

Town of Wadena Council Meeting

Agenda

April 5, 2021 6:00 pm

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

1. Call To Order

2. Adoption Of Agenda

RECOMMENDATION:

THAT the agenda be approved as presented, and a copy attached hereto.

3. Adoption Of Minutes

3.i. Council Meeting - March 8, 2021

RECOMMENDATIONS:

THAT the minutes of the meeting of council held on March 8, 2021 be approved as presented.

Documents:

[2021.03.08 COUNCIL MEETING MINUTES.PDF](#)

3.ii. Special Meeting - March 10, 2021

RECOMMENDATIONS:

THAT the minutes of the special meeting of council held on March 10, 2021 be approved as presented.

Documents:

[2021.03.10 SPECIAL MEETING MINUTES.PDF](#)

4. Correspondence

RECOMMENDATION:

THAT the correspondence received from Canadian Union of Postal Workers regarding their Delivering Community Power campaign be recognized.

Documents:

[2021.03.23 CANADIAN UNION OF POSTAL WORKERS.PDF](#)

5. Committee Minutes/Reports

5.i. Committee Of The Whole

5.i.i. Committee Of The Whole Meeting - March 15, 2021

RECOMMENDATION:

THAT the minutes of the Committee of the Whole meeting held on March, 2021 be approved as presented.

Documents:

[2021.03.15 COMMITTEE OF THE WHOLE MEETING MINUTES.PDF](#)

5.i.ii. Committee Of The Whole Budget Meeting - March 25, 2021

RECOMMENDATION:

THAT the minutes of the Committee of the Whole budget meeting held on March 25, 2021 be approved as presented.

Documents:

[2021.03.25 COMMITTEE OF THE WHOLE BUDGET MEETING MINUTES.PDF](#)

5.1.iii. Committee Of The Whole Meeting - March 29, 2021

RECOMMENDATION:

THAT the minutes of the Committee of the Whole meeting held on March 29, 2021 be approved as presented.

Documents:

[2021.03.29 COMMITTEE OF THE WHOLE MEETING MINUTES.PDF](#)

5.ii. *Other Reports*

RECOMMENDATION:

THAT the following reports be received and accepted as information:

- North East Area AGM Election 2021
- Central Regional Landfill WMA Minutes Feb 22, 2021
- Central Regional Landfill WMA Minutes Mar 3, 2021
- Occupational Health Committee Minutes Jan 18, 2021
- Occupational Health Committee Minutes March 11, 2021
- Water Treatment Plant Data Sheet March 2021
- Building Permit Report Q1.

5.ii.i. Northeast Area Transportation Planning Committee

Documents:

[2021.03.29 NEATPC AGM ELECTION 2021.PDF](#)

5.ii.ii. Central Regional Landfill WMA

Documents:

[CRLWMA MINUTES 02-22-2021.PDF](#)
[CRLWMA MINUTES 03-03-2021.PDF](#)

5.ii.iii. Occupational Health Committee

Documents:

[2021.01.18 OCCUPATIONAL HEALTH COMMITTEE MINUTES.PDF](#)
[2021.03.11 OCCUPATIONAL HEALTH COMMITTEE MINUTES.PDF](#)

5.ii.iv. Water Treatment Plant Data Sheet

Documents:

[2021.03.31 WTP DATA SHEET - MARCH.PDF](#)

5.II.v. Building Permit Report Q1

Documents:

[2021 BUILDING PERMIT REPORT Q1.PDF](#)

6. Finance

6.I. *Budgetary Control Report*

RECOMMENDATION:

THAT the detailed unaudited financial statement for the period ending March 31, 2021 be received and accepted as presented and a summary attached hereto.

Documents:

[2021.03 BUDGETARY CONTROL REPORT.PDF](#)

6.II. *Accounts Payable Cheque Registry*

RECOMMENDATION:

THAT payment of the accounts represented by cheques #22832 to #22876 and #829-Man to #854-Man totalling \$102,612.58, and payroll vouchers #1884 to #1913 totalling \$36,624.19, be approved as presented and the payment registers for all payments attached hereto.

Documents:

[LIST OF ACCOUNTS FOR APPROVAL - DETAILED.PDF](#)

6.III. *Bank Reconciliation*

RECOMMENDATION:

THAT the bank reconciliation report as of February 28, 2021 be received and accepted as information.

Documents:

[2021.02 BANK RECONCILIATION.PDF](#)

7. Motions

7.I. *Administration Reports*

COMMITTEE OF THE WHOLE RECOMMENDATION:

THAT the following administrative reports be received and accepted as information:

- Community Recreation Coordinator Report March 2021
- Manager of Works and Operations Report March 2021
- Manager of Finance Report March 2021
- Chief Administrative Officer Report March 2021.

Documents:

[2021.03 MONTHLY ACTIVITY REPORT MWO.PDF](#)
[2021.03 MONTHLY ACTIVITY REPORT CRC.PDF](#)
[2021.03 MONTHLY ACTIVITY REPORT MOF.PDF](#)
[2021.03 MONTHLY ACTIVITY REPORT CAO.PDF](#)

7.II. *Garbage Can Quotes*

COMMITTEE OF THE WHOLE RECOMMENDATION:
THAT four garbage cans be purchased from Global Industries and funded in part by remaining 2020-21 Saskatchewan Lotteries funds.

Documents:

[2021.03.31 GARBAGE CAN QUOTES.PDF](#)

7.III. *Municipal Grant Allocation*

COMMITTEE OF THE WHOLE RECOMMENDATION:
THAT \$15,000 be approved for the 2021 Municipal Grant and allocated as follows:

- Wadena School of Dance - \$8,000
- Wadena Curling Club - \$3,000
- Wadena Players Theatre - \$4,000 with free storage for one year.

Documents:

[2021.03.31 MUNICIPAL GRANT ALLOCATION.PDF](#)

7.IV. *HR Terms Of Employment Draft Policies*

COMMITTEE OF THE WHOLE RECOMMENDATIONS:
THAT Policy No. HR-TOE01 Equal Employment Opportunities be approved as presented.

THAT Policy No. HR-TOE02 Letter of Offer and Terms of Employment be approved as presented.

THAT Policy No. HR-TOE03 Probationary and Trial Periods (OOS) be approved as presented.

THAT Policy No. HR-TOE04 Salary Grid Increment Progression (OOS) be approved as presented.

THAT Policy No. HR-TOE05 Personnel Records be approved as presented.

THAT Policy No. HR-TOE06 Employee Payroll Records be approved as presented.

Documents:

[2021.03.31 HUMAN RESOURCES POLICY DRAFT - TERMS OF EMPLOYMENT.PDF](#)

7.V. *Code Of Ethics Bylaw*

COMMITTEE OF THE WHOLE RECOMMENDATION:
THAT Administration be authorized to draft a revised Code of Ethics bylaw which accommodates both investigative options presented in the Government Relations template.

Documents:

[2021.03.31 CODE OF ETHICS BYLAW.PDF](#)

7.VI. *Well 4 Rehabilitation*

COMMITTEE OF THE WHOLE RECOMMENDATION:
THAT up to \$8000 for well 4 rehabilitation be approved.

Documents:

[2021.03.31 WELL 4 REHABILITATION.PDF](#)

7.VII. *VFD Installation At Well 4 & Well 6*

COMMITTEE OF THE WHOLE RECOMMENDATION:

THAT up to \$6,900 be approved for the installation of VFD's at well 4 and well 6.

Documents:

[2021.03.31 VFD INSTALLATION AT WELL 4 AND WELL 6.PDF](#)

7.VIII. *Sign Camera - Highways 5 & 35*

COMMITTEE OF THE WHOLE RECOMMENDATION:

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.

Documents:

[2021.03.31 SIGN CAMERA - HIGHWAYS 5 AND 35.PDF](#)

7.IX. *Fees & Charges: Schedule F Revision*

COMMITTEE OF THE WHOLE RECOMMENDATION:

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

Documents:

[2021.03.31 FEES AND CHARGES BYLAW - SCHEDULE F
ADMENDMENT.PDF](#)

8. New Business/Discussion Items

8.I. *Wadena & District Museum Appointments*

Documents:

[2021.03.29 WADENA AND DISTRICT MUSEUM APPOINTMENTS.PDF](#)

8.II. *Discretionary Use - Leslie Cleaning Services*

Documents:

[2021.03.29 DISC USE HOME OCCUPATION 73 1ST ST SW.PDF](#)

8.III. *Job Description Revision*

Documents:

[2021.03.31 ADMIN ASSISTANT JOB DESCRIPTION REVISION.PDF](#)

8.IV. *2021 Out-Of-Scope Salary Grid*

Documents:

8.V. *Request For Utility Adjustment*

Documents:

[2021.03.29 REQUEST FOR UTILITY ADJUSTMENT.PDF](#)

8.VI. *Waterworks Compliance Inspection*

Documents:

[2021.03.31 WATERWORKS COMPLIANCE INSPECTION.PDF](#)

8.VII. *Waterworks Compliance Inspection - Source*

Documents:

[2021.03.31 WATERWORKS INSPECTION-SOURCE.PDF](#)

8.VIII. *Sign Corridor Application*

Documents:

[2021.04 SIGN CORRIDOR APPLICATION ACCESS COMMUNICATION.PDF](#)

8.IX. *COVID Facility Operations*

Documents:

[2021.03.31 COVID FACILITY UPDATES.PDF](#)

9. **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.

10. **Adjourn**