

***Town of Wadena Committee of the Whole***

# **Agenda**

February 22, 2021 6:00 p.m.

Wadena Community Legion Hall, 254 Main St N, Wadena SK

**1. Call To Order**

**2. Delegations/Public Hearing**

2.I. *Delegation - J. Christianson*

Documents:

[2021.02.11 DELEGATION - J. CHRISTIANSON.PDF](#)

**3. Administration Reports**

3.I. CAO

3.I.i. Human Resources Definitions Policy Draft

Documents:

[2021.02.12 HUMAN RESOURCES DEFINITIONS POLICY DRAFT.PDF](#)

3.I.ii. Human Resources Performance Evaluation Policy Draft

Documents:

[2021.02.12 PERFORMANCE EVALUATION POLICY DRAFT.PDF](#)

3.II. *Administration*

3.II.i. Frozen Utility Service Policy Draft

Documents:

[2021.02.09 FROZEN UTILITY SERVICES POLICY DRAFT.PDF](#)

**4. Council Members Round Table Discussion**

4.I. *2021 SUMA Resolutions*

Documents:

[2021.02.12 2021 SUMA RESOLUTIONS FOLLOW UP.PDF](#)

4.II. *Public Garbage Receptacles*

Documents:

[2021.02.12 PUBLIC GARBAGE RECEPTACLES.PDF](#)

**5. In Camera Items**

## 6. Adjourn



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**TO:** Committee of the Whole

**FROM:** Jennifer Taylor, Chief Administrative Officer

**DATE:** February 11, 2021

**RE:** **Delegation: J. Christianson**

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Mr. Jody Christianson has requested to address committee of the whole to provide an overview of what the Central Regional Landfill WMA was working on while he was the Town's representative, including the landfill, landfill fees, landfill levies and Greenland Waste.



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**TO:** Committee of the Whole

**FROM:** Jennifer Taylor, Chief Administrative Officer

**DATE:** February 12, 2021

**RE:** **Human Resources Policy Draft – Definitions**

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**ISSUE:**

Administration is preparing a draft human resource manual and is presenting the definitions policy (attached).

**BACKGROUND:**

Much of the Town's existing human resource policies are out of date and do not follow current practice, and in some cases, necessary policies are non-existent. The Operational Review conducted by HMC Management in 2019 recommended updating and adding several policies and drafting of these policies is part of HMC's service agreement. Administration is working with HMC Management to develop a complete Human Resources Policy Manual for the Town. The manual is designed as individual policies for ease of review, approval and modification in the future. Specific policies will be brought forward as timing and priority presents.

The Human Resources Definitions Policy was initially presented to Committee of the Whole on February 1, 2021 where the item was tabled to the next committee meeting.

**ALTERNATIVES:**

1. Committee of the Whole can recommend approval of HR-D01 Definitions Policy Draft as presented.
2. Committee of the Whole can provide feedback and direct changes to the draft Policy HR-D01.

**FINANCIAL IMPLICATIONS:**

There are no financial implications.

**ADMINISTRATIVE RECOMMENDATION(S):**

Administration would like feedback and direction on the draft policy.

"THAT HR-D01 Definitions Policy be adopted as presented."

**ATTACHMENT:**

HR-D01 Definitions Policy Draft

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## Definitions



<b>POLICY NAME:</b> Definitions		<b>LAST UPDATED:</b> XXX XX, 2020	
		<b>SUPERSEDES POLICY:</b> Not applicable	
<b>POLICY AREA:</b> Human Resources HR	<b>POLICY NUMBER:</b> HR-D01	<b>APPROVAL DATE:</b> XXX XX, 2020	<b>PAGE:</b> 3 of 93

### DEFINITIONS

1. "Chief Administrative Officer" or CAO means that person that reports directly to Council and is accountable for the overall operational requirements and financial management of the Town.
2. "Department" means a specialized area or division of the Town of Wadena.
3. "Division" means a specialized function area of the Town of Wadena.
4. "EDO" means Earned Day Off.
5. "Employee" means and person employed by the Town of Wadena.
6. "Family Day" means the third Monday in February of each year.
7. "HR" means Human Resources and further means the position of CAO.
8. "Immediate Family" is the employee's: spouse, common law spouse, son, son-in-law, daughter, daughter-in-law, father, father-in-law, mother, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandchildren and grandparents.
9. "MA" mean *The Municipalities Act*.
10. "Manager" means that person that reports directly to the CAO and is accountable for the operational requirements of a specific Department.
11. "OOS" means out of scope of the Collective Agreement between the Town of Wadena and the Canadian Union of Public Employees Local 4335.
12. "Saskatchewan Day" means the first Monday in August of each year.
13. "Smoking" means burning a cigarette or cigar, or burning any substance using a pipe, hookah pipe, lighted smoking device or electronic smoking device or any similar device in the opinion of the CAO.

14. "SUMA" means the Saskatchewan Urban Municipalities Association operating as Municipalities of Saskatchewan.
15. "Temporary or Casual Employees" means an employment situation where an employee is expected to remain in a position only for a certain period of time. Temporary workers may also be referred to as seasonal, casual or temps.
16. "TIL" means Time In Lieu



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**TO:** Committee of the Whole

**FROM:** Jennifer Taylor, Chief Administrative Officer

**DATE:** February 12, 2021

**RE:** **Performance Evaluation Policy Draft**

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**ISSUE:**

Administration is preparing a draft human resource manual and is presenting the performance evaluation policy (attached).

**BACKGROUND:**

Annual performance reviews are conducted for employees. The Operational Review conducted by HMC Management in 2019 recommended updating and adding several policies and drafting of these policies is part of HMC's service agreement.

**ALTERNATIVES:**

- 1) Committee of the Whole can recommend approval of Policy No. HR-EC08 to Council.
- 2) Committee of the Whole can provide feedback and direct changes to the draft Policy No. HR-EC08.

**FINANCIAL IMPLICATIONS:**

There are no financial implications.

**ANALYSIS:**

The CAO job description specifies that the CAO directs, supervises, and reviews the performance of all employees of the Town along with managing the human resources function in accordance with Council policy.

Annual performance reviews of all Level 2 and Level 3 staff were completed in January 2021. The evaluation process involves a self-assessment completed by the staff member and a performance review based on the specific job description of the position completed by the manager. The self-assessment provides an opportunity to review the job description and note any significant changes to ensure that job descriptions are updated as positions evolve. This also provides an opportunity to address challenges and find solutions to improve operations and job satisfaction. Each staff member and their manager also work together to set performance and development goals for the upcoming year. Performance goals are typically project or operational goals, and development goals are typically training related. These goals assist in preparation of the budget, are monitored with the employee throughout the year and adjusted annually at performance review time.

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The Town does not have a performance management policy, as referenced in the CAO job description. A Performance Evaluation Policy has been drafted to provide a structure, format and process to evaluate staff, including providing a standard template to assist Council with consistent evaluation of the CAO.

The draft policy also ties performance to salary increases for out-of-scope staff which is suggested to be implemented in 2022 after one year applying the performance evaluation policy. A performance rating of 75% is suggested, as well as 3 paid days off for employees that have reached the top of their salary grid.

Administration is drafting a complete Human Resources Manual which will be brought forward as individual policies making up the manual. This policy is part of the HR Manual.

**ADMINISTRATIVE RECOMMENDATION(S):**

That Committee of the Whole provide feedback to Administration on the draft policy.

“THAT Policy No. HR-EC08 be adopted as presented.”

**ATTACHMENT:**

Draft Policy No. HR-EC08 Performance Evaluation



<b>POLICY NAME:</b> Performance Evaluation Employee Code of Conduct		<b>LAST UPDATED:</b> XXX XX, 2021	
		<b>SUPERSEDES POLICY:</b> Not applicable	
<b>POLICY AREA:</b> Human Resources HR	<b>POLICY NUMBER:</b> HR-EC08	<b>APPROVAL DATE:</b> XXX XX, 2021	<b>PAGE:</b> 1 of 7

## PURPOSE

Council believes that its employees are its most valuable resource essential for the effective and efficient operations of the Town and for the provision of services to its residents. Council further believes that there is a need to ensure that staff is well trained, knowledgeable about their work and effective in the performance of their duties and that all employees are entitled to give and receive regular feedback concerning their performance, related training needs, career goals and organizational goals.

The Town also recognizes that very good performance should be rewarded. To that end, the purposes of this Policy are:

1. To provide a structure, format and process by which staff are evaluated;
2. To provide the basis for staff to move to the next step in their salary grid; and
3. To ensure accountability for work done at all levels.

## SCOPE

This policy applies to all departments.

## POLICY

1. All full-time employees shall undergo a formal review of their performance at least once in the calendar year. Reviews will also be conducted before termination of employment.
2. New employees shall have their performance reviewed:
  - at the mid-term of their probation period; and
  - prior to taking the employee off probation.
3. The overall performance review process includes:
  - A review and update of the current years job description that outlines primary duties to ensure they are correct.
  - Clarification of duties, responsibilities and expectations for each position.
  - For Management staff, identifying major goals for the ensuing 12-month period.
  - Ongoing performance monitoring and feedback.
  - Annual performance appraisal.
  - Determination of rewards if applicable.
4. For out-of-scope employees, a performance evaluation that attains the minimum percentage requirement (75% as identified in Appendix A) shall be the basis for advancing the employee to the next salary grid step pay increment if the employee is still eligible for such an increment or if the top of their salary grid, paid days off.

## **OTHER**

1. The Mayor and Council shall evaluate the performance of the Chief Administrative Officer (CAO) and in accordance with the CAO Performance Review Template (Appendix B).
2. The performance evaluation of a Manager shall be conducted by the CAO.
3. Performance evaluation of employees in a Department shall be conducted by the Head of the Department.
4. Those conducting the performance evaluation of a particular employee shall meet in person with the employee for the purpose of reviewing and evaluating the employee's performance. In the case of the CAO, this could involve all of Council or the Mayor if so desired by the majority of Council.
5. All performance reviews shall be completed by the evaluators and reviewed by staff by no later than January 15<sup>th</sup> of any year.
6. A written evaluation, duly signed by the evaluator, shall be provided to the employee who shall have the right to make written comments on the form about any aspect of the evaluation.
7. The employee shall sign the form to confirm that the report was discussed with the employee and that the employee has read it and is aware of and understands the contents. The report shall be dated.
8. If an employee refuses to read the performance evaluation report, the evaluator shall read the report to the employee and note that this was done.
9. If an employee refuses to sign the report, the evaluator shall so note on the report.
10. A copy of the duly signed performance evaluation report shall be provided to the employee at the conclusion of the evaluation.
11. A copy of the employee's performance evaluation report shall be placed in the employee's confidential personnel file.
12. A consolidated report to Council shall be submitted upon completion of all employee performance evaluations by the CAO.
13. An employee may appeal the performance evaluation, in writing, to the CAO who shall meet with the employee and evaluator and render a decision within five (5) working days of the receipt of the appeal.
14. In the case of the CAO being dissatisfied with their evaluation, the decision of Council is final with no appeal.
15. This policy shall be reviewed after every fourth year in unison with reviewing the salary grid.

## **APPENDIX A**

### **Criteria for Assessing Out-of-Scope Employee Rewards (after year 1 of policy implementation)**

#### **For Employees who have not reached the top of their salary grid.**

- 1) There shall be three (3) elements that will be considered to determine if an employee shall be recommended to move to the next step in their salary grid:
  - a) Review and rating of the primary duties of the employee as identified in their job description to determine if the employee is meeting the minimum requirements of the position. Employees must “meet the requirements” for all primary duties identified on their job description in order to be considered for salary grid movement.
  - b) Review of the areas of improvement and requirements from the previous year’s performance review to determine if improvement has been made in some or all areas identified and agreed to with the employee (50%);
  - c) Evaluator’s written judgment with respect to the overall performance of the employee considering intangible elements of performance such as employee attitude, work ethic, punctuality, and any other related factor the Evaluator deems appropriate (50%).
- 2) In order for an employee to be eligible to be placed in the next step of their salary grid for the next calendar year, they shall be required to achieve an overall performance rating of at least 75% as determined by the cumulative total of 1(b) and 1(c) elements identified above.
- 3) For the first calendar year that this policy is in effect, only elements 1(a) and 1(c) shall be considered. For the first-year element 1(c) shall have a score of 100%. You must “meet the requirements” for all primary duties and attain a rating of 75% total in order to move to the next step of the salary grid.

#### **For Employees who have reached the top of their salary grid.**

- 1) Employees who have reached the top of their grid and have performed to a higher level shall be eligible for up to 3 paid days off for the ensuing calendar year. These days off shall not be considered vacation and may not be carried over from year to year.

#### **Changes in Salary**

Changes to base salaries for current employees can take three forms:

1. An annual Cost of Living adjustment to be implemented on January 1st each year;
2. Employee achievement of personal performance objectives; or
3. Changes in position or promotions.

#### **Annual Cost of Living Adjustment**

The employee’s salary range should be adjusted annually on January 1st each year based on Consumer Price Index for Saskatchewan as at December of the preceding year. The CAO will review the salary ranges every four years and make recommendations to the elected Council regarding overall salary budget adjustments required based on market comparisons.

#### **Changes in Responsibility or Promotions**

Where a position has been changed to include additional responsibilities or where there is a business or operational need to support a higher-level position and an employee has demonstrated the necessary competencies and the potential for growth into that new position, a position evaluation or promotion may occur.

In this case, salary would be reviewed and adjusted as deemed appropriate by the CAO and job description and grid will be drafted or amended as required.

### Evaluation Rating Table Example – Year 2

Element 1 (a)	“Meets the requirements” for all primary duties.		Yes	
Element 1 (b)	TOTAL Max 50%			
1	Improvement 1	Yes	10%	
2	Improvement 2	Yes	10%	
3	Improvement 3	Yes	10%	
4	Improvement 4	Yes	10%	
5	Improvement 5	No	0%	
				4/5=40%
Element 1 (c)	TOTAL Max 50%			
Example 1	Attitude	Yes	10%	
Example 2	Work Ethic	Yes	10%	
Example 3	Punctuality	Yes	10%	
Example 4	Working with coworkers.	Yes	10%	
Example 5	Public Relations	No	0%	
Example 6	Flexibility	Yes	10%	
Example 7	Good communication skills	Yes	10%	
Example 8	Judgement	No	0%	
Example 9	Initiative	Yes	10%	
Example 10	Delegation (management)	N/A		7/9=77%/2=39%
Total				79%
				Move to next step.

## Appendix B - Probationary and Annual Review Form CAO

### EMPLOYEE INFORMATION

Name of Employee Being Reviewed: \_\_\_\_\_

Name of Person Performing the Review: \_\_\_\_\_

Date of Review: \_\_\_\_\_ Review Period: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

### REVIEW GUIDELINES

Areas that are deemed to not meet requirements should contain specific examples of where the performance was such so that appropriate corrective actions can be identified and followed up on by the next performance rating period.

While generally this performance evaluation should be based on performance, and not personality, it should be recognized that personality characteristics cannot be divorced from performance. Personality will dictate to a great extent how other individuals interact with the position, and to a great extent will reflect on the ultimate performance of the organization.

### EVALUATION

Area	Meets Requirements	Does Not Meet Requirements
Demonstrates required job skills and knowledge	<input type="checkbox"/>	<input type="checkbox"/>
Comment	<input type="text"/>	
Provides professional leadership and direction to Council	<input type="checkbox"/>	<input type="checkbox"/>
Comment	<input type="text"/>	
Uses resources available in an effective manner	<input type="checkbox"/>	<input type="checkbox"/>
Comment	<input type="text"/>	
Responds effectively to assigned responsibilities	<input type="checkbox"/>	<input type="checkbox"/>
Comment	<input type="text"/>	
Approachable to Council and responds well to directions	<input type="checkbox"/>	<input type="checkbox"/>
Comment	<input type="text"/>	
Effectively directs and supervises the performance of all employees in accordance with Municipal policy	<input type="checkbox"/>	<input type="checkbox"/>
Comment	<input type="text"/>	
Takes responsibility for actions	<input type="checkbox"/>	<input type="checkbox"/>
Comment	<input type="text"/>	
Honours commitments	<input type="checkbox"/>	<input type="checkbox"/>

Comment		
Demonstrates effective problem-solving skills	<input type="checkbox"/>	<input type="checkbox"/>
Comment		
Generates creative ideas and solutions	<input type="checkbox"/>	<input type="checkbox"/>
Comment		
Meets challenges head on	<input type="checkbox"/>	<input type="checkbox"/>
Comment		
Sound decision making ability	<input type="checkbox"/>	<input type="checkbox"/>
Comment		
Offers quality advice to Council	<input type="checkbox"/>	<input type="checkbox"/>
Comment		
Compliance with policies	<input type="checkbox"/>	<input type="checkbox"/>
Comment		
Is organized and ensures assigned work gets done	<input type="checkbox"/>	<input type="checkbox"/>
Comment		
Effectively communicates with all of Council	<input type="checkbox"/>	<input type="checkbox"/>
Comment		
Identified and develops policy where required	<input type="checkbox"/>	<input type="checkbox"/>
Comment		
Works well with staff and contractors	<input type="checkbox"/>	<input type="checkbox"/>
Comment		
Sets good example for staff	<input type="checkbox"/>	<input type="checkbox"/>
Comment		
Established a positive relationship with community members	<input type="checkbox"/>	<input type="checkbox"/>

Comment

Report writing skills

☐☐

Comment

Technical requirements of the position

☐☐

Comment

Budget management & control

☐☐

Comment

Additional Comments:



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**TO:** Committee of the Whole

**FROM:** Jennifer Taylor, Chief Administrative Officer  
Alyshia Neuman, Manager of Works and Operations  
Lovely Magnaye, Manager of Finance

**DATE:** February 9, 2021

**RE:** **Frozen Utility Services Policy Draft**

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**ISSUE:**

A draft policy has been developed to provide guidance for Administration regarding frozen utility services during the winter months.

**BACKGROUND:**

Section 11 of Bylaw No. 05-18 states that where the Town deems it fiscally or structurally appropriate, the Town of Wadena may install a drip line or running water to reduce the likelihood of lines freezing. Section 12 of the Bylaw provides that from the time that the drip line or running water has been turned on until it is turned off the account will be billed the minimum billing or the average of the two billing periods whichever is more.

**ALTERNATIVES:**

- 1) Committee of the Whole can recommend approval of Policy No. U-003.
- 2) Committee of the Whole can provide feedback and direct changes to the draft policy No. U-003.

**FINANCIAL IMPLICATIONS:**

The dripline program does have financial implications. There are costs associated with producing treated water which essentially runs directly to waste, staff time to implement the program including managing the waivers and turning driplines on and off, and the staff time associated with providing line thawing services.

**ANALYSIS:**

There are several locations in Town that are susceptible to water line freezing. Administration cannot trace back when the Town started the dripline practice but there has never been a guiding policy or procedure in place. In 2019, the Town experienced several requests for thawing of frozen services from ratepayers. With no policy in place, Council ultimately ended up voiding all invoices to residents for line thawing and assumed the cost.

Some of the challenges that Administration encountered in the past are questions like who should be on the dripline list and how does the Manager determine the risk of having a frozen water line. It has always been up to the discretion of the Manager to determine who will be on the running water order list; however, there was no accurate list kept on file due to staff turnover.

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As of this date, there are 30 accounts listed in the running water order list. Based on previous year's records, the highest consumption was 1,385 cubic metres or 304,781 gallons with a corresponding amount of \$2,635. In 2020, the Town of Wadena lost \$10,237.22 in revenue from December 1 to May 31, 2020 on the 29 customers that were charged minimum billing that year, not including the staff time in dealing with frozen water lines and turning on and off drip lines as well as the expenditure to produce potable water and processing of the wastewater.

Another concern that should be considered is the number of driplines that have been installed in Wadena that are not on the running water order list. Administration is aware of several properties that have a dripline installed before the meter and are not on the list. These properties are paying for their actual usage, but the Town has no control over when it is turned on and off, and the amount of water that may, or may not, be produced that is flowing to waste.

While there are legitimate reasons to have a dripline program, there also needs to be clear direction on the when a dripline is necessary, when it should be in effect, and how it is to be monitored in order to limit the financial implications to the Town.

**ADMINISTRATIVE RECOMMENDATION(S):**

That Committee of the Whole provide feedback to Administration on the draft policy.

**ATTACHMENTS:**

DRAFT Policy Frozen Utility Services Policy



<b>POLICY NAME:</b> Frozen Utility Services		<b>LAST UPDATED:</b> XXX XX, 2021	
		<b>SUPERSEDES POLICY:</b> Not applicable	
<b>POLICY AREA:</b> Water & Sewer Utility Services U	<b>POLICY NUMBER:</b> U-003	<b>APPROVAL DATE:</b> XXX XX, 2021	<b>PAGE:</b> 1 of 3

## PURPOSE

The purpose of the Frozen Utility Services Policy is to provide direction in preventing and managing interruptions to the municipal utility system caused by the freezing of services.

## SCOPE

This policy applies to both residential and commercial properties within the Town of Wadena.

## DEFINITIONS

**Customer** - any property owner who has an active utility account with the Town of Wadena.

**Dripline** - means the device allowing water to constantly run on a household or commercial tap.

**Main** - means the water and/or sewer main pipeline located under the street.

**MWO** - means the Manager of the Works and Operations department of their designate.

**Returning Customer** – means a customer that is included in the running water order list prior to the adoption of this policy or those who have been added to said list after two years of consecutive freezing.

**Service** - means the water and/or sewer service pipeline that is located from the mains in the street to the building and which services that individual property.

**Temporary Water Service Line** - a temporary supply of water to a customer who is without water due to frozen water pipes.

**Vulnerable Customer** - includes but is not limited to health care facilities, nursing homes, schools, daycares, and residents with special needs.

## POLICY

1. Water and sewer services from the lateral main to the building is the responsibility of the property owner in accordance with the Town's Sewer and Water Line Repair Policy.
2. Frozen service requests received by the Town will be prioritized in the order they are received, except for vulnerable customers who will be placed at the top of the priority list. Upon receipt of a service request, Town staff will initiate response within twenty-four (24) hours, where feasible.
3. If the Town is unable to respond within the timeframe required by the customer, the customer may hire a contractor at their own expense, even if the frozen pipe is found to be on municipal property.

4. The use of welders and torches are strictly prohibited for thawing Town water lines.
5. When utility services are determined to have frozen on private property, the property owner will be responsible for all costs associated with the thawing process in accordance with the Town's Fees and Charges Bylaw. When utility services are determined to have frozen on municipal property, or when the origin of the frozen service cannot be determined, the municipality will be responsible for all costs associated with the thawing process.
6. Any unpaid invoices as of December 31<sup>st</sup> of the year the work was completed will be transferred to the customer's property tax account.
7. Customers advised to let their water run but do not follow the instructions provided by the Town or turns off the water for any period, are responsible for all costs incurred if the water service freezes. The customer also shall be responsible for any damage caused to the municipal property caused by negligence.
8. A record is kept of all properties that have had frozen services, beginning in 2020.
9. Customers providing a temporary water service, approved in accordance with the Waterworks Management Bylaw, will be billed the average of the last three billing periods.
10. A customer must have had two (2) consecutive years of freezing before a dripline is installed or a running water order can be issued.
11. All dripline and running water requests must be approved by the MWO, prior to the dripline being installed and a custom work order must be completed.
12. Driplines must be installed by a plumber after the water meter at the customer's expense. The costs of all contractor's expenses for installation and material of the dripline shall be billed directly to the customer by the contractor. The dripline will be inspected by the Town after installation to ensure compliance.
13. Where a dripline cannot be installed, it may be recommended by the MWO to run a constant stream of cold water from a tap in the building. The stream of water should be approximately the size of a drinking straw (0.5 cm or ¼ inches in diameter). It is the customer's responsibility to ensure that water is run in accordance with the guidelines set out in dripline/running water waiver form. Customers will be billed in accordance with the Town's Water and Sewer Rates Bylaw.
14. A dripline/running water waiver form must be completed by the customer annually, including an actual meter read taken at time of connection, and signed by the owner and the Town employee turning on the dripline. Customers that fail to sign the waiver will be billed according to actual consumption.
15. Driplines and running water will be turned on by December 20<sup>th</sup> each year, or earlier if the frost line reaches 1.2 m (4 ft) in depth, at the discretion of the MWO.
16. Driplines and running water are turned off at the discretion of the Town in accordance with the Town's Water and Sewer Rates Bylaw.

## **RELATED DOCUMENTS**

P2010-002 Sewer and Water Line Repair Policy  
Waterworks Management Bylaw No. 2018-16  
Water and Sewer Rates Bylaw No. 2018-05  
Fees and Charges Bylaw No. 2021-01  
(Including any subsequent amendments to policies or bylaws).



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**TO:** Committee of the Whole

**FROM:** Jennifer Taylor, Chief Administrative Officer

**DATE:** February 12, 2021

**RE:** **2021 SUMA Resolutions Follow Up**

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**ISSUE:**

Councillor Squires has prepared a report for the committee in follow-up to the SUMA (Municipalities of Saskatchewan) Convention resolution vote on February 8, 2021 (attached).

**BACKGROUND:**

The committee was presented with the motions being put forward at the SUMA convention at the January 4, 2021, where the committee provided direction to the Town's voting delegate, Mayor Sobchyshyn and Councillor Squires.

**ADMINISTRATIVE RECOMMENDATION(S):**

THAT the Committee received the report as information.

**ATTACHMENT:**

MuniSask Convention 2021 Resolutions Results

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## **MuniSask Convention 2021 Resolutions Results**

**Vote in parenthesis next to the title of the resolution is how council directed delegates to vote**

### **1. Staggered Municipal Elections (No)**

Therefore be it resolved that Municipalities of Saskatchewan advocate with the provincial government **to allow urban municipalities** to have elections every two years, with one half of council being elected, and every four years the mayor, ensuring that there is always some level of experience and continuity amongst the councillors.

**Defeated No 210 Yes 40**

### **2. Supplementary Assessments (Yes)**

Whereas Section 219, subsection (1) of the *Municipalities Act* and Section 240, subsection (1) of the *Northern Municipalities Act* states "that the assessor **shall** make any supplementary assessment that may be necessary to reflect a change, ...

Therefore be it resolved that Municipalities of Saskatchewan advocate the Ministry of Government Relations to amend the *Municipalities Act* Section 219, subsection (1) and the *Northern Municipalities Act* Section 240, subsection (1) **by changing the word "shall" to "may."**

**Passed Yes 173 No 45**

### **3 Monitoring Water Quality in Lakes and Rivers (No)**

Therefore be it resolved that Municipalities of Saskatchewan advocate the Government of Saskatchewan to direct WSA to publish online quarterly, their or their contractor's actual test results as compared to the stated objectives, for the parameters listed in each of the Tables from their June, 2015 EBP 356 Surface Water Quality Objectives document indicated above..

**Passed Yes 192 No 23**

### **1. Development of a Wetland Policy for Saskatchewan**

Therefore be it resolved that Municipalities of Saskatchewan advocate the Government of Saskatchewan, including the Water Security Agency, SaskWater, the Ministry of Agriculture and the Ministry of Environment, to develop and adopt a wetland policy comparable to the policies currently in place in Alberta and Manitoba.

**Passed Yes 170 No 46**

*Respectfully submitted by,  
Alison Squires  
Feb. 9, 2021*



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**TO:** Committee of the Whole

**FROM:** Jennifer Taylor, Chief Administrative Officer

**DATE:** February 12, 2021

**RE:** **Public Garbage Receptacles**

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**ISSUE:**

Councillor Fehr would like the committee to consider that the Town provide additional public garbage receptacles throughout the community.

**BACKGROUND:**

The Town has public garbage receptacles along Main Street and in Battalion Park.

**ALTERNATIVES:**

1. The Committee can recommend to Council that additional public garbage receptacles be installed at specific locations around Town.
2. The Committee can direct Administration to gather additional information.
3. The Committee can do nothing.

**FINANCIAL IMPLICATIONS:**

There would be financial implications to the Town to purchase, install and maintain additional public garbage receptacles which would need to be budgeted for in 2021.

**ANALYSIS:**

There are complaints of litter around Town with the required use of masks, and food establishments. Additional public garbage receptacles would provide additional opportunities for waste disposal for foot traffic. Some suggested locations are Kennedy Ave, 1<sup>st</sup> St NW, and 400 block of Main St N.

Garbage receptacles are recommended to be of durable construction such as metal or concrete. The Town did experience vandalism of one of the concrete receptacles on Main St in 2020. Administration would need to ensure that any additional receptacles are maintained by staff.

**ADMINISTRATIVE RECOMMENDATION(S):**

Administration requests direction from the committee. Administration could gather information on costs to be included in the 2021 RC operating budget discussion.

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