 25,288.40
485014850	43	29	101925299	\$ 4,011.78
485015200	49	29	101938338	\$ 3,914.78
485021550	34	34	101884754	\$ 5,310.67
485024600	16	16	88S18782	\$ 2,080.68
485028400	25	23	89S39654	\$ 4,349.24
485034650	3	29	95S36144	\$ 2,019.79
485037800	1	43	101847517	\$ 15,846.64
485038425	20	43	101925299	\$ 3,148.57
485038650	14	43	101916929	\$ 1,856.46
485038675	15	43	101916929	\$ 7,280.69
485040650	25	44	101999650	\$ 2,495.45
485040950	12	44	101927235	\$ 8,824.09
485042300	16	44	101916592	\$ 3,993.83
485043050	95	38	101897185	\$ 6,632.77
485048000	73	38	101875192	\$ 10,387.19
485048625	45	38	101852603	\$ 9,194.69
485049125	39	38	98SA22456	\$ 3,507.52
485049153	3		101310488	\$ 2,683.10
485049156	6		101310488	\$ 3,163.64
485049840	28	2	102151460	\$ 1,357.10
485052250	6	38	01SA29287	\$ 6,301.09
485055550	4	39	98SA24054	\$ 10,594.19

485056050	14	39	98SA24054	\$ 2,767.01
485056250	18	39	98SA24054	\$ 2,473.26
485056700	28	39	00SA00485	\$ 3,878.92
485100500	48	19	96S33143	\$ 3,525.12
485101750	73	19	101293477	\$ 2,196.00
485105300	3	33	97S41213	\$ 3,545.88
485105800	13	33	01SA13557	\$ 3,653.11
485105983	30	33	101869094	\$ 12,384.76
485106120	8	36	101869094	\$ 1,673.92
485110050	1	35	99SA35716	\$ 2,808.42
485110150	3	35	99SA35716	\$ 3,897.65
485115300	47	39	101414472	\$ 3,757.73
485116500	71	39	101896049	\$ 1,158.48
485117000	81	39	101896049	\$ 9,852.16
485119775	14	47	101923703	\$ 4,371.28
485131100	1	48	101829652	\$ 28,782.17
494900100	4	100	102093162	\$ 14,698.47
495000200	2	1	G928	\$ 4,064.98
495002250	7	2	101651723	\$ 7,636.45
495002550	6	2	G928	\$ 1,087.62
495004900	38	3	01SA26718	\$ 19,100.91
495005150	3	4	G928	\$ 5,399.24
495005300	8	5	G928	\$ 1,930.87
495006471	21		101848079	\$ 1,613.12
495006600	3	5	G928	\$ 11,308.59
495006815	15		87S27507	\$ 8,393.84
495007650	22	5	101651330	\$ 2,406.10
495008050	12	5	60S09633	\$ 1,034.78
495010150	13	6	77S04455	\$ 2,378.31
495018400	3	8	60S13885	\$ 1,045.69
495019650	11	8	78S39107	\$ 2,047.94
495020200	22	8	78S39107	\$ 3,276.49
495020350	25	8	78S39107	\$ 1,827.02
495020600	29	8	78S39107	\$ 13,437.87
495021250	3	9	60S09633	\$ 3,515.43
495024850	24	10	63S16928	\$ 5,206.33
495025550	5	10	61S12626	\$ 1,911.96
495026851	1		01SA03677	\$ 1,049.79
495027250	12	10	61S12626	\$ 1,944.94
495032200	7	17	61S12626	\$ 3,766.73
495032400	5	17	63S16928	\$ 1,432.66
495032500	4	17	63S16928	\$ 1,246.91
495032700	2	17	63S16928	\$ 4,968.42
495032800	1	17	63S16928	\$ 1,680.53
495102000	1	74	101982146	\$ 4,045.21
495103750	2	75	101982146	\$ 1,830.86
495103850	4	75	101982146	\$ 4,044.39
495104350	14	75	101982146	\$ 2,347.10
495200335	1	201	102152876	\$ 2,402.21

495200782	8		102315855	\$ 3,705.92
495200783	9		102315855	\$ 4,209.31
495200789	15		102315855	\$ 3,358.83
495201065	22	205	102170371	\$ 4,010.88
495201155	1	207	102170371	\$ 1,309.31
495201205	34	205	102170371	\$ 4,264.78
495201655	16	209	102202984	\$ 1,262.05
495201720	29	209	102202984	\$ 3,888.67
495201804	4		102260023	\$ 2,281.03
505000500	2	1	59S11361	\$ 1,352.57
505004800	30	1	78S34441	\$ 3,808.80
505006107	7		98SA07092	\$ 2,732.77
505006119	19		98SA07092	\$ 2,925.02
505006121	21		98SA07092	\$ 3,099.70
505006122	22		98SA07092	\$ 6,202.58
505006142	42		98SA07092	\$ 2,595.01
505006152	52		98SA07092	\$ 2,801.17
505007200	S	2	76S18618	\$ 3,330.01
505008300	B	2	76S18618	\$ 8,742.79
505009850	29	2	76S23901	\$ 6,946.93
505011650	22	2	60S06263	\$ 2,798.83
505011764	4		102209486	\$ 2,865.65
505011766	6		102209486	\$ 2,865.65
505011853	3		102209497	\$ 3,807.64
505011854	4		102209497	\$ 2,865.65
505011856	6		102209497	\$ 2,885.21
505012050	8	3	77S32410	\$ 2,472.96
505012600	20	3	79S06402	\$ 3,705.27
505014050	2	4	61S08605	\$ 3,773.15
505014500	16	4	67S00276	\$ 3,909.06
505016600	8	5	61S08605	\$ 2,611.16
505018400	35	5	76S18618	\$ 6,424.27
505018800	39	5	76S37173	\$ 2,992.18
505019050	37	5	76S20024	\$ 2,662.65
505019600	46	5	101650430	\$ 11,641.62
505023350	9	7	66S09677	\$ 6,569.03
505024600	8	8	67S00276	\$ 8,874.11
505029000	1	10	67S00276	\$ 3,115.32
505029800	9	10	67S00276	\$ 1,182.07
505031050	14	10	67S00276	\$ 2,614.32
505032800	22	11	79S48016	\$ 3,211.51
505039600	14	13	83S39977	\$ 3,893.84
505040700	22	13	83S39977	\$ 3,813.60
505043050	21	7	80S45295	\$ 1,333.50
505045000	2	7	70S20128	\$ 2,372.47
505047250	G	7	76S17044	\$ 12,713.12
505047400	F	7	76S17044	\$ 1,630.02
505047500	E	7	76S17044	\$ 3,032.35
505047600	C	7	64S13956	\$ 3,022.95



505048000	10	7	101650070	\$ 15,475.52
505049600	51	13	98SA19137	\$ 4,041.95
505051850	38	12	86S14977	\$ 7,735.19
505052050	1	14	86S14977	\$ 3,440.60
505052250	5	14	86S14977	\$ 6,040.55
505054050	63	11	87S11537	\$ 3,823.48
505056000	1	30	89S48178	\$ 17,490.13
505104800	18	31	96S46491	\$ 4,109.59
505107200	26	40	101898748	\$ 7,253.72
505107360	34	40	101933041	\$ 3,841.12
505109025	82	40	101955629	\$ 1,862.06
505109150	5	69	101958093	\$ 3,999.20
505109375	14	69	101958093	\$ 2,649.28
505110090	68	13	101898748	\$ 2,171.85
505110220	81	13	101901899	\$ 12,150.25
505110280	3	57	101901899	\$ 9,973.70
505111270	27		102048083	\$ 3,165.63
505113650	14	50	101877239	\$ 5,417.95
505115500	11	51	101877239	\$ 2,072.14
505119400	9	53	101898221	\$ 3,849.86
505120300	27	53	101898221	\$ 4,196.81
505121050	42	53	101898221	\$ 2,282.20
505150550	11		101918358	\$ 8,942.53
505172050	12	64	102047789	\$ 5,201.87
505172350	18	64	102047789	\$ 5,255.63
505174100	11	65	102047789	\$ 3,934.33
505174780	36	65	102158007	\$ 6,773.37
505174880	1	66	102158007	\$ 11,002.04
515000800	A		62S14111	\$ 15,352.63
515001100	3	60	101967824	\$ 7,916.51
515001250	6	60	101967824	\$ 3,989.06
515001700	15	60	101967824	\$ 7,394.04
515004800	76	11	101967824	\$ 13,482.09
515005050	81	11	101967824	\$ 7,086.09
515006700	113	11	101958284	\$ 8,029.34
515006750	114	11	101958284	\$ 2,750.33
515007500	129	11	101958284	\$ 2,108.46
515009150	88	13	101958284	\$ 6,249.29
515009250	90	13	101958284	\$ 4,293.81
515013300	69	60	101992057	\$ 7,377.02
515013550	3	61	101992057	\$ 1,979.78
515013800	8	61	101992057	\$ 2,078.58
515014350	19	61	101992057	\$ 11,471.26
515014700	26	61	101992057	\$ 3,600.98
515014750	27	61	101992057	\$ 1,508.79
515018000	6	30	101967824	\$ 6,053.37
515019037	37		101977982	\$ 1,793.50
515019052	52		101977982	\$ 5,602.06
515020123	23		102148613	\$ 4,795.33

515020124	24		102148613	\$ 4,795.33
515020131	31		102148613	\$ 5,196.60
515020162	62		102148613	\$ 2,000.38
515020190	90		102148613	\$ 4,618.71
515024400	29	70	101958284	\$ 4,956.92
515025850	58	70	102030848	\$ 8,839.83
515113150	14	63	101937630	\$ 1,091.16
515113600	23	63	102089460	\$ 4,006.09
515113800	27	63	102089460	\$ 14,415.10
515117300	26	57	102048791	\$ 2,156.61
515120050	60	70	101987512	\$ 1,388.16
515120150	62	70	101987512	\$ 2,500.05
515120550	70	70	101987512	\$ 2,654.17
515120990	80	70	101987512	\$ 3,285.46
515121300	7	71	102048791	\$ 1,954.64
515121700	15	71	102048791	\$ 2,807.16
515124750	100	70	102006582	\$ 4,173.40
515126550	35	72	102040052	\$ 11,838.56
515127050	45	72	102040052	\$ 3,303.40
515128000	17	73	102040052	\$ 1,655.14
515128300	23	73	102040052	\$ 3,177.41
515128350	24	73	102040052	\$ 3,319.73
515128500	27	73	102040052	\$ 3,472.56

Submitted to the Head of Council,  
this \_\_\_\_\_ day of \_\_\_\_\_, 2020

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Treasurer



**POLICY AND PROCEDURE**  
**NAME: REMOTE WORK**

**CITY OF MARTENSVILLE**  
**NUMBER: 108/20**

**1. PURPOSE**

1.1 The purpose of this policy is to enable effective implementation of Remote Work arrangements within the City of Martinsville where the employer determines them to be practicable. Each Remote Work arrangement must be operationally feasible maintaining service, productivity and safety, and must not generate additional costs.

**2. SCOPE**

2.1 The City of Martinsville has adopted this policy to ensure that all approved work from home agreements are honoured by providing staff members with appropriate compensation for their efforts. The City recognizes working from home as an option that may meet a variety of interests including, but not limited to, enhancing employee productivity and satisfaction, reducing commute trips and addressing office space restrictions. The City recognizes that some roles and individuals will benefit either more or less from working from home. Remote Work is not a universal privilege and will be arranged on a case-by-case basis between individual employees and their respective department head and is subject to approval by the City Manager.

**3. DEFINITIONS**

3.1 **Remote Work / Work from Home** – refers to a flexible work arrangement whereby employees have approval to carry out some or a portion of their work duties from a remote or home location.

3.2 **Official Workplace** – refers to the location where the employee would normally work if there was no Remote Work.

3.3 **Remote Workplace** – is the alternate work location; the place where the employee and the employer have mutually agreed that the Remote Work will occur.

3.4 **Remote Work** – is the regular performance of work by an employee from a Remote Workplace. Work produced by the employee while working from home remains the property of the City.

**4. GUIDELINES**

4.1 Performance expectations and the parameters of the Remote Work arrangement must be explicitly defined. Remote Work does not alter or supersede terms of the existing employment relationship, including the Collective Agreement where applicable. The employee remains



**POLICY AND PROCEDURE**

**NAME: REMOTE WORK**

**CITY OF MARTENSVILLE**

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obligated to comply with all City rules, policies, practices and instructions that would apply if the employee were working at their Official Workplace.

- 4.2 The City of Martensville recognizes that working from home is not appropriate for all employees or roles, nor is it an obligation, entitlement or right.
- 4.3 Remote Work shall not affect or conflict with any relevant legislation, procedures or policies of the City of Martensville or provisions of the Collective Agreement.

**5. CONSIDERATIONS**

**5.1 Hours of Work:**

- a) Work hours, compensation and leave scheduling while Remote Working continue to conform to applicable Human Resource policies and/or Collective Agreement.
- b) Requests to work overtime or use leave entitlements must be approved by the employee's supervisor in the same manner as when working at the Official Workplace.

**5.2 Permission to Remote Work:**

- a) Permission to Remote Work is subject to prior approval and ongoing review by the employee's Department Head. All requests are subject to approval by the City Manager.
- b) Remote Work is designed to meet business and productivity goals; use of Remote Work will not be allowed to undermine this process.
- c) Remote Work arrangements should be reviewed informally on an on-going basis and formally at least on a quarterly basis, with documentation maintained on the employee's official personnel file.

**5.3 Remote Work Arrangement Letter:**

- a) A Remote Work Arrangement Letter, signed by the employee and the Department Head, shall be kept on the employee's official personnel file.
- b) At minimum, the Letter will be from the Department Head to the employee outlining the Remote Work arrangements and shall include the following:
  - i. Duration of the arrangement
  - ii. Specific notice requirements by which either part may terminate the arrangement



**POLICY AND PROCEDURE**

**NAME: REMOTE WORK**

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- iii. The specific hours/days the employee will Remote Work
- iv. The Remote Work location
- v. Work Objectives
- vi. Expected results and how they will be measured
- vii. Issues of liability (personal, equipment, safety and health)
- viii. Responsibilities for costs associated with Remote Work (e.g. utilities and insurance)

**5.4 Performance Management:**

- a) No meetings or personal contact with citizens, clients or stakeholders shall occur at the Remote Workplace.
- b) The employee agrees to stay current on department and work team events and facilitate communication with clients and co-workers who may be affected by the employee's Remote Work arrangement.
- c) The employee agrees to keep their supervisor informed of progress on assignments worked on at the Remote Workplace and any problems encountered while working from home.
- d) The employee agrees to structure their time to ensure attendance at required meetings as designated by the supervisor. The supervisor agrees to facilitate communication within the work team.

**5.5. Confidentiality:**

- a) The employee must hold in strict confidence and safeguard all information of a confidential nature acquired in the course of their employment with the City, including that which pertains to a Remote Working arrangement.

**5.6. Equipment, Equipment Insurance and Office Supplies:**

- a) The employee must ensure the Remote Workplace is adequately equipped and maintained from a health and safety point of view, ensuring dedicated space for use during completion of Remote Work and the Remote Workplace is kept in a professional and safe condition.
- b) The employee is to ensure connectivity to City I.T. and network services from locations outside of City facilities. The City will not provide support for connectivity outside of City facilities. The City will only provide support for City owned devices.
- c) The employee accepts responsibility for any additional insurance, heat or electrical costs that are required to maintain the Remote Workplace.



**POLICY AND PROCEDURE**

**NAME: REMOTE WORK**

**CITY OF MARTENSVILLE**

**NUMBER: 108/20**

- d) City owned resources may only be used for City business. The employee is responsible at all times for ensuring the appropriate use of all City property.
- e) The employee agrees to take reasonable steps to protect City property from theft, damage or misuse. Depending on circumstances the employee may be responsible for damage to, or loss of, City property.
- f) When the employee uses personal equipment, software, data, supplies and furniture the employee is responsible for maintenance and repair of these items unless other arrangements have been made in advance and in writing with the Department Head. The City assumes no responsibility for any damage to, wear of, or loss of the employee's personal property.
- g) The employee agrees to return, in good working order and in a timely fashion, all City-owned items used at the Remote Workplace upon request or if the Remote Work agreement is discontinued for any reason.
- h) Required office supplies should be readily available to the Remote Worker. Remote Workers are to have access to the same tools of the trade as do employees at the Official Workplace.
- i) Each Remote Work arrangement is unique; needs and requirements will vary. Department Heads will analyze Remote Work arrangements on a case-by-case basis and individual needs and requirements will be considered and determined by the City.

COUNCIL ADOPTING RESOLUTION:




## Request for Decision

Date: April 9, 2020

<b>Topic:</b>	<b>2020 Sask Lotteries Grant Funding Allocation</b>
<b>Background:</b>	<p>Sask Lotteries Trust Funding comes directly from proceeds from lottery ticket sales. The funding is based on a per capita formula using the population of Martensville and an allocation from the RM of Corman Park. The 2020-21 funding is:</p> <p style="margin-left: 40px;">Martensville @ \$6.92 x 9,645 pop = \$66,743.00  RM of Corman Park allocation        <u>\$7,500.00</u>  Total    \$74,243.00</p> <p>After the local funding requests are received a proposed funding list is prepared indicating all the requests, brief explanation of their request and grant amount requested. The proposed funding allocation is based on the organization’s project, what benefits it provides to the organization and community, the number of people served and whether it meets the criteria as established by the Sask Lotteries Trust Fund.</p> <p>A portion of funding is allocated to target populations as per Sask Lotteries guidelines.</p> <p>The funding must be utilized during the period April 1, 2020 – March 31, 2021. Upon completion of the project, groups are required to complete follow up reports, including receipts for eligible expenditures, for submission to Sask Lotteries.</p> <p>Given the unique situation created by Covid-19, administration will work closely with groups to ensure the funding is utilized within the grant period. If projects can’t be completed within the period, funding will be re-allocated accordingly.</p>
<b>Public Hearing Summary:</b>	
<b>Proposed By:</b>	Director Recreation and Community Services
<b>Correlation to Business: (Strategic Plan)</b>	
<b>Benefits:</b>	Distributes funding to a wide variety of local sport, recreation, culture and service groups to enhance their organizations and the quality of programming they are able to provide to the community.
<b>Disadvantages:</b>	None



## Request for Decision

<b>Alternatives:</b>	Re-allocate the available funding to applicants, if Council deems the proposed allocation requires adjustment.		
<b>Finance/Budget Implications:</b>	No implications to the City budget as all funds are received from the Sask Lotteries Trust Fund. Some funding is allocated directly to City programs.		
<b>Operating Costs:</b>	-0-	<b>Capital Costs:</b>	0
<b>Budget Available:</b>		<b>Source of Funds:</b>	
<b>Budget Cost:</b>		<b>Under budgeted Cost:</b>	
<b>Communication Strategy:</b>	All recipients of the grant program are informed by letter of the funding allocation awarded to their organization.		
<b>Recommendations:</b>	That Council approve the 2020 Sask Lotteries funding allocation proposal as attached.		
<b>Report Writer:</b>	Ted Schaeffer	<b>City Manager:</b>	
<b>Position:</b>	Director Recreation Community Services		



## 2020/2021 Sask Lottery Applications

Total Allocation for 2020 - \$74,243 / Total Targetted Amount - \$22,273

### Targeted

Group	Project	2020 Allocation	Proposed Expenses	Requested	2019 Allocation	2018 Allocation	Contact	Phone #
New Horizons Centre	Trips, activities, entertainment, supplies	\$ 10,000.00	\$ 12,000.00	\$ 12,000.00	\$ 9,000.00	\$ 8,000.00	Chris Bunnah	306-361-6777
Martensville Info. & Visitor Centre	Canada Day Celebrations	\$ 3,000.00	\$ 18,019.86	\$ 10,000.00	\$ 5,200.00	\$ 5,200.00	Kristee-Lynn Adrian	306-242-0362
Martensville Historical Centre	Day to day operations	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 4,000.00	\$ 1,500.00	Terri Hetterly	306-249-1917
Prairie Heat Ladies Fastball	Rental Fees and Equipment	\$ 500.00	\$ 712.63	\$ 712.63	\$ 500.00	\$ 500.00	Marlin Johnson	306-291-7254
Buster Days	Entertainment	\$ 4,000.00	\$ 6,000.00	\$ 6,000.00	\$ 3,000.00	\$ 1,000.00	Ev Ottenbreit	306-931-9273
Girl Guides	Camp	\$ 2,000.00	\$ 2,500.00	\$ 2,500.00	\$ 1,500.00	\$ 500.00	Seanna Neufeld	306-290-5897
Martensville Library	Reading Program supplies, advertising,	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	Marla Skomar	306-956-7311
High School - Girls Soccer	Travel, referees, paint	\$ 500.00	\$ 1,400.00	\$ 500.00	\$ 300.00	\$ 300.00	Breanne Cooper	306-931-2230
High School - Girls Basketball	Equipment, Officials, Travel	\$ 100.00	\$ 689.00	\$ 100.00			Delle Muench	306-931-2230
High School - Girls on the Move	Activities, travel	\$ 1,000.00	\$ 1,750.00	\$ 1,000.00	\$ 1,000.00	\$ 500.00	Breanne Cooper	306-931-2230
MAP Equipment	Equipment	\$ 3,243.00			\$ 3,043.00		Angie Reddekopp	306-683-5577
<b>Subtotal</b>		<b>\$ 26,843.00</b>	<b>\$ 27,551.63</b>	<b>\$ 35,312.63</b>	<b>\$ 28,543.00</b>	<b>\$ 18,500.00</b>		

### Schools

Group	Project	2020 Allocation	Proposed Expenses	Requested	2019 Allocation	2018 Allocation	Contact	Phone #
Venture Heights School	Triple Jump	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	Ron Biberdorf	306-934-2185
High School - Gender & Sexuality Alliance	Resources, travel, supplues	\$ 400.00	\$ 600.00	\$ 400.00	\$ 400.00		Kate McKinnon	306-931-2230
High School - Boys Soccer	Travel, Refing, Paint	\$ 400.00	\$ 400.00	\$ 400.00	\$ 300.00		Kate McKinnon	306-931-2230
High School - Outdoor Classroom	Seating, Plant, Labour, Gravel, Rock		\$ 12,000.00	\$ 12,000.00			Teresa Koop-Hunter	306-931-2230
High School - Football	Equipment, Officials, Travel	\$ 1,500.00	\$ 11,500.00	\$ 11,500.00	\$ 1,000.00	\$ 1,000.00	Teresa Koop-Hunter	306-931-2230
High School - Weightroom	Eliptical, Treadmill, Equipment	\$ 1,500.00	\$ 3,200.00	\$ 1,500.00			Teresa Koop-Hunter	306-931-2230
Valley Manor School	Soccer Goals				\$ 2,000.00	\$ 2,000.00	Michael Cox	306-931-2233
<b>Subtotal</b>		<b>\$ 5,800.00</b>	<b>\$ 15,000.00</b>	<b>\$ 14,800.00</b>	<b>\$ 2,700.00</b>	<b>\$ 2,000.00</b>		

## Service Groups

Group	Project	2020 Allocation	Proposed Expenses	Requested	2019 Allocation	2018 Allocation	Contact	Phone #
Martensville Maddogs Football	Equipment, travel, physio, lining	\$ 5,000.00	\$ 15,200.00	\$ 15,200.00	\$ 4,500.00	\$ 1,500.00	Barb Galambos	306-270-2679
Skate Martensville	Program Incentives, development, supplies, enhancement	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,000.00	\$ 5,000.00	Shelley Kobelsky	306-382-4070
Martensville Minor Hockey Association	Training, rentals, equipment	\$ 5,000.00	\$ 24,500.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	Trevor Hanley	306-291-0579
MCRP - Tuff Run	Advertising, DJ, Supplies, Advertising	\$ 500.00	\$ 3,600.00	\$ 500.00	\$ 500.00	\$ 500.00	Geoff Baker	306-380-9792
MCRP - Road Hockey	Fencing, Equipment	\$ 850.00	\$ 850.00	\$ 850.00	\$ 500.00	\$ 500.00	Jordan Hamilton	306-222-9058
Martensville Amateur Softball Association	Equipment, Rentals, Coaches	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,500.00	Mike Thomas	306-229-4160
Sask Five Giants	Equipment, hitting nets	\$ 5,000.00	\$ 9,000.00	\$ 5,000.00	\$ 5,000.00	\$ 4,500.00	Joey Vanneste	306-371-7593
Slo-Pitch	Equipment	\$ 1,750.00	\$ 1,750.00	\$ 1,750.00	\$ 1,000.00	\$ 500.00	Kim Eckes	306-292-9462
Martensville Minor Soccer	Field Equipment, Paint, Nets	\$ 5,000.00	\$ 5,525.00	\$ 5,500.00	\$ 5,000.00	\$ 5,000.00	Jaimie Doell	306-317-7305
Martensville Curling Club	Ice rental, instructors	\$ 4,000.00	\$ 4,800.00	\$ 4,000.00	\$ 4,000.00	\$ 2,000.00	Crystal Laberge-Sich	306-221-8045
RockyRidge Model Railroad	Travel cost to the put on shows	\$ 500.00	\$ 2,120.00	\$ 500.00	\$ 500.00	\$ 500.00	Ron Begalke	306-270-1420
574 Dakota RCACS	Rent, AGM, Activities	\$ 5,000.00	\$ 40,000.00	\$ 5,500.00	\$ 4,000.00	\$ 3,000.00	Gary Cromwell	306-280-9819
Sask Valley Riding Club	Clinicians, Rentals	\$ 1,000.00	\$ 3,500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00	Heather Warnock	306-361-5435
Prairie Valley Scouts	Equipment, Rent	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	Rita Harrison	306-384-2032
Minor Basketball	Equipment, Gym rental				\$ 1,500.00	\$ 1,500.00	Tracey Johnson	306-361-8549
<b>Subtotal</b>		<b>\$ 41,600.00</b>	<b>\$ 118,845.00</b>	<b>\$ 52,800.00</b>	<b>\$ 38,500.00</b>	<b>\$ 34,500.00</b>		

### Other 2018 Allocations

Community Play Space Borads	\$ 10,000.00
Defibulator	\$ 2,203.00
Neighborhood Watch	\$ 1,000.00
High School Weight Room	\$ 500.00
High School Outdoor Lcub	\$ 500.00
<b>Totals</b>	<b>\$ 74,243.00 \$ 218,648.26 \$ 166,025.26 \$ 69,743.00 \$ 69,203.00</b>