

Town of Wadena Committee of the Whole

Agenda

May 25, 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 - P. Casement EMO*

Documents:

[2.0 2021.05.19 P. CASEMENT DELEGATION.PDF](#)

[2.1 2021.05.19 P. CASEMENTLETTER TO COUNCIL 210517.PDF](#)

3. Administration Reports

3.I. *Monthly Activity Reports*

Documents:

[2021.05 CRC MONTHLY ACTIVITY REPORT.PDF](#)

[2021.05 MONTHLY ACTIVITY REPORT MWO. COMPLETE.PDF](#)

[2021.05 MONTHLY ACTIVITY REPORT ACTING CLERK.PDF](#)

3.II. *Aquatic Centre Tender*

Documents:

[2021.05.05 AQUATIC CENTER TENDER APPROVAL.COMPLETE..PDF](#)

[SUMMARY OF WADENA PROPOSAL- AQUATIC CENTER.PDF](#)

3.III. *Aquatic Centre Closure For 2021 Season*

Documents:

[2021.05.12 AQUATIC CENTER CLOSING.PDF](#)

3.IV. *Lagoon Force Main*

Documents:

[2021.05.11 LAGOON FORCE MAIN COVERING REPORT-
RFP.COMPLETE.PDF](#)

[2021 05 05 LAGOON FORCE MAIN SERVICE CONNECTION
RFP.COMPLETE.PDF](#)

3.V. *Master Control Centre Upgrade*

Documents:

[2021.04.26 MCC UPGRADE.COMPLETE.PDF](#)

3.VI. *Water Treatment Plant - Outside Professional Advice Follow Up*

Documents:

[2021.05.04 WTP OUTSIDE PROFESSIONAL ADVICE FOLLOW UP.COMPLETE.PDF](#)

3.VII. *1998 Chevrolet Tender*

Documents:

[2021.04.28 CHEV COVERING REPORT.COMPLETE.PDF](#)
[2021.04.28 CHEV TENDER.COMPLETE.PDF](#)

3.VIII. *Wadena CO-OP - Sidewalk*

Documents:

[2021.05.11 WADENA COOP- DETERIORATING SIDEWALKS COVERING REPORT.COMPLETE.PDF](#)
[SIDEWALK LETTER.PDF](#)

3.IX. *MDSI Request*

Documents:

[2021.05.11 MDSI COVERING REPORT. COMPLETE.PDF](#)
[MALLARD LETTER TO COUNCIL.PDF](#)

3.X. *Wadena Daycare*

Documents:

[2021.05.12 WADENA DAYCARE COVERING REPORT.COMPLETE.PDF](#)
[KOROLCHUK DAY CARE LETTER TO COUNCIL.PDF](#)

3.XI. *Table Rental*

Documents:

[2021.05.25 TABLE RENTAL ISSUE REPORT .PDF](#)
[MARIA LEACH LETTER TO COUNCIL.PDF](#)
[ANNE SANDERSON LETTER TO COUNCIL.PDF](#)

3.XII. *Sask Lotteries Ineligibility*

Documents:

[2021.05 SASKATCHEWAN LOTTERIES GRANT INELIGIBILITY REIMBURSEMENT ISSUE REPORT.PDF](#)
[SASKATCHEWAN LOTTOS GRANT INELIGIBILITY CORRISPONDENCE.PDF](#)
[SASKATCHEWAN LOTTERIES COMMUNITY GRANT PROGRAM GUIDELINES CORRISPONDENCE.PDF](#)

3.XIII. *Outdoor Rink Proposal*

Documents:

[WADENA OUTDOOR RINK PROPOSAL ISSUE REOPRT .PDF](#)
[WADENA OUTDOOR RINK PROPOSAL.PDF](#)

3.XIV. *Wadena Minor Sports Diamond Rental*

Documents:

[2021.05.11 WADENA MINOR SPORT ISSUE REOPRT.PDF](#)
[2021.04.23 MINOR SPORTS CORRESPONDENCE.PDF](#)
[DARCY MCLEAN EMAIL CORRESPONDENCE.PDF](#)

3.XV. *Wadena Royal Canadian Legion Branch #62*

Documents:

[2021.05.19 WADENA LEGION ISSUE REPORT.PDF](#)
[THE WADENA ROYAL CANADIAN LEGION BRANCH.PDF](#)

4. **Council Members Round Table Discussion**

5. **In Camera Items**

6. **Adjourn**



TO: Mayor and Council

FROM: Anna Lazar, Acting Clerk

DATE: May 19, 2021

RE: **Delegation: Pat Casement - EMO**

Pat Casement would like to speak to Council about the status of finding his replacement of EMO Coordinator. As well as discuss training/orientation on the protocol for Council during a State of Emergency.

Wadena Emergency Measures Organization
102 Main Street N
Wadena, Sask.

May 17, 2021

4) From: Pat Casement

To: Town Council for the Town of Wadena

!) I can attend at your earliest convenience

2) It has come to my attention that you folks have not had any orientation on Protocol for Council during a state of Emergency.

As you may or may not know, I notified council in December 2019 that I would be resigning the position of Emergency Coordinator for the Town of Wadena effective December 31, 2020.

When you folks were unable to find a replacement after one year, I had a verbal agreement with Jennifer Taylor to continue acting as coordinator until a replacement was found.

Now that you lost Jennifer I need to know:

- 1: If that agreement is still in place.
- 2: If you have found a replacement

On a more immediate note, I need to apprise you of the fact that as an elected official you are liable for many events occurring in your community even though the declaration of State of Emergency is made provincially.

I also need to know what Councillor is responsible for the Wadena Emergency Measures Organization. Said councillor will be expected to hold an ICS 100 training certificate and be prepared to take a Basic Emergency Preparedness Course if we ever get back to regular scheduled programming.

Yours

3) Pat Casement
Acting EMO Coordinator
Town of Wadena
plcase@sasktel.net
Hm: 306-338-2564
Cell: 306-338-7873



Monthly Activity Report

TO: Mayor and Council

FROM: Caitlin Fox, Community Recreation Coordinator

DATE: May 13th, 2021

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

APRIL ACTIVITIES:

- Interview and hired three Fun in the Sun Summer Camp Staff
- Created COVID Facility protocols for the Sportsgrounds, Campgrounds, and Summer Day Camp
- Planned for Fitness Centre renos
- Applied and received a \$500.00 grant from Ecofriendly Saskatchewan for trees for the Battalion Park.
- Sent the Co-op a sponsorship letter and asked for them to sponsor the supplies for three raised garden beds for the playground program and the battalion park. They accepted the ask and the supplies has been picked up and are being built.
- Opened the Sportsground for ball practices.
- Looked into other grant applications
- Continuing to monitor SHA health Covid-19 Guidelines and make appropriate changes.

MAY 2021 ACTIVITIES:

- Start to plan Fun in the Sun Summer Camp with staff
- Work on Campground opening procedures and the campground opened on May 21, 2021.
- Plan summer 2021 activities
- Continue to plan the 2021 Grad parade.
- Created proposal for the Wadena Community Outdoor Rink project.
- Closing Sask Lotteries Grant Applications on May 31, 2021

PRIORITIES FOR JUNE 2021:

- Grad Parade is June 11 at 1:30pm
- Start summer programming.
- Fundraise for outdoor rink
- Complete Sask Lotto final report
- Plant plants in the raised bed gardens

REQUEST FOR ACTION/DIRECTION/CLARIFICATION

- Grad Parade Letter Correspondence- What would we like to gift?
-



Monthly Activity Report

TO: Mayor and Council

FROM: Alyshia Neuman- Manager of Works and Operations

DATE: May 14, 2021

RE: Monthly Activity Report – May 2021

APRIL-MAY ACTIVITIES:

Water Treatment and Distribution:

- April 11- WTP interior Painting
- Drain Valve found to be leaking more than usual- inspection took place and aerator hose was jammed in the valve. Testing for leaks was conducted on April 30th and found to dropped 17 inches in 4 hours. Quotes are being obtained for replacement.
- Hydrant Flushing and Valve testing May 3rd- May 14th
 - Being extended to May 21 due to water levels in the water treatment plant
- Driplines being turned off starting May 17.

Wastewater Treatment and Collection:

- Selected storm drains being measured for replacement- Supplies Ordered.
- Lagoon Dispersal May 3- End users were notified April 27.
- Lagoon Sampling week of May 10th

Outside Services:

- Battalion Park Beautification and walking path harrowing to remove weeds and mulching, there will also be spraying to pack down the walking path again.
- Battalion Park Gazebo staining and picnic table placement
- Battalion Park raised flower bed construction.
- Kennedy Tree Chipping and clean up
- Gravel Road prep for Dust suppression scheduled tentatively for the end of May beginning of June.
- Grass cutting logs and all equipment is prepped to start.
- Tree Chipping West side May 27th
- Tree Chipping East Side May 28th
- Coal Mix delivery week of May 10th

Facilities:

- Public Works Shop scheduled for yard cleanup May 25th and May 27th
 - Insurance Inspection for the Aquatic Center April 30th.
 - Fitness Center reno's May 17-May 21
 - Campground open May 21 with prep on May 20th
-

- Town Office painting of offices
- Sportsground Open and diamond harrowing 1x per week dependant on games being scheduled.

Other:

- Staff
 - Interviews for Parks/Rec 1 & Pub Works 1
 - Works O shop meeting April 29th
 - New staff Parks/Rec 1 & Pub Works 1 Orientation
 - Foreman 6 month review
- Training:
 - Pesticide Application Course for Melvin and Alyshia- In Progress
 - Water Treatment Training for Pub Works 1x per week for 1 hour scheduled for after hydrant flushing.
 - WHMIS 2015 for new staff- being scheduled tentatively May 19th
- Fall Arrest equipment has arrived and stored
- Reflective shirts with Town logo-ordered awaiting pickup.
- Resolution 057-21 Customer follow-up
 - Still seeing discolouration from iron at least once per week.

PRIORITIES FOR June 2021

- Flower bed prep
- Curb Painting
- Town Cleanup
- Grass Cutting and logging
- Park maintenance
 - Tree planting
- Placement of tables in parks
- Garbage Can placement
-

REQUEST FOR ACTION/DIRECTION/CLARIFICATION

- None Currently



Monthly Activity Report

TO: Mayor and Council

FROM: Anna Lazar – Acting Clerk

DATE: May 18, 2021

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

APRIL/MAY ACTIVITIES:

- Met with Lovely Magnaye for training May 9th, 16th, and 22nd.
 - Approved budget in GL program.
 - Levied taxes, printed tax notices. Michele sorted, stuffed and mailed.
 - Assessment processing was done by MOF but continue to monitor as there are appeals that require hearings.
 - Setup signing authority for myself.
 - Followed through with Council direction for CIBC investment renewal.
 - Processed payroll, employee terminations and new hires.
 - Monthly CRA reports.
 - Monthly Pre-Authorized Debit.
 - Quarterly GST HST and PSB return.
 - Monthly EPT remittance.
 - Continuing to learn about utilities, processing new accounts and terminated accounts as requested.
 - Experiencing difficulties with badger meter reader – will need to do some training.
 - GTF (Gas Tax Funds) survey.
 - Monthly BDP (Building Permit Report).
 - Census surveys.
 - Continue to monitor 6 email addresses. CAO has 3 email addresses, MOF has 2 email addresses and I have 1.
 - Payables are a continuous task that needs to be kept up, trying to do this, but also training Michele to help with this.
 - Training Caitlin with tasks/items as they come up.
 - Processing Change of Ownerships.
 - Customer service – We are quite busy from 1-4 daily.
 - Committee of the Whole and regular Council meeting preparation.
 - In the process of working on Wheatbelt Building and Development permit.
 - Follow up with the auditor.
-

PRIORITIES FOR JUNE

- Munisoft webinars.
- Badger meter training.
- Utility Billing.
- Bank Rec.
- Provide agreement for the Legion for hall use and access to the storage room – will need CRC to help with this.
- Research/report for amendment to Zoning Bylaw – request brought forward.
- Lot consolidation.
- Process Home Occupation applications submitted.

REQUEST FOR ACTION/DIRECTION/CLARIFICATION

- Nothing at this time.



TO: Mayor and Council

FROM: Alyshia Neuman- Manager of Works and Operations

DATE: May 5, 2021

RE: **Wadena Aquatic Center- Proposal for Services**

ISSUE:

Council needs to award the aquatic center remediation proposal.

BACKGROUND:

On December 21, 2020, Council authorized Administration to obtain two (2) quotes to write the Request for Proposal for the Aquatic Centre Upgrade and specified the scope of the upgrade. The RFP closed on January 13, 2021 at 4pm and 2 submissions were received. The submissions were initially presented for consideration at the January 18, 2021 Committee of the Whole meeting, where the Committee acknowledged the submissions received and recommended awarding the project to McGinn Engineering Ltd. On February 8th, 2021, Council authorized Administration to respond to McGinn Engineering Ltd with direction for remedial scope of work for the Aquatic center. March 10th, 2021 Council authorized Administration to provide direction for McGinn Engineering LTD RFP's.

ALTERNATIVES:

- 1) Committee of the Whole can recommend acknowledgement of the submission that has been received, review in camera, and recommend award of the project when out of camera at the next scheduled council meeting.

FINANCIAL IMPLICATIONS:

The Aquatic Centre Upgrade has been budgeted in the 2021 budget. The pool liner replacement was originally budgeted for in the Towns capital budget in 2023. The Town received \$155,122 through the Municipal Economic Enhancement Program (MEEP) for this project that must be used by March 2022.

ANALYSIS:

Proposals for the remediation to the Aquatic Centre were submitted on April 22th at 4:00pm. Request for Summary of Work was presented to McGinn Engineering for clarification.

ADMINISTRATIVE RECOMMENDATION(S):

"THAT the submission for the tender received from Paradise Leisurescapes be acknowledged and FURTHERMORE the tender be awarded to Paradise Leisurescapes."

ATTACHMENTS:

Summary of Wadena Proposal

Summary of Proposal #1 for Wadena Aquatic Center Remediation

Repair & Replacement pool walls and PVC liner as laid out in the RFP tender document drawings provided.

- Removal of Existing liner and fleece for Engineering inspection.
- Removal of all pool lights and salvage to Town.
- Removal of all Face plates & gaskets for skimmers, returns, drains, etc.
- Removal and grinding away all rust and corrosion from the marked walls.
- Supply and install Cortec Converter rust primer & Cortec Ecoshield 386 to crawlspace walls & ceiling.
- Supply and install 25 patches (locations determined by Engineer) with galvanized metal. Riveting in place following details as per McGinn Engineering tender drawings. (No welding).
- Supply and install four wall panel patches for wall panel facing (locations by McGinn Engineering).
- Basic cleaning of crawlspace floor
- Supply & install caulk of metal walls at embedment as per Tender drawings.
- Supply and install four Hayward 1085 skimmers as per Tender drawings. (locations to be determined by McGinn Engineering)
- Supply and install four Jacuzzi returns as per Tender drawings. (locations to be determined by McGinn Engineering)
- Supply and install four Standard Bronze rope anchors as per Tender drawings. (locations to be determined by McGinn Engineering)
- Supply and install three main drain suction grates for waterslide as Tender drawings.
- Supply and install Geotextile Fleece separator (felt).
- Supply and install 60-mil welded PVC membrane pool liner including slip resistant material on all floors under 0.9M(3') depth.
- Supply and install new face plates & RTV silicone (gasket replacement) for all returns and skimmers.
- Supply and install new grating on main drain trench as per tender drawings.
- Supply and install new grating on Zero beach trough as per tender drawings.
- Supply and install new lifeguard replacement chair only as per tender drawings.
- Supply and install new lifeguard replacement footboard only as per tender drawings.
- Supply and install all Sch80 PVC pipe and fittings to replumb in mechanical room as per Tender drawings.
- Re-installation of town's chemical control system.
- Start-up & Commissioning of pool, pool mechanical system and pool heating system. Does not include chemicals or water.
- 2-hour Training of town personal on operation and maintenance of the pool equipment.

Proposal #1 pricing for install July-August 2021:

\$294,546.00 + taxes for a liner with 10-year warranty.

(Slight downgrade of Spec'd liner)

\$333,901.72 + taxes for a liner with 20-year warranty.
(Upgrade of Spec'd liner)

Separate Prices

Item #		
1.0 & 2.0	Cost inc. labour and materials to replace skimmers beyond base bid (plus to add to 4 on base bid/ minus to remove from base bid)	\$3,098.42 + taxes per skimmer
3.0 & 4.0	Cost inc. labour and materials to replace metal wall panels beyond base bid (plus to add to 4 on base bid/ minus to remove from base bid)	\$4,433.12 + taxes per 4' panel
5.0 & 6.0	Cost inc. labour and materials to replace returns beyond base bid (plus to add to 4 on base bid/ minus to remove from base bid)	\$398.11 + taxes per return
7.0 & 8.0	Cost inc. labour and materials to replace rope anchors beyond base bid (plus to add to 4 on base bid/ minus to remove from base bid)	\$658.52 + taxes per rope anchor
9.0 & 10.0	Cost inc. labour and materials for the install of metal patch panels beyond base bid (plus to add to 25 on base bid/ minus to remove from base bid)	\$327.86 + taxes per 12"x12" patch
1.1	Remediation to pool side of walls for the removal of rust and preparation of surfaces, application of rust primer and inhibiting coating as per specs and drawing details.	\$36,314.76 + taxes
1.2	Remediation to pool basin slab or crack repair, skim top leveling of plane to pool slab. All as per specs and drawing details.	\$46,240.00 + taxes

Pricing valid until June 22,2021.

If you require any clarification on anything in this document, please feel free to contact us.

Thank you in advance,



Ron Seibel
Commercial Manager
Paradise Pools (Commercial) Inc.



TO: Mayor and Council

FROM: Alyshia Neuman- Manager of Works and Operations

DATE: May 12, 2021

RE: **Pool closure for 2021 season**

ISSUE:

Council needs to make a resolution that the Wadena Aquatic Center will not be opening in the 2021 calendar year.

ALTERNATIVES:

- 1) Council can approve administration to issue a notice to the public that the Wadena Aquatic Center will be closed for the 2021 calendar year due to the Aquatic Center Remediation

FINANCIAL IMPLICATIONS:

None.

ANALYSIS:

Due to the proposed work happening at the Wadena Aquatic Center we are unable to open the Aquatic Centre in the 2021 calendar year. Work is tentatively going to start July 19th and will not be completed until late August.

ADMINISTRATIVE RECOMMENDATION(S):

“THAT Council approve Administration to issue a notice to the public that the Aquatic Center will not be opening in the 2021 Calendar year due to the Aquatic Center Remediation.”



TO: Mayor and Council

FROM: Alyshia Neuman-Manager of Works and Operations

DATE: May 11, 2021

RE: **Lagoon Force Main Service Connection-RFP**

ISSUE:

Committee of the Whole needs to review the RFP for the Lagoon Force Main Service Connection and Council needs to approve Administration to issue the RFP for the Lagoon Force Main Service Connection.

BACKGROUND:

In 2019 after our Main Lift Station Flood, it was found that we cannot service a portion of the Lagoon Main line due to its length without a service connection.

In accordance with the 2021 Purchasing Policy:

1.1.3. Public tendering may be used when the value of the purchase is expected to exceed \$25,000.00 and will be used for purchases over \$75,000.00, subject to the direction of Council and where detailed specifications are available, permitting the evaluation of bids against clearly stated criteria and specifications.

1.1.6. Requests for Proposals (RFPs) may be used for the procurement of goods, services, and works when, in the opinion of the Town, the above competitive bidding practices are not practical or advantageous to the Town.

ALTERNATIVES:

- 1) Council can authorize Administration to issue RFP for Lagoon Main Service Connections.
- 2) Council can deny the request to issue the RFP.

FINANCIAL IMPLICATIONS:

The amount needed for a Lagoon Service Connection was budgeted for in the 2021 Budget. Submissions of proposals are needed to provide more information on financial implications.

ANALYSIS:

Please provide a closing date for the RFP and Administration will add this in the RFP.

ADMINISTRATIVE RECOMMENDATION(S):

“THAT Council allow Administration to post the RFP for Lagoon Force Main Service Connection.”

ATTACHMENTS:

RFP- Lagoon Force Main Service Connection



REQUEST FOR PROPOSALS

Lagoon Force Main Service Connection

1. INTRODUCTION

The Town of Wadena, located at 102 Main Street North, Wadena Saskatchewan, S0A 4J0, is soliciting Proposals from interested and qualified bidders for the management, design, planning and installment of a lagoon force main service port. The purpose of this project is to allow for line jetting, camera inspections, and line blow out on the lagoon force main.

2. PREPARATION OF PROPOSALS

2.1. Proposals will be received in hard copy or electronically.

2.2. For Hard Copy Proposals:

2.2.1. Envelopes containing Proposals shall be labeled as stated on cover page and must be presented so that they may be easily identified as containing a Proposal. Envelopes must include the following:

2.2.1.1. Wadena Lagoon Force Main Service Port.

2.2.1.2. Name and address of proposer.

2.2.1.3. Addressed to:

Att: Alyshia Neuman

Town of Wadena

102 Main St N

Box 730

Wadena, SK

S0A 4J0

2.3. For Electronic delivery:

2.3.1. Email Address – Alyshia Neuman
wadenapw@sasktel.net

2.3.2. Enter “Wadena Lagoon Force Main” in the subject line.

3. GENERAL SCOPE OF WORK

3.1. Scope of Services and Responsibilities to be defined:

3.1.1. The Contractor must supply, design, and install a service port entry for a lagoon force main connection.

3.1.2. Service Port must include a cleanout port.

3.1.3. Service Port must include a pre-cast manhole entry.

4. PROPOSALS SHALL INCLUDE:

4.1. Proposals must include the following information:

4.1.1. Cover letter stating interest in project with signature of duly authorized principal.

4.1.2. Technical qualifications of all individuals involved.

4.1.3. Evidence of License to work in the Province of Saskatchewan.

4.1.4. Proof of registration with the recognized Saskatchewan Professional/Licensing Association.

4.1.5. Proposed methodology for project.

4.1.6. Cost of services breakdown.

- 4.1.7.Travel and any other related or applicable project cost that the Contractor will apply to the Town for the completion of this project
- 4.1.8.Proposed dates for work to commence and be completed by.
- 4.1.9.Three references, complete with name, position title, direct phone number and email address of representative from a community where the Contractor has done similar work as is being considered by the town of Wadena.
- 4.1.10. Warranties on work and products.

5. EVALUATION OF PROPOSALS

- 5.1. Proposals will be generally evaluated based on:
 - 5.1.1.Total Price exclusive of taxes.
 - 5.1.2.Ability to meet the required specifications;
 - 5.1.3.Number of weeks to complete the job
 - 5.1.4.Prior experience specific to this type project.

6. GENERAL INFORMATION

- 6.1. Proposals will be received by the Town of Wadena, until 4PM (insert date here). Proposals received after the time and date stated will not be accepted.
- 6.2. Access to the work site and area, prior to proposal closing date, can be arranged for between the hours of 8:00 AM and 3:00 PM, Monday until Friday by arranging scheduled times with Alyshia Neuman at 306-338-7572.
 - 6.2.1.Town staff will be in attendance for all on site visits.
 - 6.2.2.Bidders enter at their own risk.
 - 6.2.3.The Town of Wadena is not responsible for illness, injury, or death of anyone entering this project.
- 6.3. All proposals shall remain open for 60 days for purposes of internal review.
- 6.4. Contractors will be required to obtain or have a current year business licence to undertake work in the Town of Wadena.
- 6.5. Contractors must have demonstrated prior experience in assessing similar facilities in accordance with applicable codes, standards, rules, and regulations.
- 6.6. The Town reserves the right to not accept any proposal at its sole and unfettered discretion.
- 6.7. It is expected that all work shall be done of the highest quality in accordance with best trade practice, and to the sole satisfaction to the Town.

For inquiries or further information, please contact.

Alyshia Neuman, Manager of Works and Operations
Town of Wadena, SK
wadenapw@sasktel.net
1-306-338-7572



TO: Mayor and Council

FROM: Alyshia Neuman- Manager of Works and Operations

DATE: May 10, 2021

RE: **Sole Source Contract- Master Control Center Upgrade with SCADA**

ISSUE:

The Master Control Center at the Main Lift Station needs replacement, and a sole source contract is necessary due to the SCADA upgrade requirements.

BACKGROUND:

On Wednesday November 27, 2019, the Main lift station experience severe flooding due to the discharge pipe at the lagoon being broken, not allowing fluid to travel to the lagoon. This breakage caused a flood in the Main Lift station and an insurance claim.

The lift station controller suffered damage due to the faults created by the submerged motors. Components within the controller were severely damaged. Temporary repairs had been done to get the lift station operating. Temporary repairs took place, and the lagoon effluent was repaired by TSL Mechanical.

Since this was an insurance claim the remainder of the project must be completed before November 2021 to meet the requirements and for the town to receive the insurance money.

In accordance with the Purchasing Policy FS-004 Sole Source Contracts exceeding \$10,000 must have the authorization of council.

ALTERNATIVES:

- 1) None currently

FINANCIAL IMPLICATIONS:

This Item has been budgeted for in the 2021 calendar year.

ANALYSIS:

Due to the SCADA upgrade requirements, the work to be done at the Main Lift Station becomes a sole source contract. It is required to complete said work before November 2021.

ADMINISTRATIVE RECOMMENDATION(S):

“THAT the project be awarded to Tremblay Electric as a soul contractor for the Master Control Center Upgrade at the Main Lift Station.”



TO: Mayor and Council

FROM: Alyshia Neuman, Manager of Works and Operations

DATE: May 7, 2021

RE: **Water Treatment Plant Outside Professional Advice- Follow up**

ISSUE:

Council has requested to bring back the following Water Treatment Plant outside professional advice to the Committee of the Whole meeting.

BACKGROUND:

At the September 22nd, 2021 meeting, Council directed Administration to seek another professional opinion on optimizing the water treatment plant.

The following costs for outside advice have not been requested from the companies again in the 2021 calendar year and have not been changed from when this report was first presented. It is assumed the cost for outside advice would not be far from the provided quotes presented in September 2020.

ALTERNATIVES:

- 1) Council can allocate funds to hire a consultant to provide additional advice.
- 2) Council can direct administration to provide more information
- 3) Council can except the following report as information.

FINANCIAL IMPLICATIONS:

This item was not budgeted for in 2021. The cost of obtaining an additional assessment from a professional company ranges from \$3,800 to \$7,100.

There is Currently \$10,437.58 in the repair line GL 580-285-140 for emergency work at the Water Treatment Plant. This amount can be used for outside advice.

ANALYSIS:

TSL Mechanical Inc. will provide an assessment of water quality, electrical condition, and mechanical condition of Town's WTP. They will provide a quotation and outline of the work and upgrades to be completed to achieve the desired water quality and plant sustainability. The site visit team will include Delco Water, TSL Mechanical and Tremblay electric. The cost is \$3,516 plus tax.

Municipal Utilities will provide a three-day site visit to assess the Town's WTP. They will conduct sampling for chemical optimization of potassium permanganate dosing in order to evaluate the potential benefits of adding poly aluminum chloride and selected cationic, non-ionic, or anionic polymers to aid in increasing filter run time and water quality. In addition, they will examine condition of the filter media, and coordinate potential regeneration with potassium permanganate dependant on

demands on the system. Municipal Utilities will provide recommendations for corrective measures following their assessment. The cost is \$6,650.75 plus tax.

Both companies are all well-versed in water plant maintenance and operations. TSL Mechanical offers a diverse team of experts including Tremblay Electric which is already familiar with the Town's system and their cost is considerably lower than Municipal Utilities.

ADMINISTRATIVE RECOMMENDATIONS:

"THAT the non-budgeted purchase of up to \$4,000 to hire TSL Mechanical Inc. to provide consultation services for optimization of the water treatment plant be authorized."



TO: Mayor and Council

FROM: Alyshia Neuman- Manager of Works and Operations

DATE: April 28, 2021

RE: **1998 CHEV 1500 for sale by Tender**

ISSUE:

Administration would like to sell the used municipal equipment which is a 1998 Chev 1500.

BACKGROUND:

Currently the 1998 Chev 1500 is sitting in the parks and recreation cold storage. This vehicle was parked last summer and taken off the Towns insurance. It is currently taking up space and is not needed.

Public Tender - A process requiring the tender to be publicly advertised or through electronic tendering and the tender award be made in public at a Council meeting.

ALTERNATIVES:

- 1) Council can keep vehicle in their inventory.
- 2) Council can approve the 1998 Chev 1500 sale by tender.

FINANCIAL IMPLICATIONS:

None Currently

ANALYSIS:

The 1998 Chev 1500 is no longer needed. All tenders may be dropped off at the Town Office. Viewing would be available Monday to Friday 8:00AM- 4:00PM by appointment. Tenders would be accepted until 4:00PM on June 18, 2021.

ADMINISTRATIVE RECOMMENDATION(S):

"THAT administration be approved to sell the 1998 Chev 1500 by Tender."

ATTACHMENTS:

Sale by Tender- Used Municipal Equipment 1998 CHEV 1500

Town of Wadena Offers Sale by Tender

**The Following
Used Municipal Equipment**

1998 CHEV 1500



The above vehicle is being offered for sale by tender. Sealed tenders may be submitted to the following address clearly marked Vehicle Tender:

Town of Wadena

Box 730

Wadena, SK S0A 4J0

Or sealed tenders may be dropped off at the Town Office.

102 Main St N

Wadena, SK

Tenders will be accepted unto 4:00pm on June 18, 2021

SOLD AS IS, WHERE FOUND...

Vehicle may be viewed Monday to Friday 8:00AM to 4:00PM

By appointment only call 306-338-7572



TO: Mayor and Council

FROM: Alyshia Neuman- Manager of Works and Operations

DATE: May 11, 2021

RE: **Deteriorating Sidewalks- Letter from Wadena Coop**

ISSUE:

Sidewalks in front of the Wadena Coop Hardware store on Main St North were deteriorating.

BACKGROUND:

On May 5th, 2021 Ray Bourgeois submitted a letter to the Town of Wadena stating on April 3, 2021 a customer tripped and fell in front of the Hardware store and needed medical attention. The week of May 5th, 2021 Ray came into the Town Office and had a conversation with Alyshia Neuman about this matter. Alyshia Neuman then sent in a service request to the Works and Operations Foreman to complete the work with patching to eliminate the tripping Hazards. Work was complete on May 6th, 2021 and the trip hazards have been eliminated. The issue has now been corrected. The Coop did phone us on May 10th to thank us for the work being completed.

FINANCIAL IMPLICATIONS:

The amount needed to complete this project was not budgeted for in the 2021 calendar year, but we allowed for room in the transport service line for maintenance on streets, so this repair will not cause financial implications.

ADMINISTRATIVE RECOMMENDATION(S):

“THAT the Deteriorating Sidewalks Covering Report and the Wadena Coop Letter- Deteriorating Sidewalks be accepted as information.”

ATTACHEMENTS:

Wadena Coop Letter- Deteriorating Sidewalks



**Wadena Co-operative
Association Limited**

P. O. Box 880
Wadena, Saskatchewan
S0A 4J0 Canada

Administration Office (306) 338-2356
Food Store (306) 338-2248
Hardware and Liquor (306) 338-2343
Home Centre (306) 338-2298
Gas Bar (306) 338-2511
Fax (306) 338-2721

LOCALLY
INVESTED
COMMUNITY-
MINDED
LIFETIME
MEMBERSHIP
BENEFITS

May 5, 2021

To: Town of Wadena

Re: Deteriorating Sidewalks

This subject has been brought to Town Administration in the past. We have been told that there is no money available for sidewalk repairs and that spray painting the trip hazards is all that can be done for now.

On or about April 3, 2021 a customer tripped in front of the Hardware store and required medical attention. He is now seeking compensation for his treatments and pain that he is enduring because of the tripping hazard.

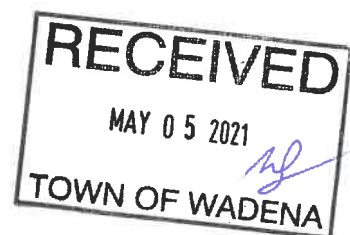
At Wadena Co-op we take safety of our staff and customers very seriously and ask that the Town of Wadena do their due diligence and provide safe sidewalks for customers and visitors to walk on.

Please consider this letter as a request to have the sidewalks on main street repaired. There are many areas that are a safety hazard and could cause a great deal of damage to an individual.

Sincerely,

Ray Bourgeois

General Manager
Wadena Co-op Association





TO: Mayor and Council

FROM: Alyshia Neuman-Manager of Works and Operations

DATE: May 11, 2021

RE: **Mallard Industries- Letter to Council**

ISSUE:

Mark Willems Letter to Council regarding the “Soft Spots” south of Mallard Industries Property on 2nd ST SW.

BACKGROUND:

Town of Wadena Staff visited Mark Willems at Mallards property on 2nd ST SW on May 5th, 2021 to assess the situation with their soft spots. MDSI has issues with this part of Town property due to the soft spots arising every spring. It was explained to Mark that it was because of the organics in the ground and the installation of this road. This road is also across from Sask energies gas lines which would make this project a joint decision and would have to get all line owners in this area to collaborate on this project for permission for the Town to repair.

ALTERNATIVES:

- 1) Council can accept the following information and respond to Mallard Industries that this work cannot be done.
- 2) Council can accept the following information and request more information on cost with response to Mallard Industries.
- 3) Council can choose to do nothing with response to Mallard Industries.

FINANCIAL IMPLICATIONS:

This work has not been budgeted for in the 2021 calendar year.

ANALYSIS:

After speaking with Mark from MDSI, it was discussed the implications with digging on this site due to the collaboration needed between line owners and financial implications. The entire section of road would need to be dug up and restructured to remove the organics and relay the road.

ADMINISTRATIVE RECOMMENDATION(S):

“That Council can accept the following information and respond to Mallard Industries that this work cannot be done at this time.”

ATTACHMENTS:

Mallard Industries Letter to Council

Town of Wadena

From: mwillems.mallardinc@sasktel.net
Sent: May 10, 2021 2:51 PM
To: town.of.wadena@sasktel.net
Subject: Attn Wadena town council

Request for help:

We have a large soft spot in a high traffic area, south of our shop that we would like to get fixed. This area is where we stage and load our stacks of pallets for delivery. It's also the main location from where we load local sales of other products. Each year this area becomes a problem. As much as we try to avoid it, the forklift, truck and trailer get stuck or bogged down several times each spring and it usually doesn't become stable until much later in summer. I had a few people from the town shop come out and see it on May 5 and they had a better idea of the logistics involved. This has been a problem area for quite some time so I know better than to demand that it gets fixed immediately. We would appreciate it if there was a plan to get this accomplished however and whenever that happens.

-Mark Willems



TO: Mayor and Council

FROM: Alyshia Neuman - Manager of Works and Operations
Caitlin Fox - Community Recreation Coordinator

DATE: May 12, 2021

RE: **Day Care Committee Request**

ISSUE:

The Day Care Committee would like to discuss the options of receiving the Fitness center to be their new day care facility.

BACKGROUND:

On May 3th, 2021 at the Council meeting, a delegation from the Wadena Community Childcare Centre Board requested to address council to provide updates on the licensed day care for the Town of Wadena. They have since toured the Fitness Centre facility. Please find attached the letter from the Wadena Community Childcare Centre board for the Committee of the Whole to discuss.

ALTERNATIVES:

- 1) Council can provide Administration with further directives to proceed on the matter.
- 2) Council can acknowledge the letter from the day care committee and table the item.
- 3) Council can allow Administration to respond to the day care committee to move forward with the work requested of the Town.

FINANCIAL IMPLICATIONS:

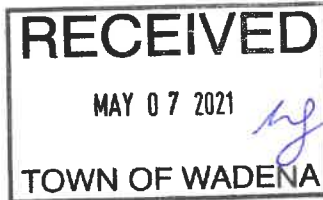
None Currently

ADMINISTRATIVE RECOMMENDATION(S):

“THAT Council provide Administration with further directives to proceed on the matter.”

ATTACHEMENTS:

Wadena Day Care Committee Letter to Council



Town of Wadena Council

I realize that a board member has approached the council about the fitness center. We have since toured it and agreed that if you were open to discussing the fitness center more in depth, we would appreciate that. Up to now we have exhausted many different options including new builds and unfortunately, we are looking at anywhere between \$650,000 to \$1.2 Million dollars to get a facility big enough for our needs. We have been trying to keep the best interest of our community in mind, and do not think currently fundraising for that much money is achievable. The church has the square footage plus more which means potentially if there is more need for daycare we can expand. We could also have a quick opening date if inspection and construction go smoothly. I would think if all went well September first for an opening date would be achievable. The reason we are proposing this is because of the debt that the fitness center has been accumulating through the years. We would like to take the burden off your hands and open something that will be equally as beneficial to the community as the fitness center.

We are wanting to do this in the best order possible to ensure we are not wasting your time. Listed below are the steps I believe we will need to take from now on.

1. We will need the property lines shown to us and we need to know the bylaws on a fence on that property.
2. We would ask to get an inspection done.
3. We would want the fire inspector to come look.
4. We would get quotes for things that would need to be done in the fitness center.
5. We would come back to the council to discuss the price.

We are interested in any concerns that you may see us running into and would like to have a very transparent relationship with the council.

I would like to thank you very much for your time and look forward to working with you.


Ashley Korolchuk
President



TO: Mayor and Council

FROM: Caitlin Fox, Community Recreation Coordinator

DATE: May 11, 2021

RE: **Rental of Table and Chairs Request**

ISSUE:

Rental of 10-20 round tables from the Hall for the Leach off site wedding. Also rental of 5 round tables and 5 rectangular tables for the Sanderson off site wedding.

BACKGROUND:

On May 3rd, 2021, the Town was contacted to rent out the Hall tables for an off-site wedding which was booked to be at the Hall before it became a COVID-19 Testing Centre. After discussion with the Works and Operations we decided with the condition of the tables and the fact that the tables were going to be off site that it would not be a good idea for the tables to be rented out. A message was left with Maria Leach, but the call was never returned. She has since addressed a letter to Council. Last week Anne Sanderson has also now contacted the town with the same question. They also had the hall booked this summer for a wedding. We advised Anne to write a letter to Council.

ALTERNATIVES:

- 1) The Council can allow for the rental of the tables with a damage deposit paid.
- 2) The Council can reject the rental of the tables.

FINANCIAL IMPLICATIONS:

The Town would have to figure out a rental cost for the tables and what to charge for a damage deposit.

ANALYSIS:

With the wedding being booked for the Hall the tables would have been used during the function but now with the booking changing, the Leach's are asking that they take the tables to a farm, and Sanderson's would like to take them to the golf course.

These tables are in rough condition and are heavy so these tables could end up potentially being broken or someone could become injured while using the tables and could result in the town having more issues in the future. There is no bylaw stating that the tables for the Hall can be rented out.

If this agreement is to go through the Town would have to come up with a user and liability agreement stating that we are not liable for damaged, loss of material or anything regarding the tables as well as it should state that they would have to pick up within one day of the scheduled event and return the tables within one day of the scheduled.

ADMINISTRATIVE RECOMMENDATION(S):

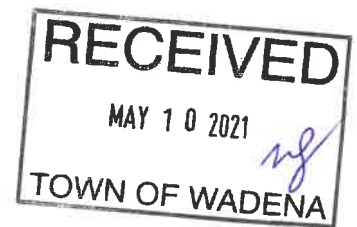
"THAT the Town of Wadena allow the rental for the off-site rental of the Hall tables, for the Leach and Sanderson weddings".

ATTACHMENT:

Maria Leach Correspondence

Anne Sanderson Correspondence

May 10, 2021



TOWN OF WADENA
WADENA, SASK.
S0A 4J0

Dear Mayor & Council:

RE: RENTAL OF TABLES & CHAIRS

July 31, 2021 Derek Leach and Robyn Griffith had the Community Hall rented for the upcoming wedding. The rental was recently cancelled by the Town as they had rented the hall to the Health Region re: COVID, therefore, we have had to move the Wedding Venue to our farm.

We are wondering if we can rent 10-20 round tables from the Community Hall as well as chairs to go around them. We are unsure as to the number of guest we are allowed, therefore, the unknown number. The tables and chairs will be on pavement in our covered Quonset and once placed, will not be moved. We would be willing to arrange pickup and delivery back of the tables with the Town the week before and after the wedding.

If you could get back to us ASAP by emailing me at maria.h.leach@rbc.com, please include a cost per table. Thank You.

Your truly,

A handwritten signature in blue ink that reads "Maria Leach".

Maria & Lyle Leach

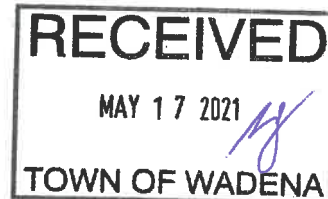
Note: I had also mentioned wine glasses, however, we have decided to buy plastic

IVAN & ANNE SANDERSON

PO 235 WADENA, SK S0A 4J0 · 306-338-8775

sandea@sasktel.net

TOWN OF WADENA
WADENA, SK.
S0A 4J0



DEAR SIR/MADAME,

TABLE RENTAL

Due to the current closure of your hall our daughter Layne's wedding had to be moved to the Wadena Golf Clubhouse.

In order to meet the Covid capacity/table # guidelines we need to find other table options. When we inquired we were advised there was not a table rental policy and that a letter to council was required.

We are hopeful that you will be able to assist us in this unique situation. Here are the details of what we require

- Rental date – Delivery end of day Thursday, July 8. Pick up Monday, July 12
- 5' Round tables (5)
- 8' rectangular tables (5)

Clayton and Layne have maintained their hall rental for July 10, 2022, so are committed to supporting your facility as soon as they are able.

If there are entry concerns as Saskatoon Health Region has areas booked for Covid testing/vaccines my husband Ivan may be able to arrange for pick up and drop off as he is a Health Region employee.

Thanks for your consideration.

Sincerely

A handwritten signature in blue ink that reads "Anne Sanderson".

Anne Sanderson

/FOR CLAYTON AND LAYNE RORQUIST



TO: Mayor and Council

FROM: Caitlin Fox, Community Recreation Coordinator

DATE: May 13, 2021

RE: **Saskatchewan Lotteries Grant Ineligibility**

ISSUE:

Saskatchewan Lotteries returned multiple submissions due to ineligibility.

BACKGROUND:

On May 13, 2021, the Town received a letter regarding the ineligibility of multiple submissions to the follow up reports from the 2020-21 funding. Saskatchewan Lotteries has asked for the reimbursement of \$2,048.00 because this money has already been given out to these organizations.

ALTERNATIVES:

- 1) The Council must pay the \$2048.00 to Saskatchewan Lotteries from other funds within the Town budget.

FINANCIAL IMPLICATIONS:

The reimbursement amount to Saskatchewan Lotteries is \$2048.00 which will be paid from the G.L. of 570-250-111 which has \$1500.00 in it and was originally for RC Pool Staff Training due to the pool not opening for this season this money can be used in a different location. The rest of the funds is coming from the G.L. of 570-430-180 which is the RC Supplies- Parks and will cover the remaining \$548.00.

ANALYSIS:

When the grant final reports were submitted, and these submissions were not recognized as ineligible by the Town of Wadena and were sent into Saskatchewan Lotteries. Saskatchewan Lotteries review the final reports and acknowledge them as ineligible. They then sent them back to the Town of Wadena asking for this reimbursement to them because of the ineligibility of these submissions. The submissions included the Town's purchase of three garbage cans, The Wadena Senior Drop in Centre's Utilities notice, the JR. and Sr. Rosebud Royals memberships, and the Wadena Arts Council Wen's Café receipt. All the submissions fall into the list of ineligibilities which are always included within the Saskatchewan Lotteries Grant packages.

ADMINISTRATIVE RECOMMENDATION(S):

"THAT the Town of Wadena pays the reimbursement of \$2048.00 to Saskatchewan Lotteries from the 570-250-111 and 570-430-180 G.L. accounts to cover the ineligible items that were originally submitted."



ATTACHMENT:

Saskatchewan Lotto Grant Ineligibility Correspondence

Saskatchewan Lotteries Community Grant Program Guidelines



Trust Fund for Sport, Culture and Recreation

May 3, 2021
C102/R13

Karlee Leach / Jocelyn Holowaty
Wadena, Town of
Box 730
Wadena, SK
S0A 4J0

Dear Karlee Leach / Jocelyn Holowaty:

Re: Saskatchewan Lotteries Community Grant Follow-Up Report CG:20:447

Thank you for the follow-up report on this grant.

The documentation we have returned to you was not eligible under the Sask Lotteries Community Grant Program Guidelines and therefore not accepted as part of your follow-up. The following item(s) were not eligible:

- Food and Food Related Expenses
- Membership Fees To Lottery Funded Organizations
- Expenses not directly related to a Sport, Culture or Recreation Program
- Operation Costs of a facility directly related to a sport, culture or recreation program are eligible at 25% of the grant received for each program to a maximum of \$500 per program

Since only \$383 of the \$2,431 grant to the Town of Wadena program was verified with eligible receipts, the remaining \$2,048 is to be either redistributed to other community groups that were able to spend more than their approved amounts, or returned to the Trust.

Please either submit verification of the redistribution of the funds or return the \$2,048 to the Trust to close the file.

If you have any questions or concerns, please contact Lisa Hodnefield at 780-9344 (Regina area) or Toll Free at 1-888-780-9344.

Sincerely,

Kim Wudrick
Vice Chair
Sask Lotteries Trust Fund



Order Confirmation

Order Date: 03/18/2021 16:12 PM EST

Account #: 5372171 Order #: 81274829 PO #: HOLOWATY03182021

Dear Jocelyn Holowaty,

Thank you for placing your order with Global Industrial. Your order details are below. We will send a confirmation once your item(s) ship

Please note, orders containing multiple items may generate additional notifications as items may ship separately.

CHECK YOUR ORDER STATUS

Order Details

Billing Address:

JENNIFER TAYLOR
TOWN OF WADENA
PO Box 730
WADENA, SASKATCHEWAN S0A4J0
CANADA

Shipping Address:

JOCELYN HOLOWATY
TOWN OF WADENA
102 Main Street North WADENA, SASKATCHEWAN
S0A4J0
CANADA

Payment Information:

Card Type: MasterCard

Card Number: XXXX-XXXX-XXXX-0534

SubTotal: \$2228.0

Shipping \$183.99

GST: \$120.6

HST: \$0.0

PST: \$144.72

Total: \$2677.31

Project#/Fleet# _____

GL Code _____

Authorization _____

Date _____

INELIGIBLE

Product Description

Qty

Price

Price Total

Global Industrial™ Outdoor Diamond
Steel Trash Can W/Rain Bonnet Lid & Base,
32 Gallon, Black

4

\$557.0

\$2228.0

Item#: 261926BKD

Shipping Method: TRUCK

Estimated Delivery On or Before: Tue, Mar 23

Town Of Wadena

Box 730

Wadena, SK

S0A 4J0

Office: (306)338-2145

Fax: (306)338-3804

Email: wadenuilities@sasktel.net

Pensioners & Senior Citizens

Box 667

Wadena SK

S0A 4J0

c/o Shirley Patrick

UTILITY NOTICE

Date Issued:	
09-Mar-2020	
Due Date:	
15-Apr-2020	
Customer Number:	Account Number:
505	0050600 0000
Service Address:	
134 1st St NE	
Billing Period:	
01-Dec-2019 - 29-Feb-2020	

Balance 13-Dec-2019:	128.50
Payments Received:	-128.50
Interest Charges:	0.00
Other:	0.00
Balance Forward:	0.00

Days	Current Rdg	Previous Rdg	Usage
90	2370 Cu M	2364 Cu M	6 Cu M
	6 Cu M x 220.0000 = 1320 Gals		
Actual Meter Reading			

Water - Residential	33.08
Sewer	22.05
Infrastructure Fee	80.00
Total New Charges:	135.13
Total Due:	135.13

Paid # 49

Water Rates			Sewer Rates	
0	2,500	\$33.0800 Minimum	Based on Water consumption	
2,501	9,999,999	\$6.0600 /1000 Gallons	0 - 2,500	\$22.0500 Minimum
			2,501 - 9,999,999	\$2.2100 /1000 Unit

*x12**33.78*



Invoice

Sold to* **Rosebud Sr. Royals** Invoice Number **INV20200717004**
Address _____ Invoice Date* **17-Jul-20**

City _____ Province _____
Postal _____ Phone _____ Email **jamesholowaty@gmail.com**

Note **c/o James Holowaty**

ITEM QUANT DESCRIPTION*		PRICE*	AMOUNT
1	1B Adult Affiliation	\$7.62	\$137.16

*Payment Due upon Receipt. Please make cheques or money order payable to 'Softball Saskatchewan'. Payment can be made by VISA and M/C as well.

Subtotal	\$137.16
GST	\$6.84
Total	\$144.00

INELIGIBLE
-No Membership Fees to
Other Lottery Funded
Organization



**SOFTBALL
SASKATCHEWAN**

Invoice

Sold to* **Rosebud Jr. Royals**

Invoice Number **INV20200710005**

Address _____

Invoice Date* **10-Jul-20**

City _____ Province _____

Postal _____ Phone _____ Email **darin.faubert@horizonsd.ca**

Note **c/o Darin Faubert**

ITEM	QUAN*	DESCRIPTION	PRICE*	AMOUNT
1	4	Coach Aff	\$5.71	\$22.84
2	17	U19 Aff	\$7.62	\$129.54

*Payment Due upon Receipt. Please make cheques or
money order payable to "Softball Saskatchewan".
Payment can be made by VISA and MC as well.

Subtotal **\$152.38**

GST **\$7.62**

Total **\$160.00**

Wen's Cafe

Box 517
133 Main Street North
Wadena, SK S0A 4J0

INELIGIBLE

-No Food

Sales Receipt

Date	Sale No.
18/09/2020	6

Sold To
Wadena Arts Council C/O Don Tait Wadena, Sask

Cheque No.	Payment Method	Project
372	Cheque	

Description	Qty	Rate	Amount
Special Chow Mein, Honey Garlic Ribs, Fresh Ginger Beef, Steam Rice, 1 Egg Roll		45.05	45.05
GST /83000 6102R0001	45.05	0.05	2.25
PST	45.06	0.06	2.70
Thank you for your business.		Total	\$50.00

Saskatchewan Lotteries Community Grant Program Guidelines

Program Objective:

The goal of the program is to get people involved in sport, culture and recreation activities by enabling communities to address the needs of local residents.

A portion of the total grant must be used for programs aimed at increasing participation for under-represented populations within your community. Examples include indigenous people, seniors, women, youth at risk, economically disadvantaged, persons with a disability and single-parent families. The under-represented requirement can be met by including under-represented populations in regular programs and/or by creating special programs to meet their needs.

Program Criteria:

- Expenditures must be **directly related** to the delivery of a sport, culture or recreation program.
- Follow-ups verifying project expenditures must be submitted and completed by a member of the organization/group receiving funding.
- Evidence of the direct involvement of under-represented populations in the planning, operating and evaluating of activities to be supported by the grant must be included in the follow-up report.
- Groups receiving grants must publicly acknowledge Saskatchewan Lotteries within their activities.

The following expenditures are **INELIGIBLE**:

- Construction, renovation, retro-fit and repairs to buildings/facilities (includes fixing doors, shingling roofs, flooring, moving/hauling dirt, etc.)
- Property taxes, insurance
- Alcoholic beverages
- Per diems / day money
- Food or food related costs (including catering supplies, coffee pots, coffee, BBQs, etc.)
- Membership fees in other lottery-funded organizations
- Prizes, cash, gifts, awards, honorariums, trophies, plaques and badges
- Out-of-province activities and travel
- Donations
- Subsidization of wages for full-time employees. NOTE: Eligible employment expenditures must be no more than 35 hours a week and no more than 90 days in a grant period (or 455 hours)
- Uniforms or personal items such as sweatbands and hats; and
- Other expenses that the Saskatchewan Lotteries Trust Fund or Town of Wadena may deem inappropriate.

General Information:

All organizations that have submitted an application will be notified in writing whether their application has been approved or denied as well as the amount allocated to them. Detailed follow-up requirements will be sent to each organization once their funding has been approved.

Project Application Deadline: May 31st, 2021 4PM

Final Report Deadline: February 28th, 2022 4PM

***LATE APPLICATIONS OR FINAL REPORT SUBMISSIONS WILL BE DENIED**



TO: Mayor and Council

FROM: Caitlin Fox, Community Recreation Coordinator

DATE: May 14, 2021

RE: **Outdoor Rink Proposal**

ISSUE:

Fundraising for a new outdoor rink for the Recreation Centre.

BACKGROUND:

With the new dressing rooms being built the community lost their outdoor rink. There is a need to rebuild it because of the community uses this facility during the winter months.

ALTERNATIVES:

- 1) The Council can allow for the outdoor rink to be fundraised for.
- 2) The Council can disapprove the proposal and table the idea until a later date.

FINANCIAL IMPLICATIONS:

The total budget for this project is \$35,000 coming from money fundraised and donated by community business and organizations. \$10,000 would cover the cost of the supplies for the boards and \$25,000 would cover the cost of laying the asphalt base.

ANALYSIS:

With the new dressing rooms being built where the outdoor rink was The Town is wanting to fundraise with the communities help so that we can add the outdoor rink back to the list of facilities the community has. This would benefit the community immensely because this facility would have a year around use during the warmer months the community members would be able to use the asphalt base as a sports court for things like basketball and pickleball. During the winter months there will always be community members using the ice surface and The Town can host skate nights and hockey games on the surface. This would be a new project for the community because they are going to be involved with all the fundraising and construction of the facility. This is going to create bonds between community members and will bring the community together for one sole purpose which will increase the community involvement and contribution to the area they call home.

ADMINISTRATIVE RECOMMENDATION(S):

“THAT the council approves the Outdoor Rink proposal and allows for the Community Recreation Coordinator to start the process of fundraising for the project”.

ATTACHMENT:

Wadena Outdoor Rink Proposal

In the past the town has had an outdoor rink and it was used by every member of the community. With the addition to the new Recreation Centre dressing rooms the outdoor rink was taken down and this facility was no longer a part of the community. With the new outdoor rink in the community again the community will be able to bond together because this will be a facility where socialization and programming can happen. The community will have to come together to make this rink a possibility, it is going to be a lot of work and will be something new for the community to take part in and stay involved with even after the rink has been built. This community struggles to come together as one and create ties between each other, the project of fundraising and creating the rink will be something that can be the starting point for future community driven projects.

The town is proposing that the outdoor rink be fundraised for and build by the community. This will get all the businesses and community members involved in something that they will see the direct impact from quickly and for many years to come.

The projected start date to begin fundraising is May 26, 2021, the projected construction date is July 12, 2021 with the grand opening happening this winter. This is a quick turnaround date, but this is to keep everyone motivated and driven to make this impact on the community with a facility that everyone will use.

Fundraising Plan

To fundraise for this project, we are going to be asking local business and organizations for sponsorships and donations either of actual funds or volunteering hours. We are wanting all the sponsorships and donations to cover the cost of all aspects of building the rink.

To keep everyone involved there will be a thermometer sign outside of the town office where the amount of funds raised can be shown and it gives everyone involved a visual representation on where the efforts are at in fundraising. There will be posts on the Parks and Recreation Facebook page as well as on the Town of Wadena website. This will promote traffic to both the Facebook page and our website. Posters will be put up around town with updates on the project.

With the COVID-19 restrictions lifting we will plan to do more community fundraising to get everyone involved including organizations that are looking to volunteer in the community more.

Benefits to the Sponsors

With the donations coming in from many different sectors the best option to commemorate the sponsors and volunteers will be to have a sign that outlines who made contributions to the outdoor rink. This sign will remain at the rink for as long as the rink is open. They will be recognized for their contribution every year by being asked first and given a discount for ice advertisement.

The sponsors will see the benefits of their contribution because the rink will be used for many different uses during the year, during the summer different sports like basketball can be played on the surface and then during the winter the ice will go in and will be able to host games, public skate nights, and so much more. This can also be used as a tax write-off for all the businesses which can be beneficial to many.

Sponsorship Fund Divisions

We have created a fund division for all the contributions made during our fundraising efforts. This will help to provide more recognition for all the business, organizations, and volunteers that help to create a new facility in Wadena. The honorable mentions will be used for people who do not contribute funds but their own time for the construction of the rink, and other forms of contribution that do not have to do with actual money.

Platinum- \$1000 or higher

Gold- \$999- \$400

Silver- \$399- \$101

Bronze- \$100 and below

Honorable mentions- Volunteer hours

List of Possible Sponsors

With all the businesses and organizations in Wadena we feel there is enough people to contribute to the efforts of building this rink. There will be a letter sent out to all of the sponsors asking them for a contribution. This letter can be seen in Appendix A

The list of potential sponsors is listed here, this is open to change: CO-OP, Water World, CIBC, RBC, MDSI, Credit Union, BP Ag., Richardson, Nutrien, Viterra, TG Electric, Cutting Edge Electric, CNS Mechanical, Wadena Drugs, Dr. MEC, Bayer Agriculture Solutions, Nicks's, Scoops, TnT, Wadena Glass, JJ Stitch, E and K, Spine Design, Nelson Trucking, Todd Byman, Farmers and Friends, Wheat Belt, Wildcats, Kinsmen, and other personal donations.

Budget & Quotes

Budget	
Boards	\$10,000
Asphalt	\$25,000
Total	\$35,000

The budget is based on quotes given to us by the Wadena Co-op and ASP Paving. This budget also does not include outside lights, or the warmup shack, this can be fundraised for in the future. The quote from the Co-op can be found in Appendix B. We do not have a physical quote from ASP Paving but from past conversations about the possibility of the building an Outdoor Rink ASP Paving has said that the quote for this project would be \$25,000.

All the construction will be completed by the Parks and Recreation as well as the Public Work Workers with help from community members as well. The asphalt will be laid by ASP Paving. Within the quote for the asphalt, it includes labor costs as well.

Site Proposal

We have investigated many possible sites in the town, and we feel that our best location to build the outdoor rink is south of the Recreation Centre right beside the pool. This gives us easy access to water as well as easy access to the users of the rink. The location map can be seen in Appendix C.

Appendix A- Sponsor Letter

Dear XXX,

The Town of Wadena has decided to add an outdoor rink to the list of facilities in town. With the recent addition put onto the Recreation Center the old outdoor rink had to be taken down. The town has now decided that a new outdoor rink should be made accessible for everyone in town. With the new rink the town will see the benefit from it all year around because in the summertime it can be used for many different sports because of the asphalt base we are putting in and during the winter there can be hockey games played on it as well as community member skate nights. Wadena is a community with a lot of hockey players and hockey enthusiasts, with this in mind the new rink will be used by many during all the seasons.

This project is going to be different from other town projects. We are asking for the community members, business, and organizations to be involved with the Outdoor rink project. We are asking for sponsorships of funds to be put directly towards the rink as well as donations of volunteer hours to help and build the rink once all the funds have been raised. The monetary sponsorships can be provided with a donation receipt. Everyone who is involved with making this project possible will be commemorated with a sponsorship sign that will remain at the outdoor rink for as long as the rink is there.

The sponsorships will be split into categories, if you wish to help build the Wadena Community Outdoor Rink, please specify which category you wish to be in and the amount of funds you wish to contribute.

Platinum- \$1000 or higher

Gold- \$999- \$400

Silver- \$399- \$101

Bronze- \$100 and below

Honorable mentions- Volunteer hours

If you wish to contribute to the Wadena Community Outdoor Rink, please contact Caitlin Fox, Community Recreation Coordinator by email at wadrec@sasktel.net or by phone at 1-639-947-7335. All contributions must be made by July 12th, 2021 at 4:00pm.

Thank you,

Caitlin Fox

Community Recreation Coordinator

Town of Wadena

Appendix B- Co-op Quote

Wadena Co-op
P.O. Box 880
Wadena Sk S0A 4J0
Phone: (306)338-2298
Fax: (306)338-3626
lumber.wdcoop@sasktel.net

Estimate Supplied For:
TOWN OF WADENA
BOX 730
, WADENA S0A 4J0
Phone: 303-821
TOWN OF WADENA

Estimator:
Salesperson:
Estimate Date: March 03, 2021
Valid To: April 02, 2021
Reference:

Estimate # 10347		40X96 OUTDOOR RINK			Page 1 of 1
Component	Description	Quantity	Unit	Price	Total
OUTDOOR RINK					
SIDE WALLS (4')	4X4-16 BAREFOOT BROWN	13	EAC	\$25.97	\$337.61
END WALLS (6')	4X4-16 BAREFOOT BROWN	9	EAC	\$25.97	\$233.73
SIDE WALL RAILS	2X6-16' BAREFOOT BROWN DECKING	36	EAC	\$36.19	\$1,302.84
END WALL RAILS	2X6-16' BAREFOOT BROWN DECKING	20	EAC	\$36.19	\$723.80
SIDE BOARDS (2')	2X6-16' BAREFOOT BROWN DECKING	53	EAC	\$36.19	\$1,918.07
END WALL BOARDS (4')	2X6-16' BAREFOOT BROWN DECKING	44	EAC	\$36.19	\$1,592.36
	3IN BROWN DECK SCREWS 10LB	1	EA	\$49.99	\$49.99
	BROWN DECK SCREW 2 1/2IN	44	LB	\$4.49	\$197.56
				<i>Subtotal</i>	\$6,355.96
	Subtotal:				\$6,355.96
	GST				\$317.80
	PST				\$381.36
	Grand Total:				\$7,055.12

While every attempt has been made to make this estimate as accurate as possible building styles and practices vary so actual product used may vary from this estimate

Appendix C- Location Map





TO: Mayor and Council

FROM: Caitlin Fox, Community Recreation Coordinator

DATE: May 11, 2021

RE: **Wadena Minor Sports Request**

ISSUE:

Whether or not to postpone diamond rental for Wadena Minor Sports.

BACKGROUND:

Bylaw No. 2021-01 Fees and Charges Bylaw provides that Wadena Minor Sports/Youth Ball Teams will be charged \$16.00 per player per season.

On April 22, 2021, Wadena Minor Sports sent a letter addressed to the Town asking to postpone the rental fees for the use of the Ball Diamonds until they have further direction from the Saskatchewan Government and the Saskatchewan Health Authority.

ALTERNATIVES:

- 1) Council can postpone the invoicing of the fee.
- 2) Council can depart from the current bylaw.
- 3) Council can deny the request and implement the current bylaw.

FINANCIAL IMPLICATIONS:

The town will not be making as much or any revenue if Council choose to depart from the current bylaw.

ANALYSIS:

Minor Sports is unsure if they will be having a ball season this year. As of today's date May 11, 2021 all teams under Wadena Minor Sports can practice in groups of eight or fewer and wish to do so.

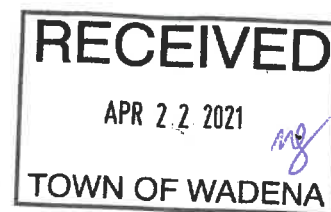
Wadena Minor Sports has postponed their registration fees until they have more of an idea of what this season is going to look like. As of this date, games/tournaments cannot be held. However, they are using the diamond at least 5 times a week for practices. On May 7, 2021 there was a correspondence sent by Darcy McLean saying that the season has been cancelled due to the timeline of the government's regulations for minor sports. After discussing with Wadena Minor Sports they wish to keep practicing until ???

ADMINISTRATIVE RECOMMENDATION(S):

"THAT Wadena Minor Sports be charged with a discounted rate of \$8.00 per player for this season due to COVID-19".

ATTACHMENT:

Minor Sports Correspondence
Darcy McLean Email



Greetings Town of Wadena,

Wadena Minor Sports is requesting our diamond rental be put on hold until we know we will be having an actual season. The reason being is Minor Sports is not intending on charging any fees until a season is scheduled. Ball teams still want access to the diamonds as U18 teams are allowed to train in groups of eight or fewer, as many of you already know. Once a season is started, and fees for insurance and registrations need to be paid, then we are hoping to pay for the rental at that time as well.

Thanks for your consideration.

Wadena Minor Sports

Wadena Recreation

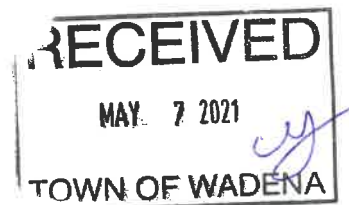
From: Darcy McLean <ncmbl2016@gmail.com>
Sent: Friday, May 7, 2021 4:54 PM
To: Austin Lavallee; Brett McInnes; carla huls; Chad Glasser; Christie Molle; Clayton Hall; Craig Anderson; Crystal Miller; David Mortensen; Dean Henrikson; Greg Beaudoin; Greg Gudjunson; Greg Harcourt; Jason Collins; Jeffrey Fisher; Joe Filson; Joslin Freeman; Kim Hoppe; Kim Stomp; Lynn Martin; Mark Sweatman; Mark Tarry; Melanie Ingram; Mike Christy; Morris Sokul; nyomii morris; Riley Brockman; Ryan Bodnarchuk; Ryan Junop; Ryan Rheaume; Sigourney Hoytfox; Steve Armstrong; Teneil Fogg; Tod Bolt; Tom Courville; Tyler MacMurchy; Wadena

Good afternoon

The government has mentioned that baseball games would be able to start somewhere around the third weekend of June. So with that timeline usually we would already be done our league and playoffs. With that news we will be cancelling this season again and will try again next year.

We will chat again in the spring of 2022

Thank you and have a great summer.



--
Darcy McLean
306-269-7195



TO: Mayor and Council

FROM: Anna Lazar – Acting Clerk

DATE: May 19, 2021

RE: **Official approval to Legion for hanging Remembrance Day banners**

ISSUE:

Providing the Wadena Royal Canadian Legion with an official Council resolution for approval of hanging the Remembrance Day banners.

BACKGROUND:

Bonnie Wallin attended the April 26, 2021 Committee of the Whole meeting to present an idea from the Legion to hang up Remembrance Day banners. Administration failed to bring back the report to the May 3, 2021 Regular Council meeting for an official resolution allowing the Legion to do so.

ALTERNATIVES:

Council has already said yes to this, but we need an official resolution.

FINANCIAL IMPLICATIONS:

There are no financial implications at this time. The Legion has a donation that would cover the cost of installation and removal.

ANALYSIS:

The Wadena Royal Canadian Legion Branch # 62 in conjunction with the Farmers and Friends Fundraising group are wanting to install Veteran Recognition Banners in the Town of Wadena. The purpose of the previous request was to meet with Council to discuss the use of the light posts along Highway 35 and Highway 5 within the limits of the Town of Wadena.

ADMINISTRATIVE RECOMMENDATION(S):

“THAT Council allow the Wadena Royal Canadian Legion Branch #62 to hang their Remembrance Day banners within the Town of Wadena. FUTHERMORE, that administration and operations be authorized to work with the Legion to continue for this to happen for years to come.”

ATTACHMENT(S):

Wadena Legion letter – from previous meeting.

The Wadena Royal Canadian Legion Branch # 62 in conjunction with the Farmers and Friends Fundraising group are considering a project to install Veteran Recognition Banners in the Town of Wadena.

These banners are displayed in both Watson and Kelvington so you may have seen them in previous years.

This will be a major project to undertake as we have in excess of 700 vets who signed up in both WW1 and WW2 from the Town of Wadena.

The purpose of the request to meet with the council is to discuss the use of the light posts along Highway 35 and Highway 5 within the limits of the Town of Wadena.

We would like to have this meeting as soon as possible because in order to complete the first year of this project we need to have time to contact veteran families and prepare pictures for printing by mid July.

It will probably be President Bonnie Wallin and maybe one other legion member to be determined.

I will have a simple handout when I arrive at the meeting.

In addition, we would like to have a discussion with the new council about the agreement for use of the hall between the town and the legion as well as access to the legion storage room.

Thank you for your consideration of this project.