

Town of Wadena Committee of the Whole

Agenda

April 12, 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 - Sgt. Posnikoff*

Documents:

[2021.04.12 DELEGATION - SGT. POSNIKOFF.PDF](#)

3. Administration Reports

3.I. *Administration Reports*

Documents:

[2021.04 MONTHLY ACTIVITY REPORT CRC.PDF](#)

[2021.04 MONTHLY ACTIVITY REPORT MWO.PDF](#)

[2021.04 MONTHLY ACTIVITY REPORT MOF.PDF](#)

[2021.04 MONTHLY ACTIVITY REPORT CAO.PDF](#)

4. Council Members Round Table Discussion

5. In Camera Items

6. Adjourn



TO: Committee of the Whole

FROM: Jennifer Taylor, Chief Administrative Officer

DATE: April 8, 2021

RE: **Delegation: Sgt. Posnikoff**

Sgt. Posnikoff is attending the meeting on the request of Council to discuss drugs in Wadena, as a result of their discussion at the February 1, 2021 meeting.



Monthly Activity Report

TO: Mayor and Council

FROM: Jocelyn Holowaty, Community Recreation Coordinator
Caitlin Fox, Community Recreation Coordinator

DATE: April 7th 2021

RE: **Monthly Activity Report – April 2021**

MARCH ACTIVITIES:

- Received acceptance for Communities in Bloom competition for summer – will be receiving signs and product this next month.
- Ordered 4 garbage cans – received 1 waiting on other 3, should be here end of month.
- Received resumes for Playground Program (5).
- Received resumes for Aquatic Centre Lifeguard (5) & Instructors (1) positions, none for Pool Manager. At this point this is not enough qualified staff to run swimming lessons.
- Drafted Advertising Policy
- Invoice March User Groups. Lots of clubs are finishing up and will be done by May.
- Completed Final Report for Sask Lotteries Grant 2020-2021.
- Sent out 2021-2022 Sask Lotteries Grant Applications.
- Applied for the FCC grant for LED Lighting upgrades to Recreation Centre.
- Updated Aquatic Safety Plan – needs approval from Health Authority yet.
- Cleaned and updated Aquatic Centre documents and teaching supplies.
- Attended Aquatic webinar and researching Covid guidelines.
- Drafted Wadena Aquatic Centre Covid-19 Response Plan.
- Began discussions with Minor Sports/Rosebud Royals about upcoming Ball season.
- Continuing to monitor SHA health Covid-19 Guidelines and make appropriate changes.

PRIORITIES FOR APRIL 2021:

- Train CRC Caitlin Fox.
- Interview for Aquatic Staff and Playground Program Staff.
- Advertise for Sponsor Rooms for Recreation Centre.
- Begin discussions for flowerpots for May with Volunteers.
- Updated information on Tourism sites about Wadena Campground.

REQUEST FOR ACTION/DIRECTION/CLARIFICATION

Interviews for Playground Program and Aquatic Centre will not be booked till Caitlin starts on the 26th of April. Consideration about only hiring 1 playground program student, 1 seasonal/playground program and Caitlin taking a larger role for the Program to be considered. Council has suggested more ideas for

getting the community involved during the summer months, if this is the case, and depending on the events, Caitlin would not be able to take a larger role.

Also, consideration about adding an incentive for applicants this year for the Aquatic Centre for training.



Monthly Activity Report

TO: Mayor and Council

FROM: Alyshia Neuman- Manager of Works and Operations

DATE: April 7, 2021

RE: **Monthly Activity Report – April 2021**

MARCH ACTIVITIES:

Water Treatment and Distribution:

- Installation of North Filter valve- Replacement
- Installation of Well 6 pump
- Increase of Pot Perm to 5.25, due to visually less colour in the filters, this does not have any negative effect. Daily numbers have improved since well 6 pump has been installed please see WTP Monthly Report for more details.
- Down to one backwash per day
- Chemical and glassware order

Wastewater Treatment and Collection:

- Selected storm drains being measured for replacement
- Lagoon Dispersal- Spring run off

Outside Services:

- Curb collection from winter damage
- Mower Inspections completed and ready for spring
- Some tree cutting and pruning
- Alleyway maintenance
- Gravel road prep for Dust suppression
- Mower inspection sheets creation
- Ordering Cold Mix
- Ordering Curb paint

Facilities:

- Parks and Recreation Cold storage clean-up
- Public Works yard clean-up starting
- Kickboxing equipment installation at fitness center
- Office council chambers and entryway repainting
- Fire Suppression Inspections

Other:

- Staff
 - Interviews taking place in April
 - WHMIS 2015 for new staff- being scheduled

- Training:
 - Pesticide Application Course being Booked for Alyshia Neuman
 - Works and Operations March 26th
- Safety Gear Ordered
- Resolution 057-21 Customer follow-up
 - Still seeing discolouration from iron at least once per week.

PRIORITIES FOR May 2021

- Curb Painting
- Town Cleanup
- Campground opening for May Long
- Sportsground opening for spring
- Camper dumping station turn on
- Park maintenance
- Placement of tables in parks
- Garbage Can placement
- Booking Spring 2021 water courses- tentative due to Covid-19
- Tree Chipping
- Lagoon Dredging booking
- Clearwell Cleaning booking

REQUEST FOR ACTION/DIRECTION/CLARIFICATION

- None Currently



Monthly Activity Report

TO: Mayor and Council

FROM: Lovely Jane Magnaye, Manager of Finance

DATE: April 9, 2021

RE: **Monthly Activity Report – April 2021**

APRIL ACTIVITIES:

- Budget Preparation
- Investment Renewals at CIBC at Crossroads Credit Union
- Asset Management Plan Proposals
- Assessment Processing, Inquiries and Appeals
- Payroll Adjustments – CUPE and Out of Scope
- Community Volunteer Income Tax Program (CVITP)
- Trained Anna and Michele
- Update financial related accounts to Anna
- Municipal Grant Response
- Signing Authority for Interim CAO
- COW and Regular Council Meeting
- 2020 Annual Return EPT Update
- 2021 GST HST and PSB Return – Quarter 1
- Wages, Salaries and Benefits Distribution
- Training & Meetings
 - Apr 6 Going Green with FCM: Your Guide to the Green Municipal Fund – Municipalities of Saskatchewan
 - Apr 20 Good Governance Series: Governance Essentials with George Cuff – Municipalities of Saskatchewan

REQUEST FOR ACTION/DIRECTION/CLARIFICATION

- Nothing at this time
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Monthly Activity Report

TO: Mayor and Council

FROM: Jennifer Taylor, Chief Administrative Officer

DATE: April 8, 2021

RE: **Monthly Activity Report – April 2021**

APRIL ACTIVITIES:

- 2021 budget preparation – assessment, taxation & final review
- Awarding tenders for compost collection, cemetery caretaking, and office cleaning
- Assessment roll is open Mar 1 – Apr 30, fielding questions from ratepayers
- Aquatic Centre Upgrade – providing information to McGinn Engineering as necessary to carry out contracted work. Tender was posted on April 2.
- Preparing documents for transition to interim CAO.
- Training & Meetings
 - Apr 8 SAMA AGM

PRIORITIES FOR May 2021:

- 2021 budget adoption

REQUEST FOR ACTION/DIRECTION/CLARIFICATION

- Nothing at this time