

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

# **Agenda**

March 29, 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 - R. Irvine, Access Communication*

Documents:

[2021.03.25 DELEGATION - R. IRVINE ACCESS COMMUNICATIONS.PDF](#)

### *2.II. Delegation - J. Christianson*

Documents:

[2021.03.11 DELEGATION - J. CHRISTIANSON.PDF](#)

## **3. Administration Reports**

### *3.I. Sign Camera - Highways 5 & 35*

Documents:

[2021.03.16 SIGN CAMERA - HIGHWAYS 5 AND 35.PDF](#)

### *3.II. Fees & Charges: Schedule F Revision*

Documents:

[2021.03.24 FEES AND CHARGES BYLAW SCHEUDULE F AMENDMENT.PDF](#)

### *3.III. Asset Management Plan Proposals*

Documents:

[2021.03.17 ASSET MANAGEMENT PLAN PROPOSALS.PDF](#)

## **4. Council Members Round Table Discussion**

## **5. In Camera Items**

## **6. Adjourn**



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**TO:** Committee of the Whole

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

**DATE:** March 11, 2021

**RE:** **Delegation: R. Irvine, Access Communication**

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Mr. Ron Irvine with Access Communication has requested to address committee of the whole to provide an overview Access Communication and their launch of faster broad band speeds in Wadena and area.



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**TO:** Committee of the Whole

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

**DATE:** March 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  
Alyshia Neuman, Manager of Works and Operations

**DATE:** March 16, 2021

**RE:** **Sign Camera at Highways 5 & 35**

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**ISSUE:**

Administration is reporting information on sign cameras as requested by Council.

**BACKGROUND:**

On Feb 8, Council resolved that Administration collect information on the installation of a stop sign camera at the intersection of Highways 5 and 35 including cost, responsibility, and revenue.

**ALTERNATIVES:**

- 1) Committee of the whole can accept the following as information.
- 2) Committee of the whole can provide feedback and direction on the matter.
- 3) Committee of the whole can recommend to council to move forward with the purchase of a traffic camera.
- 4) Committee of the whole can recommend to council to purchase trail cams for the intersections with concerns.

**FINANCIAL IMPLICATIONS:**

- Guardian pro Camera Quote \$13,100 not including installation fee or yearly electrical costs.
- Trail cams various brands and range from \$60-\$500.

**ANALYSIS:**

It is difficult to find a lot of information on sign cameras. Our resources do not supply sign cameras, only speed cameras as they are usually found on traffic lights in cities to determine who is at fault for a collision. The recommendation from suppliers is the installation of trail cams on the stop signs which have the risk of being stolen.

The RCMP detachment would have no responsibility for these cameras and the Town would have to hire the Bylaw officer to issue tickets if someone were found to be at fault. If a ticket was issued and disputed, the Town would then have to hire a prosecutor to handle these cases. Recovery costs of this application cannot be determined.

**ADMINISTRATIVE RECOMMENDATION(S):**

“THAT the Sign Camera at Highways 5 & 35 report be received as information and that installation of a sign camera is not pursued at this time due to cost.”

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**ATTACHMENT:**  
Guardian Camera



**GUARDIAN**  
SPEED CAMERA SYSTEMS

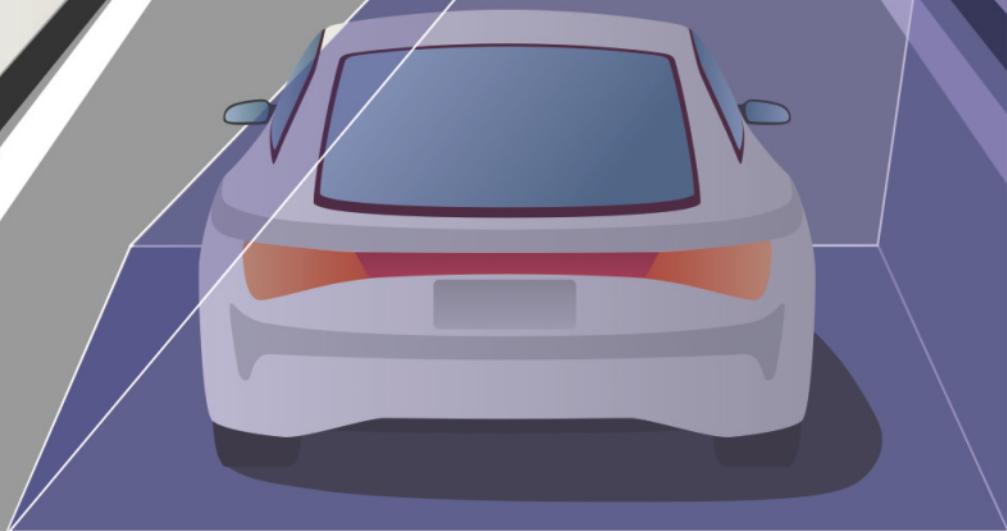


[www.trafficlogix.com](http://www.trafficlogix.com)

# GUARDIAN AWARENESS

The Guardian awareness package is ideal for smaller, low volume roads. It must be used with a SafePace speed display sign.

- Captures images from one approaching lane
- Requires use of SafePace speed sign
- Obtains data using radar technology
- OCR (Optical Character Recognition) feature optional



# GUARDIAN STANDALONE

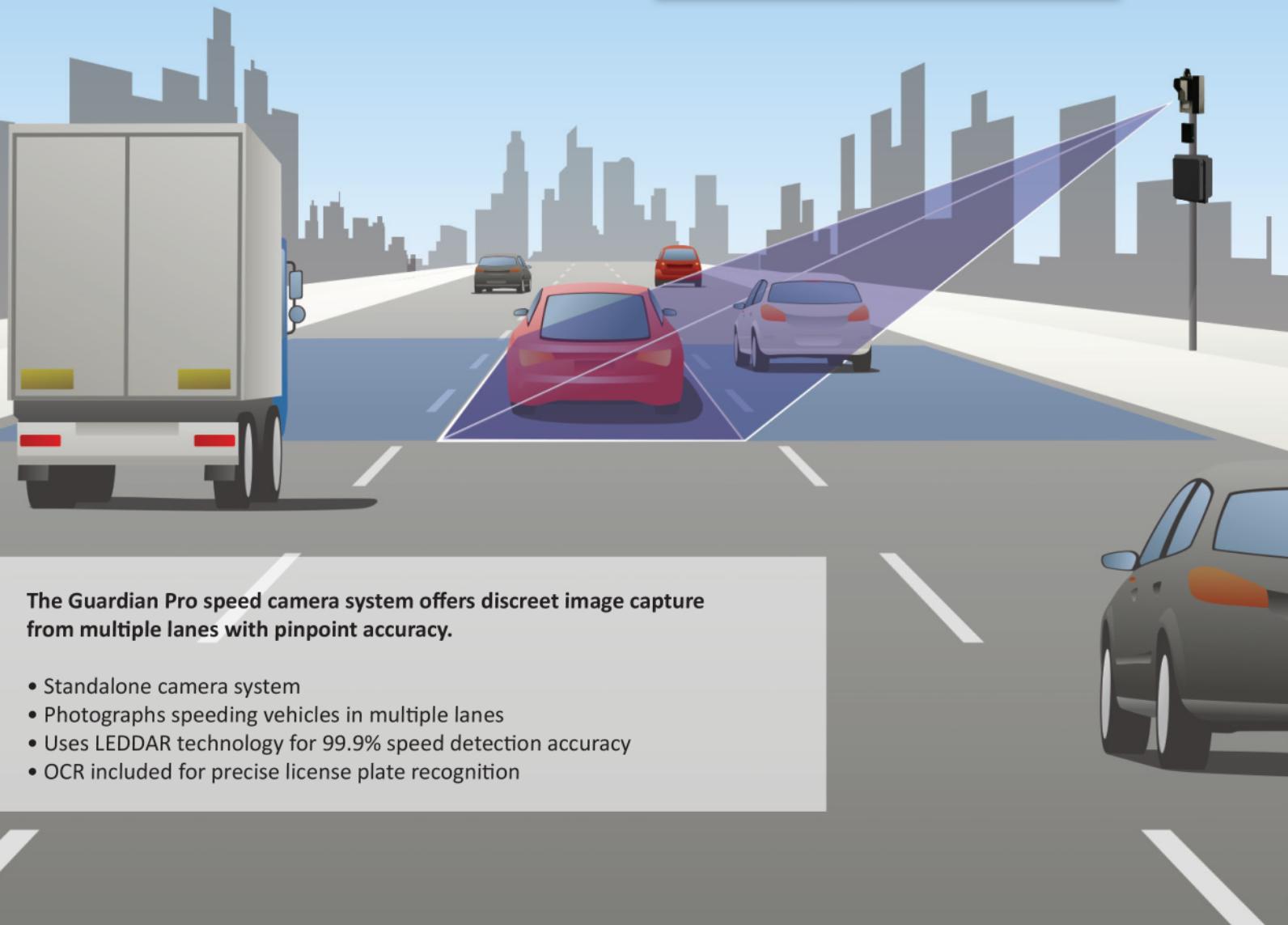
The Guardian Standalone Camera System captures images of speeding vehicles without the use of a radar sign. It offers discreet image capture of speeding vehicles.



This camera system offers all the same benefits as the Guardian awareness package with the added ability to:

- Operate as a standalone system without a speed sign
- Offer front and rear image capture

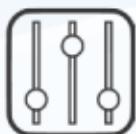
# GUARDIAN PRO



All **Guardian Speed Camera Systems** are web enabled so **you can access your data whenever you need it.**

	GUARDIAN AWARENESS	GUARDIAN STANDALONE	GUARDIAN PRO
Must be used with speed sign	•		
Front-facing image capture	•	•	•
Rear-facing image capture		•	•
OCR	Optional	Optional	•
LEDDAR			•
Single-lane coverage	•	•	
Multi-lane coverage			•
Night illuminator available	•	•	•
Warning Templates	•	•	•

YOU CAN **EFFORTLESSLY** AND **EFFECTIVELY**:



Set speed parameters



View violator data & images



Access detailed speed reports



Choose warning template



Issue automated warnings

# GUARDIAN WARNING TEMPLATES

The Guardian camera systems offer the ability to generate warnings based on a choice of customizable templates. These warnings can be automatically generated and mailed to speed violators to help you better enforce speed limits on your streets.





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**TO:** Committee of the Whole

**FROM:** Jennifer Taylor, Chief Administrative Officer  
Jocelyn Holowaty, Community Recreation Coordinator

**DATE:** March 24, 2021

**RE:** **Fees & Charges Bylaw Schedule "F" Amendment**

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**ISSUE:**

There is an amendment of information in the Fees & Charges Bylaw for Schedule "F" under the RC Pool – Lessons – Swim Kids 6-10 (5+ Years) should read \$70.00 not \$60.00.

**BACKGROUND:**

Fees and Charges Bylaw No. 2021-01 establishes the fees payable to Town of Wadena for municipal services rendered under the authority of *The Municipalities Act* and the bylaws of the Town.

**ALTERNATIVES:**

1. Council can approve the Schedule F amendment as presented.
2. Council can provide further instructions to Administration.

**FINANCIAL IMPLICATIONS:**

No financial implications currently.

**ANALYSIS:**

In preparation of the upcoming pool season, Administration noted that the same rate of \$60 was indicated in the Fees & Charges Bylaw for all levels of preschool and swim kids programs, although lesson times are longer for swim kids 6-10. The rescinded Recreation Rates & Use Policy which was in effect during the last season the offered lessons indicated a rate of \$70 for swim kids 6-10. It is assumed that an error was made in converting to the Fees & Charges Bylaw.

**ADMINISTRATIVE RECOMMENDATION(S):**

"THAT the revised Schedule "F" to Fees and Charges Bylaw No. 2021-01 be approved as presented."

**ATTACHMENTS:**

Fees & Charges Bylaw Schedule "F"

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## Schedule "F" Recreation and Cultural Services

Account Name	Units	2021
<i>Recreation Centre fees are seasonal - October of one year to April of the following year. Rates are set to enable 75% user pay cost recovery.</i>		
Regular Youth User - Minor Sports	per hour	\$51.12
Regular Youth User - Skating Club	per hour	\$51.12
Regular User - Men's Rec	per hour	\$91.16
Regular User - Women's Rec	per hour	\$91.16
Regular User - Wildcats	per hour	\$91.16
Regular Youth Organization Rate	per hour	\$57.75
Regular Rate	per hour	\$115.50
Town 3-on-3 Tournament	per player	\$25.00
Cancellation Fee*	< 48 hours' notice	50%
<i>*If the cancellation is within reason and outside of the booker's control, subject to the approval of the Community Recreation Coordinator or the CAO, the cancellation fee may be reduced or waived.</i>		
<b>RC Rec Centre - Skate Sharpening</b>	per pair	\$5.00
<b>RC Rec Centre - Mezzanine Rental</b>		
Mezzanine	per hour	\$25.00
Mezzanine	per day	\$100.00
Community Service (Non-profit)	per hour	\$20.00
Community Service (Non-profit)	per day	\$60.00
Deposit (when serving Liquor)	per event	\$250.00
Extra Cleaning	per hour	\$50.00
Cancellation Fee*	< 48 hours' notice	50%
<i>*If the cancellation is within reason and outside of the booker's control, subject to the approval of the Community Recreation Coordinator or the CAO, the cancellation fee may be reduced or waived.</i>		
<b>RC Rec Centre – Advertising</b>		
Board Ads	per year	\$225.00
In-Ice Ads	per year	\$500.00
<b>RC Campground Fees</b>		
Campground Fees	per day	\$25.00
Campground Fees	per week	\$150.00

Account Name	Units	2021
<b>RC Sports Grounds Fees</b>		
Adult Ball Teams (18 & over)	per team per season	\$368.00
Minor Sports/Youth Ball Teams	per player per season	\$16.00
Ball Tournament - Local	per tournament	\$263.00
Ball Game/Practice - Non-Local	per diamond	\$32.00
Concession	per day	\$100.00
Concession	per weekend (5pm Friday - 5pm Sunday)	\$200.00
Beer Garden	per day	\$75.00
Beer Garden	per weekend (5pm Friday - 5pm Sunday)	\$100.00
Horse Track	per hour	\$20.00
Horse Track	per day	\$125.00
Horse Track	per weekend (5pm Friday - 5pm Sunday)	\$200.00
Demolition Derby	per day	\$100.00
Demolition Derby	per weekend (5pm Friday - 5pm Sunday)	\$175.00
Complete Facility	per day	\$550.00
Complete Facility	per weekend (5pm Friday - 5pm Sunday)	\$1,100.00
Sports Grounds Advertising	per sign	\$500.00

Account Name	Units	2021	
<b>Wadena Aquatic Centre</b> <i>Rates be set to enable at least 35% user pay cost recovery.</i>			<b>w/ Season Pass</b>
<b>RC Pool - Lessons</b>			
Lessons - Preschool (4 & Under Years)	/ session	\$60.00	\$50.00
Lessons - Swim Kids 1-5 (5+ Years)	/ session	\$60.00	\$50.00
<b>Lessons - Swim Kids 6-10 (5+ Years)</b>	<b>/ session</b>	<b>\$70.00</b>	<b>\$60.00</b>
Bronze Courses	/ course	\$130.00	\$120.00
Private Lessons	/ 30-minute lesson	\$20.00	
Private Lessons	/ 45-minute lesson	\$30.00	
Private Lessons	/ 60-minute lesson	\$40.00	
Punch Card - Adult	each	\$50.00	
Punch Card - Senior	each	\$50.00	
Punch Card - Student	each	\$50.00	
Aquacise - Adult	/ class	\$8.00	
Aquacise - Senior	/ class	\$8.00	
Aquacise - Student (K-12)	/ class	\$8.00	
<b>RC Pool - Season Tickets</b>			
Season Pass - Adult	/ year	\$100.00	
Season Pass - Student (K-12)	/ year	\$89.00	
Season Pass - Senior	/ year	\$89.00	
Season Pass - Family (4)*	/ year	\$189.00	
Season Pass - Family additional members**	/ year	\$26.00	

\* Family Season Passes are for immediate family only to a maximum of 4 people.

\*\* Additional family members are limited to a maximum of 2.

<b>RC Pool - Daily Admissions</b>			
Daily Fees - Adult	/ day	\$7.00	
Daily Fees - Senior	/ day	\$5.25	
Daily Fees - Student (K-12)	/ day	\$5.25	
Daily Fees - Under 5 years	/ day	\$2.00	
Daily Fees - Family (4)	/ day	\$15.75	
Group Rate (up to 10 people)	/ day	\$36.75	

Account Name	Units	2021
<b>RC Pool - Rental</b>		
Group 11-30 people	/ hour	\$115.50
Group 31-75 people	/ hour	\$189.00
Canadian Forces Appreciation Program discount	All Aquatic Centre Rates	10%
Cancellation Fee for Groups/Rentals*	< 48 hours' notice	50%
*If the cancellation is within reason and outside of the booker's control, subject to the approval by the Community Recreation Coordinator or the CAO, the cancellation fee may be reduced or waived.		
Replacement Punch Cards	No original	\$25.00
Replacement Season Pass	No original	\$25.00
<b>RC Pool - Concession</b>		
Concession	minimum markup	50%
<b>RC Playground Program</b>		
Playground program	per child/day	based on program and grant funding
<b>RC Custom Work, Equipment Rental</b>		
Branch Hauling	/ hour	\$75.00
Grass Cutting	/ hour	\$60.00
Tree Trimming	/ hour	\$100.00
Shrub Trimming	/ hour	\$50.00
Chipper & Truck	/ hour	\$125.00
Compressor/Jackhammer (In town only)	/ hour	\$65.00
Half-ton Truck	/ hour	\$55.00
One-ton Truck	/ hour	\$75.00
Lawn Roller *No operator*	/ hour	\$20.00
Lawn Roller *No operator*	/ day	\$60.00
Plate Tamper *No operator	/ hour	\$20.00
Plate Tamper *No operator	/ day	\$60.00
Picnic tables	per day per table	\$30.00
BBQ (propane not included)	per day per grill	\$75.00

		2020	
<b>Portable Toilets</b>		<b>Per Day*</b>	<b>Per Weekend</b>
1 picked up	per unit	\$75.00	\$125.00
2 picked up	per unit	\$150.00	\$200.00
3 picked up	per unit	\$200.00	\$250.00
4 picked up	per unit	\$250.00	\$300.00
5 picked up	per unit	\$300.00	\$350.00

\*Rentals for 7 – 14 days are charged per day at 50% of the established daily rate.  
 \*Rentals for 15 days or more are charged per day at 25% of the established daily rate.

To Empty	per unit	\$40.00	
Deposit	per unit	\$100.00	

Account Name	Units	2021
<b>RC Hall – Rental</b> <i>Minimum 50% user pay cost recovery with a 3% annual increase.</i>		
Rental - Side Room (N/Club)	per day	\$206.00
Rental - Side Room (N/Club)	per 1/2 day	\$103.00
Rental - Side Room (N/Club)	per hour	\$51.50
Rental - Side Room (N/Club)	multi day	\$257.50
Rental - Meeting Room (S/Court)	per day	\$283.75
Rental - Meeting Room (S/Court)	per 1/2 day	\$142.14
Rental - Meeting Room (S/Court)	per hour	\$77.25
Rental - Meeting Room (S/Court)	multi day	\$309.00
Rental - Main Hall	per day	\$360.10
Rental - Main Hall	per 1/2 day	\$180.25
Rental - Main Hall	per hour	\$103.00
Rental - Main Hall	multi day	\$463.50
Rental - Kitchen	per day	\$257.50
Rental - Kitchen	per 1/2 day	\$128.75
Rental - Kitchen	per hour	\$77.25
Rental - Kitchen	multi day	\$309.00
Rental - Complete Hall	per day	\$927.00
Rental - Complete Hall	multi day	\$1,133.00
Meetings Not for Profit	per hour	50% of reg rate
Non-profit Fundraising	per hour	50% of reg rate
Storage Rental	per square foot	\$2.00/sq
Storage Rental (non-profit user)	per square foot	\$1.00/sq
Extra Cleaning	per hour	\$50.00
Cancellation	3 – 6 days' notice prior to event	\$50.00
	24-48 hours' notice prior to event	\$50.00 plus full deposit
	< 24 hours' notice prior to event	full deposit & rental fee

\* If the cancellation is within reason and outside of the booker's control, subject to the approval by the Community Recreation Coordinator or the CAO, the cancellation fee may be reduced or waived.

<b>RC Hall- PP, glasses, coffee</b>		
Coffee/Tea, Supplies, Perk	per perk per day	\$50.00
Wineglasses	each	\$0.50
<b>RC Fitness Centre Memberships</b> <i>Rates set to enable 100% user pay cost recovery.</i>		
Memberships-Adult	drop in	\$10.00
Memberships-Adult	monthly	\$42.00
Memberships-Adult	3 month	\$118.00
Memberships-Adult	6 month	\$228.00
Memberships-Adult	1 year	\$438.00
Memberships - Student	drop in	\$10.00
Memberships - Student	monthly	\$23.40
Memberships - Student	3 month	\$65.60
Memberships - Student	6 month	\$126.70
Memberships - Student	1 year	\$243.30
Memberships - Senior	drop in	\$10.00
Memberships - Senior	monthly	\$23.40
Memberships - Senior	3 month	\$65.60
Memberships - Senior	6 month	\$126.70

Memberships - Senior	1 year	\$243.30
Memberships- Family (4)	drop in	\$30.00
Memberships- Family (4)	monthly	\$128.40
Memberships- Family (4)	3 month	\$360.50
Memberships- Family (4)	6 month	\$696.60
Memberships- Family (4)	1 year	\$1,338.30
Membership Pass Card Deposit	each	\$20.00
Membership Cancellation Fee		50% monthly rate

\* Only the unused portion of the membership pass minus the cancellation fee may be refunded. If the cancellation or refund request is within reason and outside of the user's control, subject to the approval by the Community Recreation Coordinator or the CAO, the cancellation fee may be reduced or waived.

<b>Discounts</b>		
Annual Discount Days – last Friday of Nov to Jan 15	1 year	50%
Annual Discount Days – last Friday of Nov to Jan 15	6 month	50%
Annual Discount Days – Sept 1 – 30	3 month	25%
Canadian Forces Appreciation Program	members & families	10%
<b>RC Fitness Centre - Rentals</b>		
Upper Room	per hour	\$20.00
Cancellation Fee for Groups/Rentals*	< 48 hours' notice	50% hourly rate
*If the cancellation is within reason and outside of the booker's control, subject to the approval by the Community Recreation Coordinator or the CAO, the cancellation fee may be reduced or waived.		
<b>RC Fitness Centre Classes</b>		
Classes (Town)		100% cost recovery



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**TO:** Committee of the Whole

**FROM:** Lovely Magnaye, Manager of Finance

**DATE:** March 17, 2021

**RE:** **Asset Management Plan Proposals**

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**ISSUE:**

To award the preparation of the Asset Management Plans for two (2) asset networks.

**BACKGROUND:**

The Canada – Saskatchewan Administrative Agreement and the Municipal Gas Tax Fund Agreement requires municipalities to make progress towards developing and/or implementing an Asset Management Plan.

The Federation of Canadian Municipalities is offering the Municipal Asset Management Program for asset management related activities. 80% of the total eligible project costs to a maximum of \$50,000 can be received by the municipality.

In 2019, the Town of Wadena was granted \$36,169 for the Condition Assessment of six (6) asset networks. Although we have been previously approved, we can still apply as a second-time applicant for as long as we show commitment to share asset management knowledge best practices and results of our projects to other communities.

**ALTERNATIVES:**

- 1) Committee of the Whole can approve the recommendation.
- 2) Committee of the Whole can provide direction to Administration.

**FINANCIAL IMPLICATIONS:**

The proposed budget for this project was \$15,000. If Council agreed with the recommendation, it will be \$3,000 less from the proposed budget.

**ANALYSIS:**

Wadena is a Tier 2 Community and therefore are required to meet the following requirements to be eligible for the Federal Gas Tax Program:

By June 30, 2018 (Complete)

- Get educated in Asset Management – Lovely Magnaye completed Professional Certificate in Asset Management Planning
- Develop a policy and strategy on how the municipality will approach Asset Management – The Town has a Municipal Asset Management Policy adopted on November 22, 2011.

- Develop an Asset Register for all Asset Classes – We are currently using the Tangible Capital Asset Registry and the Asset Registry Tracker from the Auditor.

By June 30, 2019 (Incomplete)

- Add the current condition to the asset register for 2 asset classes – This was completed in 2019
- Add the desired condition to the asset register for 2 asset classes (Incomplete)

By June 30, 2020 (Incomplete)

- Municipalities are required to identify the funding gap between current and desired asset condition for completed asset class.

By June 30, 2022

- Municipalities are required to report back to Provincial Government on initiatives to monitor and improve asset management program moving forward.

The Town of Wadena is behind in the timeline. Hiring a consultant to help us prepare an Asset Management plan for at least two asset networks through FCM MAMP will help us achieve the requirements.

Company C submitted the most comprehensive proposal. It talked about the approach and methodology and work plan for the project. The company outlined their specific approach to achieve the objectives. Although most of the proposals are aiming to achieve the requirements set by the government, only Company C included the set up of AM database and training.

The Town of Wadena currently does not have a reliable database of our assets. The Manager of Finance relies on the Asset Registry and Asset Tracker from the Auditor. The PubWorks system was initially intended to be used as the database but it will entail a lot of work to add and/or update all the assets. There is also a report from Associated Engineering that lists the condition of various assets but it cannot be considered as an asset registry because it does not contain all the information needed.

The AM database sample provided in the proposal of Company C will not only help us achieve the requirements of the government but it would be wonderful tool for both Administration and Operation. With this tool, the Town of Wadena will have a better handle of our assets and will be able to plan better for its asset maintenance and replacement.

Although Company C has the most expensive proposal, Council must consider the time and opportunity to have the funding support from FCM MAMP because whether or not there is a grant, the Town still needs to comply to the requirements before June 2022 otherwise it will affect our Gas Tax Funding in the future. Without the project, it will be very challenging to accomplish them before the deadline.

#### **ADMINISTRATIVE RECOMMENDATION(S):**

“That the project be awarded to Company C”.

	SCOPE		ASSET NETWORK	DELIVERABLES	FEES	COST TO THE TOWN
Company A	Phase 1: Grant Application	Phase 2: <ul style="list-style-type: none"> <li>• Data Collection</li> <li>• AM Strategies</li> <li>• Level of Service Standard</li> <li>• Short-term and Long-term rehabilitation and/or replacement plan</li> <li>• AM Plan</li> </ul>	Roadway and Wastewater	<ul style="list-style-type: none"> <li>• Determine current state of infrastructure, gap analysis and update, provide condition ratings by segment for the networks; and Database update</li> <li>• Determine desired condition rating for the networks</li> <li>• Develop Level of Service</li> <li>• Determine condition information (gap between existing and desired condition), Asset network deterioration rates, Impact on overall system, identification of significant risks and potential community or system impact</li> </ul>	Phase 1: \$3,500 Phase 2: \$37,500	\$11,000
Company B	Phase 1: Grant Application	Phase 2: <ul style="list-style-type: none"> <li>• Asset Register</li> <li>• AM Plan</li> <li>• AM Knowledge Sharing</li> </ul>	To be determined	<ul style="list-style-type: none"> <li>• Compile all previously completed asset condition assessment, assign condition to any assets that were not previously assessed and update condition</li> <li>• Review AM program</li> <li>• Provide Summary of Information of the Current Assets</li> <li>• Future Planning Information</li> <li>• Peer-to-peer knowledge sharing opportunity to other interested municipalities</li> </ul>	Phase 1: \$0 Phase 2: \$36,400	\$7,600

Company C	Phase 1: Grant Application	Phase 2: <ul style="list-style-type: none"> <li>• Validate AM policy and strategy</li> <li>• Determine the Current and Target Level of Service</li> <li>• Determine Financial Gap</li> <li>• Set up Asset Management Database</li> </ul>	To be determined	<ul style="list-style-type: none"> <li>• Review current policy and strategy, Compile TCA data</li> <li>• Condition Assessments, Current State of Infrastructure (Level of Service) Lifetime optimization and Level of Service Targets</li> <li>• Review historical actual expenditures and provide short-range and long-range program summary; Financial Gap and Implementation Plan</li> <li>• Set up AM Database and Conduct Training</li> </ul>	Phase 1: \$0 Phase 2: \$55,520	\$11,104
Company D	Phase 1: Grant Application	Phase 2: <ul style="list-style-type: none"> <li>• Review of AM policy and strategy</li> <li>• AM Plan</li> </ul>	Roads, Sanitary and Water Distribution	<ul style="list-style-type: none"> <li>• Infrastructure funding gap</li> <li>• Understanding risks and priorities</li> <li>• Understanding asset renewal sequence,</li> <li>• 10-year capital plan</li> </ul>	Phase 1: \$0 Phase 2: \$23,500	\$4,750