

Town of Wadena Committee of the Whole

Agenda

June 22, 2021 6:00 p.m.

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

1. Call To Order

2. Administration Reports

2.I. Monthly Activity Reports

Documents:

[2021.06 CRC MONTHLY ACTIVITY REPORT .PDF](#)
[2021.06 MONTHLY ACTIVITY REPORT MWO. COMPLETE.PDF](#)
[2021.06 MONTHLY ACTIVITY REPORT ACTING CLERK.PDF](#)

2.II. Water Treatment Plant - Data Sheet Report

Documents:

[2021.06.16 WTP DATA SHEET REPORT-MAY 2021.PDF](#)
[2021.05 MAY WTP DATA SHEET.PDF](#)

2.III. Waterworks Compliance Inspection

Documents:

[2021.06-16 WATERWORKS COMPLIANCE INSPECTION OVERVIEW.PDF](#)
[2021.06.08 WTP COMPLIANCE INSPECTION.PDF](#)

2.IV. Sask Lotteries Grant 2021-2022 Allocation

Documents:

[2021.06.16 SASK LOTTERIES GRANT ISSUE REPORT.PDF](#)

2.V. Cemetery Committee Recommendation

Documents:

[2.8 2021.06.16 CEMETERY COMMITTEE RECOMMENDATIONS.PDF](#)
[2.9 P2018-001 CEMETERY POLICY.PDF](#)

3. Council Members Round Table Discussion

4. In Camera Items

5. Adjourn



Monthly Activity Report

TO: Mayor and Council

FROM: Caitlin Fox, Community Recreation Coordinator

DATE: June 16th, 2021

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

JUNE ACTIVITIES:

- Bike Rodeo on June 7th went well all the children enjoyed all of it.
- Grad Parade was June 12 at 3:00pm, everything went very well, and everyone really enjoyed it.
- Continued to plan summer programming.
- Started planning Canada Day celebrations
- Beavertail Truck is coming to town on June 29th.
- Planted trees in the Battalion Park.
- Playground program staff starts on the 28th.
- Will start to plan Fun in the Sun Summer Camp with staff in the next few weeks.

PRIORITIES FOR JULY 2021:

- Summer programming
- Canada Day celebrations
- Playground program

REQUEST FOR ACTION/DIRECTION/CLARIFICATION

Yard Contest Judges and Parade: I would like 2-3 Council members to judge the Canada Day Yard Contest as well as 2-3 for the Parade.



Monthly Activity Report

TO: Mayor and Council

FROM: Alyshia Neuman- Manager of Works and Operations

DATE: June 16, 2021

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

JUNE ACTIVITIES:

Water Treatment and Distribution:

- June 12, 13,18,19,20 Clearwell cleaning
- Quotes are being obtained for replacement for drain valve, and north filter piping.
- Hydrant Flushing and valve testing
- Hydrant part, curb stop and valve order
- Waterworks inspection June 8th

Wastewater Treatment and Collection:

- Manhole Repair on 3rd tentative scheduled date for June 23rd
- Lagoon berm maintenance
- Lagoon line blow out
- Kennedy,3rd and Main lift stations yearly inspections and maintenance

Outside Services:

- Town wide grass cutting
- Roland's park tree chipping
- School zone installation at Highschool
- Flower bed assembly

Facilities:

- Town Office painting of offices- CAO, Manager of Finance
- Campground inspection took place from last report and backflow preventors installed at taps- 100% compliant.

Other:

- Asset Management
 - Rec Center Roof RFP
 - Wadena Aquatic Center Insurance Inspections
 - 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.
 - Resolution 057-21 Customer follow-up
-

- Only has been discolored a few times since we last spoke, if any discolouration happens, they will phone and we will go flush

PRIORITIES FOR July 2021

- Meter installations
- Hydrant repair
- Valve Repair
- Curbstop replacements
- Sewer replacement
- Order well supplies
- Well acidization and well 4 pump replacement
- Hall, rec center duct cleaning
- Septic and Shop suck outs
- Rec center parking lot installation
- Schedule training for water courses
- WTP Secondary Advice tentatively scheduled
- Sewer Main flushing

REQUEST FOR ACTION/DIRECTION/CLARIFICATION

- None Currently



Monthly Activity Report

TO: Mayor and Council

FROM: Anna Lazar – Acting Clerk

DATE: June 16, 2021

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

JUNE ACTIVITIES:

- Met with Lovely Magnaye for training June 5 and June 12.
- Assessment processing on going.
- Processed payroll.
- Monthly CRA reports.
- Monthly Pre-Authorized Debit.
- Monthly EPT remittance.
- Continuing to learn about utilities, processing new accounts and terminated accounts as requested.
- Processed utility bills for June 15, 2021
- Monthly BDP (Building Permit Report).
- Payables on going.
- Customer service – We continue to be quite busy from 1-4 daily.
- Committee of the Whole and regular Council meeting preparation.
- Wheatbelt Building and Development permit on going.
- Munisoft webinars (utility and tax).
- Weekly Deposits.
- HR items/issues/concerns.
- Training Michele and Caitlin on going.
- Renew lease on Konica.

PRIORITIES FOR JULY

- Bank Rec.
- New CAO start.
- Processing Change of Ownerships.

REQUEST FOR ACTION/DIRECTION/CLARIFICATION

- Would like to take holidays from July 26 – 30th.
-



TO: Mayor and Council

FROM: Alyshia Neuman, Manager of Works and Operations

DATE: June 16, 2021

RE: **Monthly WTP Data Sheet – May 2021**

BACKGROUND:

Permit Requirements:

Parameter	Treated water sampling and locations/ Minimum sampling frequency	Limit
Turbidity (NTU)	On-site testing at least once (1) per day from water entering the distribution system and at the same frequency and locations as bacteriological samples	Less than 1.0 NTU, 95% of discrete measurements each calendar month
Free Chlorine (FCL)	At least once (1) per day for free chlorine; and at the same locations and frequency of bacteriological samples	Free residual of not less than 0.1 Mg per litre in the water entering the distribution system
Total Chlorine (TCL)	At least once (1) per day for free chlorine; and at the same locations and frequency of bacteriological samples	A total chlorine residual of not less than 0.5 Mg per litre of a free residual of not less than 0.1 Mg per litre in the water throughout the distribution system
Iron	Once per day (aesthetic Objective)	0.05 Mg per litre
Manganese	Once per day (aesthetic Objective)	0.05 Mg per litre

ANALYSIS:

Parameter	High	Low
Turbidity (NTU)	0.87	0.10
Free Chlorine (FCL)	2.76	0.13
Total Chlorine (TCL)	3.50	0.40
Iron	0.29	0.00
Manganese (MN)	0.217	0.034

Water Usage:

	High	Low	Total for Month
Raw	1032 m ³ per day	360 m ³ per day	23,072 m ³
Treated	1010 m ³ per day	496 m ³ per day	20,932m ³
Process			2,140 m ³

Notes:

- Iron was over our aesthetic objectives 5 days out of 31.
- We were over aesthetic objectives for manganese 24 days out of 31 this month. This was caused by filter overloading and pot perm dosages. This causes slight discolouration in our distribution system.
 - We have been setting the filter valves to account for filter overloading and for the north filter valving having cavitation until this can be repaired. If we can eliminate the cavitation with replacing the valving and suction line this should clear up our filter overloading and be more consistent.
 - The drain valve is also in need of repair both these items are being worked on and quotes are being obtained.
- We continue to closely monitor Raw NTU, iron, and manganese, as well as our filter turbidity dependent. This is not a permitted tested requirement but does help to analyze the rises and lows of our system.
- We see increases on demand periodically throughout the month.

ATTACHMENT:

WTP Monthly Data Sheet- May 2021

Month: May 2021

TOWN OF WADENA - WATER WORKS

DATE	TIME	INITIALS	RAW	DAILY TOTAL	TREATED	DAILY TOTAL	BLOWER	EF #1	DAILY TOTAL	EF #2	DAILY TOTAL	DIST #1	DAILY TOTAL	DIST #2	DAILY TOTAL	KMN O4 TANK	KMN O4	CL-N	CL-S	CL FREE	CL TOTAL	TURBIDITY	IRON	MN	BW-S	BW-N
1	7:30	MP	962583	808	609366	649	1316.4	1857.07	21.88	1861.40	21.84	45019.5	2.8	51199.4	4.9	3.375 kg	7.50	49	67	0.50	0.60	0.85	0.29	0.27	7:55	7:40
2	7:00	MP	963396	813	610103	737	1316.7	1878.75	21.68	1883.07	21.67	45025.0	5.5	51202.6	3.2	3.750 kg	7.55	44	67	0.56	0.72	0.75	0.23	0.179	7:35	7:20
3	7:45	MP	964245	849	610936	833	1317.1	1901.63	22.88	1905.89	22.82	45030.0	5	51207.4	4.8	3.750 kg	7.55	39	67	0.55	0.89	0.28	0.05	0.069	7:45	8:00
4	8:00	MP	965084	839	611838	902	1317.4	1924.27	22.64	1928.45	22.56	45035.2	5.2	51213.1	5.7	3.75 kg	7.25	33	67	0.37	0.60	0.28	0.03	0.055	8:15	8:30
5	8:00	MP	965915	831	612523	685	1317.8	1946.70	22.43	1950.80	22.35	45039.9	4.7	51216.6	3.5	0.75 kg	7.15	27	67	0.53	0.79	0.23	0.01	0.053	8:30	8:15
6	8:00	MP	966747	832	613252	729	1318.1	1969.13	22.43	1973.14	22.34	45044.0	4.1	51221.4	4.8	3.75 kg	7.15	68	67	0.64	1.49	0.17	0.00	0.055	8:15	8:30
7	8:00	MZ	967584	837	613909	657	1318.5	1991.68	22.55	1995.71	22.51	45047.8	3.8	51225.5	4.1	3 kg	7.10	68	67	0.54	0.79	0.18	0.06	0.048	8:18	8:45
8	7:15	MZ	968372	788	614590	681	1318.9	2022.86	21.18	2016.76	20.29	45052.2	4.4	51229.3	3.8	6 kg	7.10	68	67	0.68	0.96	0.18	0.02	0.038	7:45	8:05
9	7:15	MZ	969190	818	615265	675	1319.2	2035.18	22.32	2038.75	22.19	45055.5	3.3	51234.2	4.9	3 kg	7.10	68	67	0.71	1.06	0.19	0.03	0.051	7:45	8:01
10	7:50	MZ	970034	844	616132	867	1319.6	2057.86	22.62	2061.54	22.59	45060.6	5.1	51239.4	5.2	3 kg	7.10	68	67	0.64	0.97	0.16	0.03	0.048	8:05	8:20
11	8:00	MP	970843	807	616929	777	1319.9	2079.92	22.12	2083.67	22.13	45064.4	3.8	51245.3	5.9	3 kg	7.10	68	67	0.55	0.88	0.16	0.00	0.038	8:20	8:15
12	07:45	MP	971658	815	617746	817	1320.3	2102.20	22.28	2105.88	22.21	45070.2	5.8	51249.4	4.1	3 kg	7.05	68	67	0.51	0.91	0.14	0.04	0.061	7:20	8:49
13	07:45	MP	972477	819	618634	888	1320.6	2124.19	21.99	2127.71	21.83	45074.7	4.5	51255.8	6.4	3 kg	7.05	68	67	0.83	1.25	0.17	0.02	0.048	8:30	8:45
14	07:45	MP	973308	835	619366	732	1320.8	2146.61	22.42	2150.11	22.40	45080.3	5.6	51259.4	3.6	3 kg	7.20	68	67	0.80	1.24	0.81	0.20	0.143	08:12	08:31
15	7:15	MP	974096	788	620104	738	1321.1	2167.82	21.21	2171.24	21.13	45083.7	3.4	51264.8	15.4	51259.4	7.21	68	65	0.80	1.18	0.22	0.02	0.051	7:45	7:30
16	7:15	MP	974932	836	620912	808	1321.4	2190.53	22.71	2193.86	22.62	45090.3	6.6	51268.0	16.8	3.75 kg	7.30	68	60	0.58	0.89	0.10	0.00	0.045	7:30	7:45
17	9:39	MP/DP	975837	905	621922	1010	1321.6	2215.04	24.51	2218.33	24.47	45095.8	5.5	51274.0	6.0	3 kg	7.40	68	55	0.96	1.52	0.64	0.21	0.171	10:09	9:58
18	07:45	MP/DP	976707	870	622737	815	1321.8	2237.20	22.16	2240.42	22.09	45101.6	5.8	51279.2	5.2	3.75 kg	7.65	68	50	0.63	0.99	0.45	0.10	0.089	8:25	8:40
19	8:30	MP/DP	977759	1032	623414	677	1321.9	2261.29	24.09	2264.49	24.07	45104.9	3.3	51284.1	4.9	3.75 kg	7.80	68	68	0.13	1.83	0.30	0.03	0.069	9:30	9:45
20	8:30	MP/DP	978648	909	624056	642	1322.1	2283.72	22.43	2286.96	22.42	45108.7	3.8	51288.0	3.9	3.75 kg	7.70	68	67	0.28	0.69	0.39	0.03	0.064	8:45	8:30
21	7:45	MP/DP	979008	360	624564	508	1322.3	2290.85	7.13	02294.02	7.11	45112.5	3.8	51290.2	2.2	3 kg	7.65	68	67	2.76	3.50	0.17	0.02	0.54	08:00	08:30
22	7:00	MZ	979926	914	62529	565	1322.4	2311.86	20.95	02314.89	20.87	45115.6	3.1	51293.9	3.7	3 kg	7.65	68	67	0.54	0.40	0.16	0.00	0.059	7:10	7:25
23	7:00	MZ	980402	476	625625	496	1322.6	2322.54	10.74	02325.62	10.73	45118.9	3.3	51296.5	2.6	3 kg	7.65	68	67	0.43	0.53	0.11	0.00	0.064	7:10	7:26
24	7:00	MZ	980942	540	626135	510	1322.8	2334.57	12.03	02337.63	12.01	45121.7	2.8	51299.8	3.3	3 kg	7.65	68	67	0.48	0.62	0.16	0.04	0.041	7:20	7:37
25	08:00	MZ/OP	981531	589	626685	550	1323.0	2347.62	13.05	2350.65	13.02	45125.2	3.5	51302.2	2.4	—	7.65	67	67	0.35	0.64	0.12	0.00	0.034	8:20	8:35
26	07:35	MZ/MP	982195	664	627214	529	1323.2	2362.29	14.67	2365.24	14.59	45127.8	2.6	51306.8	4.6	2.5 kg	7.55	64	67	0.85	1.22	0.39	0.02	0.108	8:10	8:05
27	7:30	MZ	982725	530	627748	534	1323.4	2372.87	10.58	2376.78	11.54	45131.3	3.5	51309.4	2.6	2.5 kg	7.60	59	67	0.82	1.19	0.65	0.01	0.138	7:40	8:00
28	07:55	MP/DP	983287	562	628330	582	1323.6	2386.21	13.34	2389.10	12.32	45134.0	2.7	51313.7	4.3	2.25 kg	7.63	53.5	67	0.68	1.03	0.83	0.00	0.120	8:22	8:39
29	7:15	MP/DP	983951	664	628854	524	1323.9	2401.85	15.64	2404.72	15.62	45137.8	3.8	51316.1	2.4	3.75 kg	7.25	51	66	0.95	1.27	0.87	0.01	0.130	7:45	7:30
30	7:15	MP/DP	984752	801	629565	711	1324.1	2421.38	19.53	2424.29	19.57	45142.1	4.3	51320.3	4.2	2.625 kg	7.53	46	66	0.73	1.29	0.61	0.00	0.88	7:45	7:30
31	7:51	MP/MZ	985655	903	630298	733	1324.4	2443.37	21.99	2446.22	21.93	45147.2	5.1	51323.9	3.6	3 kg	7.65	40	66	0.99	1.26	0.66	0.04	0.072	8:28	8:00

Alizar



TO: Mayor and Council

FROM: Alyshia Neuman, Manager of Works and Operations

DATE: March 31, 2021

RE: **Waterworks Compliance Inspection**

ISSUE:

After our compliance inspection at the water treatment plant on June 8, 2021 our EPO has identified some issues that must be resolved. The inspection report is attached.

BACKGROUND:

Compliance inspections are conducted bi-annually by Water Security Agency, any issues from a compliance inspection must be rectified to become fully compliant.

ALTERNATIVES:

- 1) Resolve the identified issues to ensure accordance with provincial legislation.
- 2) Do nothing currently and remain non-compliant.

FINANCIAL IMPLICATIONS:

There are no financial implications.

ANALYSIS:

Below is a description of non-compliance issues and what will be done to become compliant:

- 1) Water quality monitoring and testing equipment is maintained and calibrated as recommended by manufacturer EMPA2010 29(1)
 - a. EPO NOTES- UPDATE: VERIFY CAL FOR THE 2100Q WAS MISSED THE WEEK OF APRIL 20TH
 - i. A calibration schedule has been created from the last inspection; instead of worrying about the verify calibration we have switched it to full calibration weekly to eliminate the guesswork.
- 2) Chemical standards WWSW 26(2)(3) & 31
 - a. EPO NOTES- THE TOWN IS ROUTINELY OVER THE NEW MANGANESE REQUIREMENT OF 0.12MG/L. THEY HAVE HIRED CONSULTANTS TO INVESTIGATE WAYS TO IMPROVE TREATMENT

Below is a description of any extra notes made from our EPO:

- 1) Valid permit to operate and/or construct EMPA2010 24(1)
 - a. EPO NOTES- THE MANAGER IS THE ONLY CERTIFIED OPERATOR. THE TOWN UTILIZES CERTIFIED OPERATORS FROM OTHER TOWNS IN HER ABSENCE. THE TOWN SHOULD LOOK AT GETTING MORE OPERATORS CERTIFIED.
 - 2) Valid water rights license EMPA2010 29(1)
-

- a. EPO NOTES- THE WATER RIGHTS LICENSES WERE RENEWED AND NOW EXPIRE IN FEBRUARY 2026
- 3) Continuous chlorine disinfection (unless otherwise approved per 27(7)) WWSW 27(5)
 - a. EPO NOTES- AS PER THE RECENT WSA ADDENDUM , CT IS BEING MET IF THE FREE RESIDUAL IS 0.15MG/L IN A FULL CLEAR WELL. FREE RESIDUAL MUST BE 0.3MG/L IF THE CLEAR WELL IS HALF FULL TO ACHIEVE CONTACT TIME. IF THE WELLS ARE DEEMED GUDI, THE SYSTEM MAY NOT MEET THE REQUIRED CONTACT TIME.
- 4) Proper waterworks assessment WWSW 32
 - a. EPO NOTES- WSA RECENTLY FINALIZED. IN THE FUTURE, AS PER THE RECENT REGULATION CHANGES, THE WSA IS NO LONGER REQUIRE UNLESS SPECIFICALLY REQUESTED BY THE EPO VIA PERMIT CONDITION.
- 5) Reported upset condition WWSW 34(1)
 - a. EPO NOTES- THE TOWN DOES A GOOD JOB OF REPORTING UPSETS AND ADVERSE CONDITIONS
- 6) Bacteriological testing WWSW 37(2)
 - a. EPO NOTES- ALL SAMPLES SUBMITTED. SOME OF THE DATA ON THE MAY 3RD SAMPLE ISN'T IN OUR DATABASE BUT THE TOWN PROVIDED THE INFO.
- 7) General chemical sampling conducted WWSW 37(2)(6)
 - a. EPO NOTES- COMPLETED JANUARY 2020. REQUIRED AGAIN IN 2022
- 8) Health and toxicity sampling conducted WWSW 37(2)(6)
 - a. EPO NOTES- COMPLETED JANUARY 2020. REQUIRED AGAIN IN 2022.
- 9) Trihalomethane sampling conducted WWSW 37(2)(6)
 - a. EPO NOTES- PLEASE CONDUCT A THM ANALYSIS TO ASCERTAIN IF THERE IS ANY DISINFECTION BY PRODUCTS FORMING IN THE SYSTEM
- 10) QA/QC and ERP in place WWSW 41(1)
 - a. EPO NOTES- UPDATE THE QA/QC AND EMERGENCY RESPONSE PLAN IF NECESSARY AND FORWARD TO THE EPO. INFO AND TEMPLATES CAN BE FOUND ON SASKH20.CA
- 11) Monthly review of records by permittee WWSW 41(2)
 - a. EPO NOTES- SIGNED BY ADMIN AND ACTING CLERK SINCE THE ADMIN LEFT
- 12) Written notice provided to Minister of completion of annual notice to consumers WWSW 42(2)
 - a. EPO NOTES- RECEIVED

Below is the non-compliant issued from the last inspection that are now compliant:

- 1) Calibration records for test equipment WWSW 40(1)(h)
 - a. EPO NOTES- ALL DATA COMPILED NOW
- 2) No default values used WWSW 40(2)(g)
 - a. Completed

ADMINISTRATIVE RECOMMENDATION(S):

"THAT the Waterworks Compliance Inspection report dated June 8th, 2021 be received and accepted as information."

ATTACHMENT:

Waterworks Compliance Inspection Report June 8th, 2021



Waterworks Compliance Inspection - Human Consumptive Use (Part I)

System Name:	<u>WADENA WATERWORKS</u>	Remote Inspection ID:	1187076
Approval No:	<u>00002553-04-00</u>		
Population:	<u>1288</u>	Announced:	<u>Yes</u>
Date:	<u>08-JUN-2021 10:42</u>	Person Interviewed:	<u>NEUMAN, ALYSHIA</u>

General Section

Water Supplies in Service :	<u>GROUNDWATER</u>	System Classification:	<u>TWO</u> WT <u>TWO</u> WD
# of Service Connections:	<u>751</u>	System Type:	<u>MUNICIPAL SYSTEM</u>
Service Connection Metering:	<u>Yes</u>	Source Inspection Completed:	<u>No</u>
Comments: THE TOWN IS PRONE TO DISTRIBUTION SYSTEM UPSETS. THE TOWN MUST LOOK AT WAYS TO IMPROVE THE QUALITY WITHIN THE SYSTEM.			

Contacts

Name	Position	Phone / Fax	Email
NEUMAN, ALYSHIA	MANAGER	Business: (306) 338-7572 Cell: (403) 580-7151	WADENAPW@SASKTEL.NET
ZUBOT, MARSHALL	OPERATOR	Cell: (306) 230-4111	N/A
STRAND, MELVIN	FOREMAN	Phone: (306) 331-9270 Cell: (639) 947-7377	N/A

Complaints:

SOME DIRTY WATER COMPLAINTS

Operator Certification Section

Operator Name	Certification Levels		Expiry Date	Operator is a Supervisor
	Water Distribution	Water Treatment		
NEUMAN, ALYSHIA	TWO	TWO	15-JUN-2023	Yes
ZUBOT, MARSHALL	IN PROGRESS	IN PROGRESS	N/A	No
STRAND, MELVIN	NONE	NONE	N/A	No

Test Results

Station #	Sample ID	Location/Comments	Variable	Flag	Measurement	Qualifier
SK05MA0014	2021048169	WATER PLANT	CHLORINE (FREE)	N/A	1.280 mg/l	N/A
"	"	"	CHLORINE (TOTAL)	N/A	1.740 mg/l	N/A
"	"	"	TURBIDITY	N/A	0.870 NTU	N/A
"	2021048170	ESSO	CHLORINE (FREE)	N/A	0.750 mg/l	N/A
"	"	"	CHLORINE (TOTAL)	N/A	1.130 mg/l	N/A
"	"	"	TURBIDITY	N/A	1.390 NTU	N/A
"	2021048171	RJ SALES	CHLORINE (FREE)	N/A	1.230 mg/l	N/A
"	"	"	CHLORINE (TOTAL)	N/A	1.590 mg/l	N/A
"	"	"	TURBIDITY	N/A	1.380 NTU	N/A
"	2021048172	NUTRIEN	CHLORINE (FREE)	N/A	0.680 mg/l	N/A
"	"	"	CHLORINE (TOTAL)	N/A	0.890 mg/l	N/A
"	"	"	TURBIDITY	N/A	1.080 NTU	N/A
"	2021048173	TOWN OFFICE	CHLORINE (FREE)	N/A	1.550 mg/l	N/A
"	"	"	CHLORINE (TOTAL)	N/A	1.890 mg/l	N/A
"	"	"	TURBIDITY	N/A	1.200 NTU	N/A

"	N/A	OPERATORS TEST OF WATER PLANT	CHLORINE (FREE)	N/A	1.250 mg/l	N/A
"	"	"	CHLORINE (TOTAL)	N/A	1.800 mg/l	N/A

Equipment Validation

Turbidity

Equipment Type	Equipment Name/Number	STD1(L) (Expected, Test)	STD2 (Expected, Test)	STD3 (Expected, Test)	STD4 (Expected, Test)	Result	Gel Standard
HACH 2100Q	N/A	(10.00, 9.44)	(20.00, 19.50)	(100.00, 95.00)	(800.00, 739.00)	GOOD	N/A

Chlorine

Equipment Type	Equipment Name/Number	STD1 (Expected, Test)	STD2 (Expected, Test)	STD3 (Expected, Test)	Result
DR890	...3458	(0.22, 0.23)	(0.87, 0.92)	(1.53, 1.60)	GOOD

Human Consumptive Regulatory Section

C=Compliant NC=Non-Compliant N/A=Not Applicable

C	NC	NA	General	Comments
X			Valid permit to operate and/or construct EMPA2010 24(1)	
X			Certified operator WWSW 62	THE MANAGER IS THE ONLY CERTIFIED OPERATOR. THE TOWN UTILIZES CERTIFIED OPERATORS FROM OTHER TOWNS IN HER ABSENCE. THE TOWN SHOULD LOOK AT GETTING MORE OPERATORS CERTIFIED.
X			Valid water rights license EMPA2010 29(1)	THE WATER RIGHTS LICENSES WERE RENEWED AND NOW EXPIRE IN FEBRUARY 2026
X			Copy of permit posted at waterworks EMPA2010 29(1)	PERMIT NOW POSTED AT THE WTP AS REQUIRED.
			Wells	
X			Constructed to exclude contaminants WWSW 22(2)	


X			Disinfection of new lines & repairs WWSW 22(2)(f)	
			Distribution System	
X			Common trenching WWSW 23(1)(2)	
X			Disinfection of new and repaired pipelines WWSW 23(4)& 27(4)	
			Water Storage Reservoirs	
X			Water tight cover WWSW 24(2)(a)	
X			In good repair WWSW 24(2)(b)	
X			Meets reservoir design requirements (only applies to facilities constructed after June 1, 2015) WWSW 24(2)(c)	
X			Manholes (all manholes must be 150mm above grade, designed and maintained to prevent the entry of water, and locked if located outside WTP) WWSW 24(3)(4).	
X			Pipe entries installed to prevent contamination WWSW 24(5)	
X			Vents WWSW 24(6)	
			Water Treatment Plants and Pump Houses	
X			Floor drainage to drains or sumps WWSW 25 (a)	
X			Drain lines to sanitary sewers have trap WWSW 25(b)	
X			Backflow prevention device on treatment component WWSW 25(c)	
X			Water meter(s) installed in WTP or pumphouse WWSW 25(d)	
X			Adjustable chemical feeder WWSW 25(e)	
	X		Water quality monitoring and testing equipment is maintained and calibrated as recommended by manufacturer EMPA2010 29(1)	VERIFY CAL FOR THE 2100Q WAS MISSED THE WEEK OF APRIL 20TH.
X			Facility is clean and in orderly condition WWSW 25(f)	
X			NSF/ANSI 60 Approved chemicals being used and at or below Max. use limit (unless otherwise approved) WWSW 27(3)	
			Disinfection	
				AS PER THE RECENT WSA ADDENDUM , CT IS BEING MET IF THE FREE RESIDUAL IS

X			Continuous chlorine disinfection (unless otherwise approved per 27(7)) WWSW 27(5)	0.15MG/L IN A FULL CLEAR WELL. FREE RESIDUAL MUST BE 0.3MG/L IF THE CLEAR WELL IS HALF FULL TO ACHIEVE CONTACT TIME. IF THE WELLS ARE DEEMED GUDI, THE SYSTEM MAY NOT MEET THE REQUIRED CONTACT TIME.
X			A free chlorine residual as required in the permit to operate a waterworks WWSW 27(7) & 31(1)(2)	
X			A free chlorine residual of not less than 0.1 mg/L in water entering the distribution system WWSW 27(6)(a)	
X			A total chlorine residual of not less than 0.5 mg/L OR a free chlorine residual of not less than 0.1 mg/L in water throughout the distribution system WWSW 27(6)(b)	
Standards				
X			Bacteriological WWSW 29	NO POSITIVES SINCE THE LAST INSPECTION
	X		Chemical standards WWSW 26(2)(3) & 31	THE TOWN IS ROUTINELY OVER THE NEW MANGANESE REQUIREMENT OF 0.12MG/L. THEY HAVE HIRED CONSULTANTS TO INVESTIGATE WAYS TO IMPROVE TREATMENT.
X			Waterworks meets the requirements of future chemical health and pesticide related standards	
Groundwater				
X			Less than or equal to 1.0 NTU discrete measurements (95%) WWSW 30(2)(e)(i)	
Assessment				
X			Proper waterworks assessment WWSW 32	WSA RECENTLY FINALIZED. IN THE FUTURE, AS PER THE RECENT REGULATION CHANGES, THE WSA IS NO LONGER REQUIRE UNLESS SPECIFICALLY REQUESTED BY THE EPO VIA PERMIT CONDITION.
Operational Anomalies				

X			Reported upset condition WWSW 34(1)	THE TOWN DOES A GOOD JOB OF REPORTING UPSETS AND ADVERSE CONDITIONS.
X			Reported disinfection system upset WWSW 34(2)(a)(b)	
X			Reported missing on-site water quality testing records WWSW 34(2)(c)	
			Testing	
X			Bacteriological testing WWSW 37(2)	ALL SAMPLES SUBMITTED. SOME OF THE DATA ON THE MAY 3RD SAMPLE ISN'T IN OUR DATABASE BUT THE TOWN PROVIDED THE INFO.
X			Bacteriological follow-up WWSW 37(5) & 37(9)	
X			Bacteriological sample after completion, alteration, extension or repair WWSW 38	
X			Chlorine monitoring WWSW 37(2)(4)	
X			Turbidity monitoring WWSW 37(2)(4)	
		X	Fluoride monitoring (both onsite and offsite) WWSW 37(6) & 39	
			Other Constituents	
X			General chemical sampling conducted WWSW 37(2)(6)	COMPLETED JANUARY 2020. REQUIRED AGAIN IN 2022.
X			Health and toxicity sampling conducted WWSW 37(2)(6)	COMPLETED JANUARY 2020. REQUIRED AGAIN IN 2022.
		X	Trihalomethane sampling conducted WWSW 37(2)(6)	PLEASE CONDUCT A THM ANALYSIS TO ASCERTAIN IF THERE IS ANY DISINFECTION BY PRODUCTS FORMING IN THE SYSTEM
		X	Giardia/cryptosporidium sampling conducted WWSW 37(2)(6)	
X			Accredited laboratory WWSW 37(2)(b)	
			Water from Treatment Plant Discharged to Environment	
		X	Wastewater discharged to environment sampling conducted EMPA2010 29(1)	
			Operational Records	
X			Daily water meter reading WWSW 40(1)(a)	
X			Types, dosages and total amounts of chemical WWSW 40(1)(b)	

X			Samples - locations, sampler, and results WWSW 40(1)(c)	
X			Abnormal operating procedures WWSW 40(1)(d) & 40(1)(e)	
X			Upset conditions (includes water treatment facility and water distribution system upsets) WWSW 40(1)(f)	
X			Chlorine upsets WWSW 40(1)(g)	
X			Calibration records for test equipment WWSW 40(1)(h)	ALL DATA COMPILED NOW.
X			Maintenance WWSW 40(1)(i)	
X			Chronological order WWSW 40(2)(a)	
X			Permittee recorder WWSW 40(2)(b)	
X			Identification of recorder WWSW 40(2)(c)	
X			Five year history of log WWSW 40(2)(d)	
X			Explanatory notes WWSW 40(2)(e)	
X			Factual data entry WWSW 40(2)(f)	
X			No default values used WWSW 40(2)(g)	
			QA/QC and Recordkeeping Review	
X			QA/QC and ERP in place WWSW 41(1)	UPDATE THE QA/QC AND EMERGENCY RESPONSE PLAN IF NECESSARY AND FORWARD TO THE EPO. INFO AND TEMPLATES CAN BE FOUND ON SASKH20.CA.
X			Monthly review of records by permittee WWSW 41(2)	SIGNED BY ADMIN AND ACTING CLERK SINCE THE ADMIN LEFT
X			Report abnormal or missing records WWSW 41(3)	
			Annual Notice To Customers	
X			On water quality and sample submission compliance WWSW 42(1)	
X			Written notice provided to Minister of completion of annual notice to consumers WWSW 42(2)	RECEIVED
			General	
X			Split sampling with the operator was completed	
X			Operator's test equipment appears to be performing adequately	
X			Representative of the waterworks signature was obtained	YES

X		Representative of the waterworks agreed with the inspection statements	YES
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(Operator/Supervisor Signature)



Agree with statements



(EPO Signature)



TO: Mayor and Council

FROM: Caitlin Fox, Community Recreation Coordinator

DATE: June 16, 2021

RE: Saskatchewan Lotteries Grant Application Distribution

ISSUE:

The Saskatchewan Lotteries Community Grant Program must be distributed between all of the applicants.

BACKGROUND:

Saskatchewan Lotteries Granted the Town of Wadena \$14,425.00 to distribute to organizations in Wadena.

ALTERNATIVES:

- 1) Council can deny all funding distributions.
- 2) Council can change funding distributions.
- 3) Council can accept the fund distributions.

FINANCIAL IMPLICATIONS:

None directly relating to the Town. All the grant money has been distributed to the organizations who applied and were eligible.

ANALYSIS:

With the \$14,425.00 and the applications that the Town received we were able to give all the organizations all they asked for or most of what was asked.

ADMINISTRATIVE RECOMMENDATION(S):

"THAT Council approves the fund distributions for April 1, 2022- March 31, 2023, Saskatchewan Lotteries Community Grant Program as follows:".

Organization	Grant Request	Town of Wadena Distribution Amount
Wadena Golf Club INC.	\$1000.00	\$1000.00
Wadena Senior Dance Club	\$750.00	\$750.00
Wadena Senior Exercise Group	\$480.00	\$480.00
Wadena Pensioner's & Senior Club	\$500.00	\$500.00
Wadena Visual Art Group	\$2000.00	\$2000.00
2271 Pipestone Army Cadets	\$2630.30	\$2000.00
Wadena Skating Club	\$3000	\$2000.00
Wadena Senior Hockey Team	\$4000.00	\$2300.00
Wadena Minor Sports	\$5000.00	\$3000.00
Town of Wadena- Fun in the Sun Summer Camp		\$395.00
Total		\$14,425.00



TO: Mayor and Council

FROM: Anna Lazar – Acting Clerk

DATE: June 16, 2021

RE: **Cemetery Committee Recommendation**

ISSUE:

There has been a request to purchase a plot in the cemetery of a families choosing.

BACKGROUND:

This request came through one of the funeral homes in Wadena. There is a plot that is already in a row over from where this family would like to purchase. Due to the sequence of how plots are sold there is quite a few plots that would normally need to be sold in order for the descendants to be close. They would like to purchase this plot due to the special relationship between the descendants. The cemetery committee met June 8, 2021 to discuss the request.

ALTERNATIVES:

1. Council can deny the request.
2. Council can approve the request.

FINANCIAL IMPLICATIONS:

None at this time.

ANALYSIS:

There is a current cemetery policy, P2018-001 that states, plots in the new section of the cemetery shall be sold in order as shown in the Town of Wadena – Cemetery Development map. This means that administration sells plots in an order or sequence of a row. Once that row is all purchased then we move on to the next row.

ADMINISTRATIVE RECOMMENDATION(S):

Cemetery Committee Recommendation:

THAT, the Council approve the request to allow this family to choose a plot.

ATTACHMENT(S):

Cemetery Policy P2018-001

TOWN OF WADENA

POLICY: Cemetery Policy		COUNCIL RESOLUTION: Resolution # 031-18 Effective: January 23, 2018
DEPARTMENT: Administration	POLICY NUMBER: # P2018-001	Amended Date:

PURPOSE

To provide cemetery policies to ensure fair and consistent administration of the Cemetery Bylaw.

CEMETERY DEVELOPMENT

1. Plots in the new section of the cemetery shall be sold in the order as shown in the Town of Wadena – Cemetery Development map (attached).
2. All niches shall be sold on the southwest side of the columbarium before niches are sold on the northeast side.

TOWN OF WADENA - CEMETERY DEVELOPMENT

Lots shall be sold in the following order:

Full Size Plot 4' x 10'

1. Section C

Block 64
" 55
" 46

EAST side (south to north)

Block 65
" 56
" 47

2. Section C

WEST side (south to north)

Block 37
" 28
" 19
" 10

3. Section A

WEST side (south to north)

Block 64
" 55
" 46
" 37
" 28
" 19
" 10
" 1

4. Section C

EAST side (south to north)

Block 37
" 28
" 19
" 10
" 1

5. Section A

EAST side (south to north)

Block 64
" 55
" 46
" 37
" 28
" 19
" 10
" 1

Cremation Only Plot

1. Section A

WEST side (south to north)

Block 65
" 56
" 47

