

Town of Wadena Special Council Meeting

Agenda

March 11, 2021 6:00 pm

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

1. Call To Order

2. New Business/Discussion Items

2.I. *Aquatic Centre Upgrade*

Documents:

[2021.03.10 AQUATIC CENTRE UPGRADE.PDF](#)

2.II. *Well Update*

Documents:

[2021.03.10 WELL UPDATE.PDF](#)

2.III. *Safety Gear*

Documents:

[2021.03.10 SAFETY GEAR.PDF](#)

3. In Camera Items

RECOMMENDATIONS:

THAT the current meeting of council be suspended at _____ pm to proceed in camera as a Committee of the Whole to discuss confidential matters in accordance with *The Municipalities Act*.

THAT the in-camera session as a Committee of the Whole conclude at _____ pm and the regular meeting of council resume.

4. Adjourn



TO: Mayor and Council

FROM: Jennifer Taylor, Chief Administrative Officer

DATE: March 10, 2021

RE: **Wadena Aquatic Centre Upgrade**

ISSUE:

McGinn Engineering Ltd. (MEL) requires clarification on several items pertaining to the Aquatic Centre upgrade.

BACKGROUND:

On January 25, 2021, Council awarded the RFP for engineering services for the Wadena Aquatic Centre upgrade to MEL. At the February 8, 2021 meeting, Council reviewed the Aquatic Centre upgrade remedial list provided by MEL and made the following resolution:

THAT Administration respond to McGinn Engineering Ltd. with the following directions on their proposed remedial scope of work for the Aquatic Centre Upgrade:

- 1.3 Request an alternative to concrete curbs such as a sealant or membrane.
- 2.1 Request clarification on the location of the building & wall.
- 3.2 Remove this item as the Town will remove the outside boiler.
- 3.5 Remove this item.
- 5.1.2 Lights to be removed, not replaced.

ALTERNATIVES:

The author of the report is to identify all alternatives available to Council in this matter.

FINANCIAL IMPLICATIONS:

Council's preference and direction on the project specifications will determine financial implications.

ANALYSIS:

1. *Does the Town have a preferred lifeguard chair model?* Administration does not have a preference on the model and recommends full replacement of the lifeguard chair rather than just the foot board. Replacement of the seat is inevitable due to age, wear and tear.
 2. *Waterproofing tunnel lining for leakage:* MEL will review the product recommended and explore other options and present any found. Administration has no concerns with the recommendation.
 3. *Review the liner spec and the options on warranty period and advise preference.* Administration recommends the 20-year warranty on the PVC membrane liner. The phthalate free formulation designed for extreme resistance to enhanced U.V. conditions as well as unique chemical-contact durability is an importing component.
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4. *Skimmer:* Administration recommends supply and full installation of the skimmer. Town staff are not comfortable with the removal of the broken skimmer and installation of the new one, in addition to keeping with the tight timeline of the project.
5. *Clarification on liquid pool cover system – is MEL to include re-installation of the existing pool chemical treatment/control system or a separate price to replace the existing chemical treatment/control system?* Current Administration has not been here for an operational season and can not advise this.
6. *Chemical control system – replace system or reinstall existing and bring back to working order.* Administration has requested clarification on a new VFD pool circulation pump drive and pump.
7. *Spec Book:* The Town does not have standard documentation and Administration recommends that project proceed with MEL's standard documentation to be reviewed by the Town.
8. *Other Town requirements:* Administration recommends bid bond, letter of surety attached to their bids, workers compensation clearance letter, insurance, safety requirements etc. This is consistent with the RFP for the Rec Centre. Council may want to consider if pandemic/COVID protocol is necessary to specify.
9. *Will the Town commission the pool or will it be the requirement of this contractor?* Administration recommends that the contractor be responsible for getting the pool up and running for the season to that staff can learn along side the contractor and document the process.
10. *Timeframe:* Administration notes that the timeframe does not match the council or committee meeting schedule. Council will need to consider either adding extra meeting to accommodate review and awarding; or revising the timeline to accommodate the existing council schedule.

ADMINISTRATIVE RECOMMENDATION(S):

That Council provide direction on the above matters for response to MEL.

ATTACHMENT:

Excerpts from Rec Centre Addition RFP

- a) **Bid bond** – RFP Submissions shall be accompanied by a security deposit in an amount not less than 10 percent of the stipulated price, of a bond or certified cheque.
- ✓ Endorse the Bid Bond in the name of the Owner as obligee, signed and sealed by the principal (Contractor) and surety.
 - ✓ Bid Bond must be issued by a surety company licensed to conduct business in the province of Saskatchewan.
 - ✓ The security deposit will be returned after delivery to Wadena of the required Performance and Labour and Materials Payment Bond(s), or approved irrevocable Letter of Credit, by the accepted Proponent.
 - ✓ If no contract is awarded, all security deposits will be returned.
 - ✓ If the Successful Proponent fails for any reason to execute the project Contract and to provide the surety bonds within the time as specified by Wadena, and such extension of time as may be granted by Wadena, that portion of the Proponent's security deposit will be forfeited to and retained by Wadena in the amount of the difference in money between the Total Bid and the amount for which the Owner may legally contract with another party to perform the work, if the latter amount be in excess of the former.
- b) **Consent of Surety**
- ✓ Submit with the Proposal, a letter of consent, stating that the surety providing the Bid Bond is willing to supply the Performance and Labour and Materials Payment Bond required. Alternatively, submit with the Proposal, a statement that the Performance and Labour & Materials will be secured with an irrevocable letter of credit.
 - ✓ Surety Company - Bid Bond and Consent of Surety must be issued by a surety company licensed to conduct business in the province of Saskatchewan.
 - ✓ Performance Assurance - provide a Performance and Labour and Materials Payment bond. Alternatively, the accepted Bidder may provide an irrevocable letter of credit as described in the General and Supplementary Conditions.
 - ✓ Cost of Bonds - Include the cost of bonds or letter of credit in the Total Bid
- c) **Insurance** – maintains and provides proof to Wadena of the proponent's insurance coverage including but not limited to:
- ✓ Comprehensive General Insurance in an amount not less than \$5,000,000 per occurrence with the project location specified and the Wadena being identified as an 'Additional Insured',
 - ✓ Course of Construction insurance,
 - ✓ Automobile Liability Insurance, and
 - ✓ Contractor's Equipment Insurance.
- d) **Warranty** – warrants all aspects of the work for a minimum of one year from substantial completion. At the proponent's sole cost, repairs and resolves all incomplete or unsatisfactory work, identified any time before or during the substantial completion inspection.
- e) **Site maintenance** –The proponent shall take every reasonable effort to secure and maintain the construction site during the entire project term.

2.4 Quality Control Measures

The proponent shall provide and exercise the standard of care, skill, and diligence required by customarily accepted practices and procedures developed by bodies within the various disciplines involved in this project, such as engineering and construction services, in the performance of the services at the time when, and the location in which, the services are provided. The proponent shall be responsible for quality control of their work according to these standards.

2.5 Health and Safety

Health and safety are paramount on all work undertaken for Wadena. The proponent shall have a health and safety program and maintain a Certificate of Recognition (COR) through the Saskatchewan Construction Safety Association. The proponent shall also maintain an account in good standing with the Workers' Compensation Board of Saskatchewan covering all workers who will be involved in any services delivered within the Wadena. Evidence of both COR and WCB standing are required submissions of the Proponent's submission.



TO: Mayor and Council

FROM: Jennifer Taylor, Chief Administrative Officer
Alyshia Neuman, Manager of Works and Operations

DATE: March 10, 2021

RE: **Well 6 and Well 4**

ISSUE:

Well 6 had pump issues and needs replacement of the same size pump or potentially a smaller size dependant if it will be applicable with our needs.

BACKGROUND:

Well 6 failed on March 6, 2021 and a 4-inch pump was installed as a temporary measure until the new 6 inch pump arrives on warranty. Well 4 pump was identified as needing to be replaced as well. Council received updates over the weekend and at the March 8, 2021 meeting.

ALTERNATIVES:

- 1) Council may purchase a 6- inch pump for Well 4.
- 2) Council may purchase a 4-inch pump for Well 4.
- 3) Council may ask for more information on the subject.

FINANCIAL IMPLICATIONS:

Well pumps were not budgeted for in the 2021 interim budget. The 2021 operating will need to be adjusted to accommodate whatever decision council makes on the matter.

Price for well 6 is unknown currently, awaiting contractor bills for emergency work and warranty.

4-inch pump and motor	\$7,800	Additional parts if needed would be extra
6- inch pump and motor	\$8,400	Additional parts if needed would be extra
6-inch pump and motor	\$7,514	Price does not include electrical work if required, certilock couplings and equipment needed to pull the pump

GST and PST were not included in the quotation.

ANALYSIS:

The pump at Well 6 has been ordered and should arrive in 3 weeks for installation. The broken pump is being sent back. The pump has a three-year warranty where the motor only has one. The pump was replaced in Feb 2020 and the contractors are working diligently trying to ensure this will be covered, but

we will not know until it reaches the manufacturer. The cost for the emergency work on the weekend is still not known until bills arrive from the contractors involved, but we are still in accordance with the new purchasing policy.

Quotes have been obtained for a 6-inch replacement for well 4 as well as one quote for a 4-inch pump for information. Since the motors are the same, we would still be pumping at the same rate. You can only pump as much as your well licence will allow as well as your well yield can handle. There are different opinions on pumps that council needs to consider before moving forward. The information I have gathered from two different contractors is as follows. Please keep in mind the motor for each size of pump has the same horsepower and the same pumping capabilities.

Contractor A	Contractor B
<ul style="list-style-type: none"> • 6-inch has a longer lifespan. • 4-inch would allow for a bigger hole gab and more room for error. • 6-inch is two-week delivery. • 4-inch is available in 3 days. • 4-inch would need a check valve installed at top. • 6-inch would be better due to less water accumulation in pipework and no check valve needed on top of pump. • Recommended VFD 	<ul style="list-style-type: none"> • 6-inch has a higher chance of overheating due to the casing size. • 4-inch has less chance of overheating and rubbing. • 6-inch is two too three-week delivery. • 4-inch is in stock. • Recommended VFD • Recommended better structure and support for pipes. • Recommended hoist installment for safe removal of pump

It has also been pointed out that the pipework at the well is worrisome. Normally to remove a pump the safest way with our current set up is with a crane, in emergency situations a track hoe is used to pull the pump. If a proper pump pulling hoist was installed, we would have an easier time in emergency situations to pull the pump safely and additional costs for pulling the pump from a separate contractor would be eliminated.

We could take a different approach to this. We could redo the pipework with better support, install a hoist in the wells and put check valves on top of the pump for both the 6-inch and the 4-inch. Prices for pipework, support and hoist have not been priced out but should be a discussion point and if not put in this year should be a formulated plan for 2022.

Council needs to weigh each of the options and have a discussion on which way the Town should go for the future of our wells.

ADMINISTRATIVE RECOMMENDATION(S):

That council provide recommendation to administration on which way to proceed.



TO: Mayor and Council

FROM: Jennifer Taylor, Chief Administrative Officer
Alyshia Neuman, Manager of Works and Operations

DATE: March 10, 2021

RE: **Safety Gear**

ISSUE:

The Town is without the necessary safety gear for fall arrest and for confined space.

BACKGROUND:

Council was initially presented this issue on March 8, 2021 where the item was tabled to the next meeting and additional quotations were obtained.

In accordance with our HR-003 Occupational Health and Safety Policy, the Town will provide personal protective equipment and make sure it is used properly. More specifically:

- 4.1. The following will be observed and practiced by the Town or a company/contractor and its employees when the company undertakes any job or contract for the Town:
- 4.1.1. The Town will perform workplace hazard assessments and determine the appropriate forms of PPE for eliminating and/or mitigating the risk of injury.
 - 4.1.2. Where a form of PPE is required, all employees required to perform the job duties that involve the hazard, or all parties who may come into contact with the hazard, will be required to utilize the necessary forms of PPE.
 - 4.1.3. All PPE used will meet the requirements of *The Occupational Health and Safety Regulations, 1996*.
 - 4.1.4. All PPE will be used and maintained in accordance with the manufacturer's recommendations.

In accordance with Occupational Health and Safety Regulations:

(qq.2) "personal fall arrest system" means personal protective equipment that provides a means of safely arresting the fall of a worker and that, subsequent to the arrest of the fall, does not by itself permit the further release or lowering of the worker;

Personal fall arrest systems

102(1) An employer or contractor shall ensure that a personal fall arrest system and connecting linkage required by these regulations are approved and maintained.

(2) An employer or contractor shall ensure that a personal fall arrest system required by these regulations:

- (a) prevents a worker from falling more than 1.2 metres without a shock absorber;
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- (b) where a shock absorber is used, prevents a worker from falling more than two metres or the limit specified in the manufacturer’s specifications, whichever is less; (c) applies a peak fall-arrest force not greater than eight kilonewtons to a worker; and
- (d) is fastened to a lifeline or to a secure anchor point that has a breaking strength of at least 22.2 kilonewtons.

Section 87(1)(a) of Saskatchewan's Occupational Health and Safety Regulations says the personal protective equipment that the employer is responsible for providing must be supplied at no cost to the workers.

Full-body harness

103 Where a full-body harness is used, an employer or contractor shall ensure that:

- (a) the full-body harness and connecting linkage are approved and maintained.
- (b) the full-body harness is properly fitted to the worker.
- (c) the worker is trained in the safe use of the full body harness.
- (d) all metal parts of the full-body harness and connecting linkage are of drop-forged steel 22.2 kilonewtons proof tested.
- (e) a protective thimble is used to protect ropes or straps from chafing whenever a rope or strap is connected to an eye or a D-ring used in the full body harness or connecting linkage; and
- (f) the connecting linkage is attached to a personal fall arrest system, lifeline or secure anchor point to prevent the worker from falling more than 1.2 metres.

ALTERNATIVES:

- 1) Council can do nothing and not purchase the fall arrest, confined space equipment and storage locker.
- 2) Council can allocate funds to purchase the fall arrest, confined space, and storage locker.
- 3) Council can wait for budget approval to purchase the fall arrest, confined space, and storage locker.

FINANCIAL IMPLICATIONS:

The following amount has been proposed for in this year’s budget but has not been approved. This amount exceeds the interim budget. The Total amount does not include PST or GST.

Quantity	Item	Cost
1	DBI- 5 Piece Davit Hoist System	\$5233.99
4	HARNESS UNIVERSAL	\$362.20
1	HARNESS WOMAN UNIVERSAL	\$157.38
1	Retractable Rescue Lanyard and fall protection	\$1532.01
1	Shock absorbing Lanyard	\$100.00
1	Cabinet for proper storage	\$1000.00
	TOTAL:	\$8385.58

ANALYSIS:

We need fall arrest, confined space safety gear and a storage cabinet. The amount has been proposed in the 2021 budget, but we would like to purchase immediately in case an emergency arises. Delivery is estimated at three to four weeks.

Our current safety gear has not been inspected in an unknown number of years and most of it is not functioning. Our retractable Lanyard has been broken, our harnesses have not been probably taken care of, and the tripod for entry does not fit properly over Kennedy lift station. To follow occupational health and safety laws, to protect our workers and to start doing confined spaces ourselves we need proper safety equipment before moving forward. The cabinet is to ensure the equipment is stored correctly and will be purchased once the safety gear has arrived for adequate size dimensions.

ADMINISTRATIVE RECOMMENDATION(S):

“THAT the purchase of new safety gear for confined space and fall arrest up to the amount of \$9 400 be approved.”