

Town of Wadena Committee of the Whole

Agenda

July 19, 2021 6:00 p.m.

Wadena Town Office, 102 Main St N, Wadena SK

1. Call To Order

2. Administration Reports

2.I. *Monthly Activity Reports*

Documents:

[2.0 2021.07 MONTHLY ACTIVITY REPORT CAO.PDF](#)
[2.1 CAO ATTACHMENT.PDF](#)
[2.2 2021.07 MONTHLY ACTIVITY REPORT MWO. COMPLETE.PDF](#)
[2.3 2021.07.13 CRC MONTHLY REPORT.PDF](#)

2.II. *Water Treatment Plant - Data Sheet*

Documents:

[2021.07.08 WTP DATA SHEET REPORT-JUNE 2021.COMPLETE.PDF](#)
[2021.07.08 JUNES WTP DATA SHEET.COMPLETE.PDF](#)

2.III. *Suction Line Replacement*

Documents:

[2021.07.12 SUCTION LINE REPLACEMENT. COMPLETE.PDF](#)

3. Council Members Round Table Discussion

4. In Camera Items

5. Adjourn



Monthly Activity Report

TO: Mayor and Council

FROM: Laurie Rudolph, Chief Administrative Officer

DATE: July 19, 2021

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

JULY ACTIVITIES:

- The Town has an excellent supportive staff and in turn has made my position as CAO enjoyable and very welcoming.
- Daily Morning Meetings with Office Staff and Department Heads. It's been really beneficial for me in receiving background on the status of everything, current and future events, and daily duties being performed.
- Thursday – the girls took on a tour through the market garden.
- Friday – Lunch and meeting with all of Staff
- FCM Asset Management Grant – Confirmed details regarding grant application with Associated Engineering and needs to be finalized with a resolution of Council at the August 9 meeting.
- Anna and I discussed with SAMA the one outstanding Agreement to Adjust. SAMA is to provide an update to download adjustment to the individual's taxes. Depending on when we receive the update, a new tax card can be sent out with the adjustment, or a tax cancellation be done for the difference.
- Provided RBC and Credit Union with my signature and position
- Review and revisions to passwords
- Emails – went through the building permit email and almost through the admin email
- MEEP grant interim report submitted for pool liner and library roof. Projects need to be completed on or before March 2022.
- Anna contacted MDSI for a tradeshow business license. No issues.
- Anna paid out Jason Hammer severance pay.
- Kevin Ternwetsky (caretaker) was paid out for termination and sent a letter.
- Wheat Belt – (**Attached**) Conditional Approval. Architect to provide Ty Tweidt with revised drawings.
- Authorized Greg Taylor to proceed with Order to Remedy (**Attached**) for #37 – 8th St. NE (overgrown grass and untidy/unsightly property). Deadline for cleanup is July 27th
- Anna has tenders out for new caretaker with deadline of July 30th and also a tender for rink kitchen (concession booth) with deadline of August 30th.
- Ali has confirmed with ICIP of the outstanding items for grant. (**Attached**) Email by Ali of the details required by ICIP.
- Ali prepared the (**Attached**) Capital Project list to help know the status on all projects and grant funding.
- Ali and Caitlin have joined forces and touring together/sharing communications on the areas that Ali manages.
- Caitlin will be preparing a proposal to present to Council regarding signage and map highlighting/identifying all the facilities available and their locations, along with further

beautification ideas in the Town. The proposal will also include her strategy in approaching businesses and organizations for sponsorships and volunteer work towards signage and attractions within the community. When presented, Caitlin welcomes Council's feedback before approaching the businesses and volunteers with the ideas. I have learned that Caitlin is very good at grant writing. To date, Caitlin has received \$500 (Eco grant) towards trees, \$5000 (Green grant) towards summer students, \$5000 (CIF grant) towards playground, \$14,395 (Sask Lotteries) towards the community groups and retained small portion for the Town. Caitlin is currently applying for additional grants \$1,000,000 (Accessibility grant) towards rink bathrooms, \$500,000 (Community Revitalization grant) towards battalion park, TD Environmental grant towards creek in battalion park, Heritage grant towards Town office roof and windows, and looking into grant funding towards the repair of fair track and fencing.

- My compliments to Council on taking the initiative in having all the policies developed. The policies are and will be a great tool for me. These policies I will follow explicitly and enforce.

PRIORITIES FOR July 2021:

- Submit FCM Grant
- Agreement to Adjust (Assessment) – Tax Adjustment
- Assessment Return
- Anna and I will go through the Munisoft Checklist process to complete the 2020 yearend, and 2020 audit journal entries
- Anna and I will go through the balancing of utilities (\$200 difference from June) and journal entry on tax roll between current & arrears (cleanup, nothing major)
- Anna and I will work through bank reconciliations for the months of March to July.
- Anna and I will work through the EPT variance \$8600
- Verify with Anna the tax concessions required
- Michele and I will work through tax titles to update tax cards. Tax Notices have already been sent out so if any changes to owners, the tax notice will then be sent out to the new owner.
- Review Gas Tax status if anything needs to be completed on the existing projects
- Go through existing Development and Building permits and finalize
- Confirm details on the Suncorp Appraisal (review final report in file Insurance – Appraisal services) and determine if anything is required by the Town regarding the pool liner and then complete.
- Bains – Review file and determine outstanding items
- SUMA Meritorious Service Award Nomination – Greg Linnen being nominated 20 years public service. Deadline for submission is fall.
- Wheatbelt – Request of sewer service was denied. There was a note to invite to a meeting to discuss. Does Council want an invite sent to attend either the August or September meeting?
- Wadena News – Highlights of Meeting
- Summer Newsletter

• PRIORITIES FOR August 2021:

- Anna and I work through bank reconciliations for the months of March to July – Mill Rate Return
- 2020 Financial Waterworks – Confirm what reports are needed.
- Six Month Work Plan for Council
- By-Election Preparation – Further detail will be presented at the August 9 Regular meeting
- Familiarize myself with the Dropbox

- Review and familiarize myself with Michele on the Commissionaire reports and Cemetery information/bylaw.
- Tax Enforcement – 2020 List of Lands in arrears, tax liens
- Civic Address for CP
- Human Resource Manual by HMC – Review and take to Council for approval. In the notes, Jen suggesting a policy be developed for Drugs and Alcohol and parental leave.
- OHS Review/Familiarize – Safety Discussion Topics
 - **PRIORITIES FOR – Outstanding Items:**
- Snow Removal contract expires in October
- Budget and Capital Project discussions to start preparing budget/Tax Levy Scenarios in November to allow time for Council and Department Heads to provide feedback and have good preliminary budget for final comments by early January.
- Review Personnel Job Descriptions/Personnel files – January Performance Reviews
- Fall Newsletter
- Code of Ethics Bylaw Update
- Highway 35 Speed Zone – MHI to complete review by Dec 2021
- Road Closure & Subdivision – Szymesko
- Road Closure & Subdivision – Berlinic
- Road Closure & Subdivision – Doherty
- Wadena Cares Bylaw Update – Draft of new bylaw – Bonnie Wallin has reviewed existing and provided notes.
- Wadena Van Corporation Lease Agreement – Request for the Town to review agreement and incorporate some proposed changes.
- Cupe – Review regularly – Agreement signed for 2020 to 2024
- Review duties of each position and processes
- Review/Revision of Bylaws
- Strategic Plan items (mutual aid agreements, EMO Plan, Fleet Management System Development, OCP Revisions/Development)

REQUEST FOR ACTION/DIRECTION/CLARIFICATION

- Council's patience and understanding to have time to work through and catch up.
- Roundtable Discussion –
Community Hall User Group (Pat Casement 338-2564 or 338-7873) to identify funding available from the various user groups and grant funding
Walkthrough with Caitlin and I – Determine a day and time
- Roundtable Discussion –
Hasky – Cutting hay out at the lagoon

Conditional Approval & Plan Review Report - Class 3 Building - 2015 NBC

Date: July 13, 2021

To: Town of Wadena
c/o: Ms. Anna Lazar
Acting Administrator
102 Main St. North
P.O. Box 730
Wadena, SK S0A 4J0
Phone: 1 (306) 338-4258
Fax: 1 (306) 338-3804

Regarding:	Building Permit Number:	2021-C001
	Municipality:	Town of Wadena, Saskatchewan
	Legal Description:	Blk G Plan 80H09004
	Civic Address:	Highway 5 East
	Owner:	Town of Wadena
	Contractor:	Eagle Builders / Aggregate Design Studios (Tyson Crampain)
	Project Name:	Wheatbelt Sales New Repair Garage / Assembly Building
	Construction Value:	Estimated \$235,000.00
	Permit Fee:	\$6.90/\$1,000.00 On \$2,699.332.50 + GST (5 PR Unit & 10 INSP Unit)

FOREWORD:

Hi Anna,

The plans provided at the end of June 2021 from the architect were in a word, interesting.

There are two ways of approaching spatial separation requirements for this project:

1. EITHER: There are no limiting distance lines and cross-exposure (Article 3.2.3.14 from Sentence 3.1.10.6(1)) applies because the new and existing buildings are subdivided by a 4-hour firewall. Do is calculated on both ends of the firewall and is applied and may be applied to one building or the other, but the required fire rating over the Do distance is 4-hours. The NBC does not prescriptively allow a 2-hour rating on two separate walls, but it will allow the full 4-hour rating on only one wall. If a 4-hour firewall is preferred for the south and east walls of the new building, then this would be the approach that the architect would need to take.
2. OR: A limiting distance line is set between the two buildings and limiting distances for fire compartments are determined as they would be for any property line. This limiting distance line must extend the full distance between both buildings. It can jog but limiting distances must still be taken to both lines. It cannot be discontinuous between the buildings. This approach is typically used in the absence of a firewall where two separate buildings are constructed even if the buildings are touching. If a 2-hour exterior wall rating is preferred for the south and east walls of the new building, then this would be the approach the architect would need to take.

This current approach (proposed by the Architect) of limiting distance lines that are discontinuous as shown on the drawings submitted by the architect in submission package # 2 – provided with Do values as well does not meet the prescriptive wording of the NBC.

Based on the drawings and the letter response from the Architect, it appears that the Architect is attempting to use approach number 1 above but has a few things wrong. It is possible with the firewall to avoid any fire rating on the existing building, but then both the south and east walls of the new building will require a 4-hour rating (i.e., approach number 1 above). The distance over which this 4-hour rating is required is Do and Do is to be measured from the northwest corner of the existing

Conditional Approval & Plan Review Report - Class 3 Building - 2015 NBC

building – and (in either approach), Do needs to be based on the “required” limiting distance for the north wall of the existing building to have 100% unprotected openings; as well as, a separate Do calculation based on the “required” limiting distance for the west wall of the existing building to have 100% unprotected openings. In addition, the “required” limiting distance used for each separate Do calculation would need to be doubled due to the fire department response time being more than 10-minutes due to the rural location and non-full-time firefighting staff at the volunteer fire department.

Based on this foreword, the following conditional approval & plan review report has been compiled.

1. That the Owner(s), Design Consultant(s) and Contractor(s) ensure that revised drawing information is submitted to the Building Official, in relation to the proposed plans and specifications, required as part of the Plan Review (outlined in Part 1 below);
2. That the Owner(s), Design Consultant(s) and Contractor(s) ensure that corrections are made in relation to the proposed plans and specifications reviewed to date as part of the Plan Review (outlined in Part 2 below);
3. That the Owner(s), Design Consultant(s) and Contractor(s) ensure that the required additional information is submitted to the Building Official as required (outlined in Part 3 below); and,
4. That the Owner(s), Design Consultant(s) and Contractor(s) ensure that the required site inspection stages are called/mailed in to the Building Official (outlined in Part 4 below).

CONDITIONAL APPROVAL:

1. The Building Official has completed a Plan Review, in accordance with the Uniform Building and Accessibility Standards (UBAS) Act and 2019 UBAS Regulations. Based on the information contained in the Proposed Plans and Specifications submitted for the above Building Permit Application, in Package # 2, the proposed structure will be separated by a new 4-HR Masonry Firewall such that the new building will be classified as a Medium Hazard Industrial (Group F, Division 2) occupancy under Article 3.2.2.76 of Division B in the 2015 National Building Code (NBC); and, the existing building classification will remain as a Medium Hazard Industrial (Group F, Division 2) occupancy under Subsection 3.2.2. being unchanged as part of this project.
2. The applicable codes and acts, regulations for this project are the Uniform Building and Accessibility Standards (UBAS) Act and 2019 UBAS Regulations and Division B in the 2015 National Building Code (NBC) , the 2017 National Energy Code for Buildings (NECB) with amendments made by the UBAS Regulations. All articles quoted in the Plan Review Report are from the amended 2015 NBC & 2017 NECB.
3. It is suggested that once the project has been approved by all other municipal departments that a Building Permit be Conditionally Approved & Issued for the Entire Project rather than Foundations Only, subject to the information in the following pages of the Plan Review Report.
4. Please note that additional requirements may be determined/encountered during the Site Inspection stage(s), if construction is found to not meet the minimum requirements of the UBAS Act, 2019 UBAS Regulations, 2015 National Building Code (NBC) and the 2017 National Energy Code for Buildings (NECB).
5. The Approved Plans for this Building Permit can be downloaded from the following file folder location:

<https://ln4.sync.com/dl/afdfc2150/dxd4k89v-hqdc44q2-zaxqcaes-mx9v9ydr>

If you have any questions about the above conditions, please contact our office.

Yours truly,



Ty Tweidt, B.Sc.E., P.Eng., SRBO, Class 3 Building Official
C.E.O. & Senior Inspector
Cell: 1 (306) 541-3246

Conditional Approval & Plan Review Report - Class 3 Building - 2015 NBC

PLAN REVIEW REPORT:

PART 1 – DRAWING REQUIREMENTS TO BE ADDRESSED BEFORE CONSTRUCTION COMMENCES ON THE FOUNDATIONS:

Please provide the following information, before beginning construction on the Foundations, for review and approval by the Building Official. This information may be emailed to both office@weare49north.ca and tv.tweidt@sasktel.net, in addition to being provided to the Municipal office, and must reference this Building Permit Number, Municipality and Site Location, otherwise a Stop Work Order may be issued:

1. Provide a letter signed and sealed by both the Architect and the Structural Engineer (with Saskatchewan Seals) confirming that the Foundations, as presently designed in the Approved Plans, will be sufficient to accommodate the 4-hour firewall along the entire south wall and entire east wall of the new building.
2. Provide a letter signed and sealed by both the Architect and the Structural Engineer (with Saskatchewan Seals) confirming that both the south and east walls of the new building will be provided with a 4-hour rating along the entire south wall length and west wall length.

PART 2 – DRAWING REQUIREMENTS TO BE ADDRESSED BEFORE CONSTRUCTION COMMENCES BEYOND THE FOUNDATION STAGE:

The following information must be submitted to the writer's attention before construction proceeds beyond the foundation stage, otherwise a Stop Work Order may be issued:

1. The Site Servicing/Grading Plans and Specifications submitted with the permit application package are marked as "Not for Construction". Based on the information provided, please resubmit complete Site Servicing / Grading Plans & Specifications, for review and approval by the Building Official. The Site Servicing/Grading Engineering must be a Professional Engineer licensed to practice in the province of Saskatchewan as per the UBAS Act & Section 8 of the 2019 UBAS Regulations.
2. The Architectural Plans and Specifications submitted with the permit application are signed and sealed with a Province of Manitoba Seals. Based on the information provided, please resubmit complete Architectural Plans & Specifications, for review and approval by the Building Official, with the changes noted in the balance of this report. The Architect must be an Architect licensed to practice in the province of Saskatchewan as per the UBAS Act & Section 8 of the 2019 UBAS Regulations.
3. The Eagle Building Tilt-Up Concrete walls on the South and East sides of the new building must provide a 4-hour fire-resistance rating in accordance with Sentence 3.1.7.1(2) and Appendix D-2.1.1.
4. Doors and windows located in the South and East walls of the new building must be provided with a 3-hour fire-protection rating in accordance with Article 3.1.8.4. This includes doors labelled as 001D, 003A, 001E, and 001K.
5. Access routes and on-site water supply must be provided for this building in accordance with Article 3.2.5.4., Article 3.2.5.5, Article 3.2.5.6, and Article 3.2.5.7. The water supply must be signed and sealed by the Professional Engineer responsible for the design.
6. All exit door hardware must conform to Article 3.4.6.16 of the NBC.
7. Please ensure all construction activities conform to the requirements of Part 8 of the NBC.
8. Please ensure that all entrances conform to the barrier-free requirements of Article 3.8.2.2. of the NBC.
9. Please ensure that the barrier-free unisex washroom proposed for the new building conforms to the requirements of Article 3.8.2.3.

Conditional Approval & Plan Review Report - Class 3 Building - 2015 NBC

PART 3 – ADDITIONAL INFORMATION THAT IS TO BE SUBMITTED TO THE BUILDING OFFICIAL AS IT BECOMES AVAILABLE:

The following information must be submitted to the writer's attention no later than, otherwise a Stop Work Order may be issued:

1. A copy of the Eagle Building's Tilt-Up Concrete Wall System Drawings, which have been signed and sealed by the Structural Engineer responsible for their design and construction. The Structural Engineering must be a Professional Engineer licensed to practice in the province of Saskatchewan as per the UBAS Act & Section 8 of the 2019 UBAS Regulations.
2. A copy of the Foundation Engineer's on-site inspection report(s).
3. A copy of the Structural Engineer's on-site inspection report(s).
4. A copy of the Mechanical Engineer's on-site inspection report(s).
5. A copy of the Electrical Engineer's on-site inspection report(s).
6. A copy of the Architect's on-site inspection report(s).
7. Copy of Sample Concrete test results.
8. Any changes to any design affected by the above-noted requirements or otherwise (addendums, site instructions, etc.).

PART 4 – REQUIRED PROJECT INSPECTIONS:

Please email office@weare49north.ca and tv.tweidt@sasktel.net to book an inspection with the Building Official for the following stages of construction. You must plan your project to allow three (3) workdays minimum notice to the Building Official for an inspection:

1. Prior to pouring the foundation concrete; but, after erection of grade beam forms, installation of reinforcing steel and installation of void form as per the engineered foundation plans.
2. Prior to pouring the slab-on-grade concrete; but after installation of reinforcing steel and installation of under slab mechanical and electrical items.
3. Once the pre-engineered eagle building is erected and, all roof trusses, , braces, as well as window and door openings are installed and all connections are complete.
4. Once mechanical rough ins are installed.
5. Once all electrical rough ins are installed.
6. Prior to installation of interior finish on exterior walls; but, after installation of insulation and vapour barrier.
7. Prior to occupancy after all construction is complete.
8. Three (3) additional site inspections will be carried out at unannounced times to check construction progress during the project.

Conditional Approval & Plan Review Report - Class 3 Building - 2015 NBC

PART 5 – NOTES TO THE BUILDING PERMIT HOLDER:

Inspections of all buildings are made in an attempt to observe and record that minimum health and safety standards have been achieved. To ensure that the Building Official at 49North can provide an effective and efficient building inspection program, the permit holder is required to notify the Building Official and request an inspection at specific stages during construction. Construction is not permitted to proceed until the required inspection has been made.

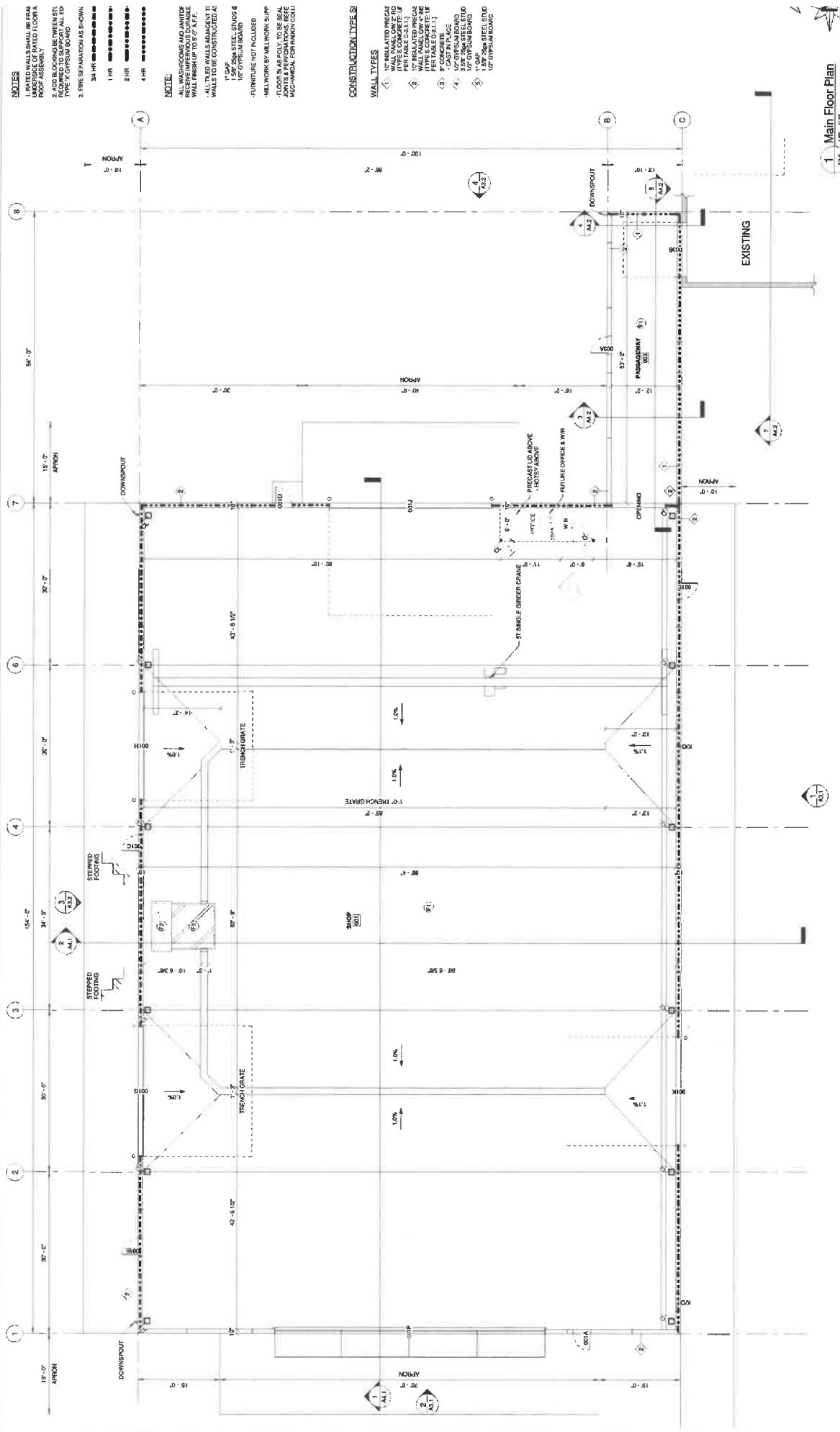
Please contact 49North to arrange for the required inspections, which are contained in this Report and given to you along with the approved plans at the time of permit issuance. Failure to contact the Building Official at 49North or covering-up of work prior to the required inspection, will result in work being opened at the Owner(s)'s and/or contractor's expense.

****YOU MAY E-MAIL IN INSPECTION REQUESTS TO THE BUILDING OFFICIAL ****

It is the owner's and/or contractor's responsibility to arrange for inspection requests as required above. A minimum of three (3) working days' notice must be provided to the Building Official prior to the requested inspection after receipt of an inspection request. Either office@weare49north.ca or ty.tweidt@sasktel.net may be utilized for the requests.

Ensure that all work conforms to the UBAS Act and NBC so that Follow-Up Inspections will not be required.

In accordance with Section 4 of the UBAS Act, please note that neither the issuance of a Building Permit, nor the Plan Review(s) and/or inspection(s) made by the authorized representative of the authority having jurisdiction, shall relieve the owner of the building from full responsibility for carrying out the construction or having the construction carried out in accordance with the requirements of the Uniform Building and Accessibility Standards Act, the Building Bylaw or other applicable bylaws and/or regulations. If you feel that a Plan Review and/or site inspection error and/or omission has been made, immediately inform the Building Official at 49North in writing. The Building Official and/or 49North will not be liable for any incidental, special, resultant, subsequent or consequential damages, lost profits, or any other indirect damages resulting from errors and/or omissions.

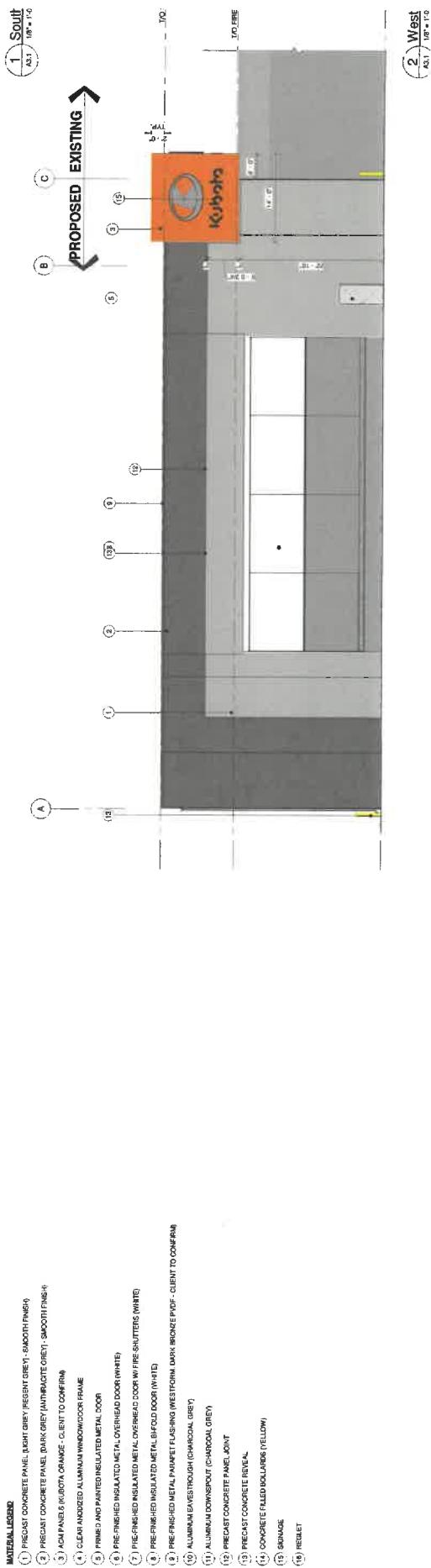
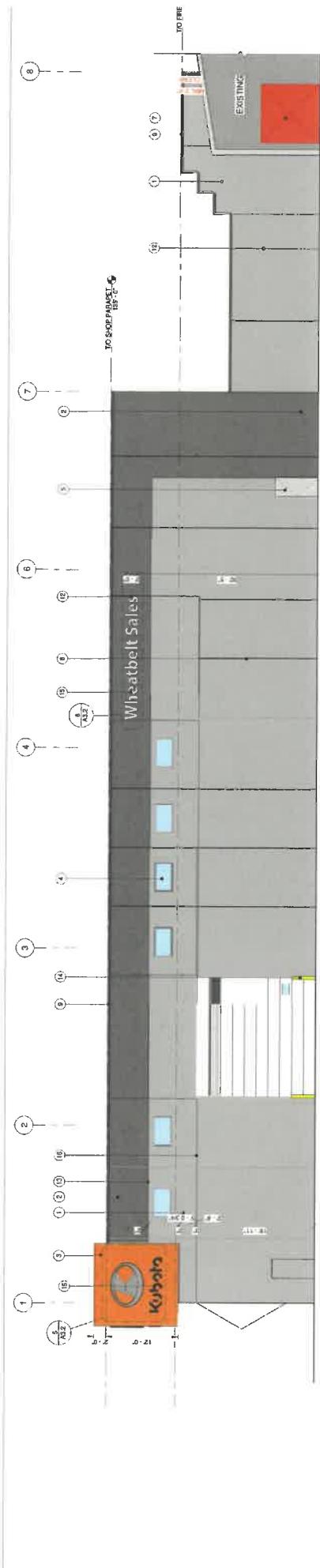


NO.	DESCRIPTION	DATE
A	ISSUED FOR INSTRUMENT REVIEW	2021-05-14
B	ISSUED FOR BUILDING PERMIT (REV 1)	2021-05-14
C	ISSUED FOR INSTRUMENT REVIEW	2021-05-15
D	ISSUED FOR INSTRUMENT REVIEW	2021-05-16
F	ISSUED FOR DEVELOPMENT PERMIT	2021-05-16
G	ISSUED FOR DEVELOPMENT PERMIT (REV 1)	2021-05-22
H	ISSUED FOR BUILDING PERMIT (REV 1)	2021-06-12
I	ISSUED FOR BUILDING PERMIT (REV 1)	2021-06-17
J	ISSUED FOR BUILDING PERMIT (REV 2)	2021-05-20
K	ISSUED FOR BUILDING PERMIT (REV 2)	2021-05-27
L	ISSUED FOR BUILDING PERMIT (REV 2)	2021-05-28

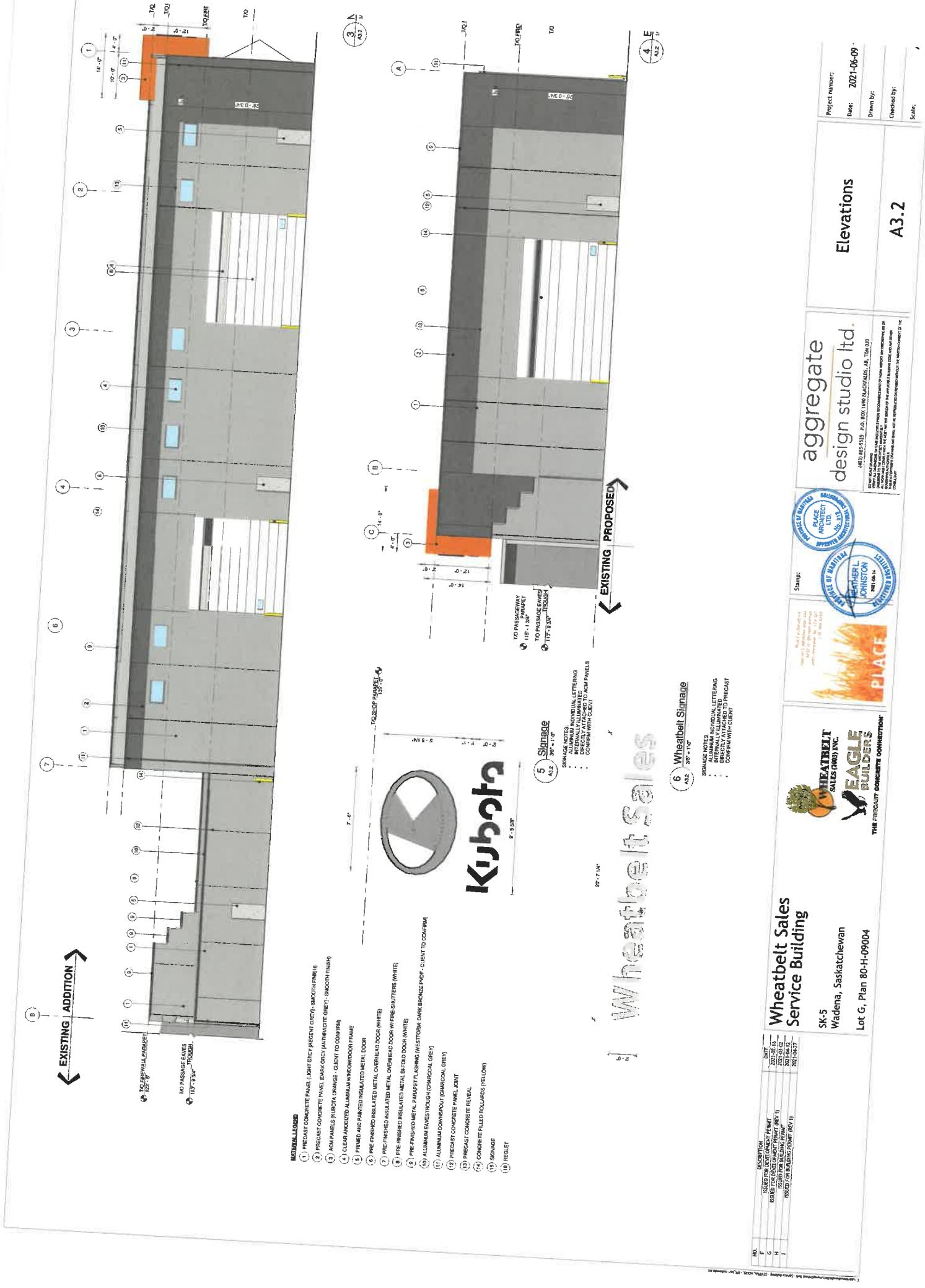
Stamp:

Stamp:

Project number:	
Date:	2021-06-09
Drawn by:	
Checked by:	
Scale:	



Elevations		Project number: 2021-06-09	
A3.1		Date: 2021-06-09	
A3.1		Drawn by:	
A3.1		Checked by:	
A3.1		Scale:	
		aggregate design studio ltd.	
		Stamp: (403) 885-5555 P.O. BOX 160 WADENA, AB, T0A 0J0 CITY OF WADENA 100 1st Street East WADENA, AB T0A 0J0 (403) 885-5555	
		DATE: 2021-06-09 NO. F ISSUED FOR INFORMATION PURCHASED NO. G ISSUED FOR BUILDING PERMIT NO. H ISSUED FOR BUILDING PERMIT (REV 1)	
Wheatbelt Sales Service Building SK-5 Wadena, Saskatchewan Lot G, Plan 30-H-09044		DATE: 2021-06-09 NO. F ISSUED FOR INFORMATION PURCHASED NO. G ISSUED FOR BUILDING PERMIT NO. H ISSUED FOR BUILDING PERMIT (REV 1)	





Town of Wadena

PO Box 730, Wadena, SK. S0A 4J0
Tel: 306-338-2145 Fax: 306-338-3804
email: wadenapermits@sasktel.net

No. 0027

Order to Remedy

Your cooperation is requested; further violation may result in court action.

Civic/Legal Address of Offense: 37 8th St NE

Lot _____ Block _____ Plan _____ Civic _____

The above named property was inspected on July 12, 20 21, and was deemed to be in violation of Bylaw 08-05-507. The following deficiencies were noted.

	Description of Requirement		
	Dilapidated Buildings		Unoccupied Buildings
	Overgrown Grass and Weeds	<input checked="" type="checkbox"/>	Untidy and Unsightly Property <u>SA 9</u>
	Junked Vehicles		Open Excavations
	Maintenance of Yard		Outdoor Storage of Material
	Refrigerators and Freezers		Fences
	Other:		

DESCRIPTION OF WORK TO BE COMPLETED:

Remove old batteries, tires, rims, old folding doors, live, old parts, 3 doors missing, property off lawns

Compliance with this Order is required on/or before the 27 day of July, 20 21.

A person may, within 15 (fifteen) days after the date of this order, appeal to council, through the Chief Administrative Officer, to show just cause why the work should not be done.

Please note an appeal does not operate as a stay of Order appealed from unless Council decides otherwise. Failure to remedy the contravention or in not registering an appeal to Council through the Chief Administrative Officer may result in being served a Notice of Violation, _____ or the Municipality taking whatever actions or measures necessary to remedy the contravention and unpaid expenses and costs incurred by the Municipality in remedying a contravention may be added to the taxes on the property on which the work is done.

If you have any questions and/or concerns with this Order to remedy please feel free to contact our office.

Issued this 12 day of July, 20 21.

Signature

Hand Delivered Posted Regular Mail

wadadmin@sasktel.net

From: wadenapw@sasktel.net
Sent: Thursday, July 15, 2021 10:06 AM
To: sarah.wilcox3@gov.sk.ca
Cc: CAO; wadrec@sasktel.net
Subject: Town of Wadena-ICIP Funding
Attachments: rfq_wadena_rec_center_roof_replacement_20210630.pdf

Hey Sarah,

Please find below our scope of work to be completed at the Recreation Facility. I have also attached our RFP just in case you wanted to see it and if I missed anything.

4 SCOPE OF WORK

4.1 Asphalt Shingle Roof

The work involves replacement of the existing roof system with a new asphalt shingle roof system and includes the following scope of work:

1. Removal and disposal of all existing asphalt shingles including underlayment down to the wood roof deck.
2. Installation of a synthetic roof underlayment.
3. New asphalt shingle roof complete with all required accessories, trim, closures, flashings and vents.

NOTES:

- The product manufacturer shall supply the Town with a written and signed document, certifying the performance of the products and the consistency of the properties of such products affecting their performance for a minimum period of ten (10) years from date of acceptance. Provide site access to the manufacturer's representative(s) as required during construction for site inspections.
- The Contractor shall supply the Town with a written and signed document, certifying that all work completed shall remain as installed, free from any roofing defect, for a period of two (2) years from date of acceptance.
- Equals, Alternates and Substitutes: It is understood that any product proposed for the specified project must be submitted five (5) days prior to close date on the RFQ:
 - o Independent laboratory analysis and comparison of the product, general design, photos and specifications.
 - o Wind uplift analysis and assembly description certified by a qualified engineer or architect.
 - o The laboratory analysis and comparisons must provide evidence that the product designated for substitution is equal or superior in all aspects including performance, to that specified.
 - o To accompany the laboratory results must be a list of three (3) completed projects using similar products in western Canada.
 - o All items must be submitted five (5) days prior to close date on the RFQ and include submittal information with evidence that the product designated for substitution is equal or superior in all aspects including performance, to that specified.

We can also provide all information from the contractor as stated in the RFP after work has been completed. If you require anything else please do not hesitate to contact me.

Warm Regards,

From: wadenapw@sasktel.net
Sent: Thursday, July 15, 2021 8:25 AM
To: CAO
Subject: Capital Project List

Hey Laurie, as requested please see the information below in regards to capital projects, status and if they relate to grant funding.

Service codes:

GG-General Government

TS- Transport Services

RC- Recreation

UW- Water

US- Sewer

CODE	Project	Status	Funding
TS- Capital (530-600-140)	Public Works shop overhead door replacement	pending awaiting quotes	no grants
RC- Capital (570-600-123)	Rec Center Roof Replacement	Tender and bid opening is scheduled for July 22 nd	- ICIP Grant (Covid Resilience Stream, Must send detailed component listing which will be done today then we will awaiting Draft ULA)
RC- Capital (570-600-123)	Rec Centre Emergency Lighting	Pending, need to obtain quotes	A grant was applied for but was not received- work is still scheduled to happen to my knowledge
RC- Capital-Pool(570-600-127)	Pool Upgrade	Contract awarded to Pat McGinn Eng. and Paradise Leisurescapes work is scheduled to start. Contract signed. August 2 with an end date estimated in September. Pool liner and skimmers have been ordered but I believe has a backlog and leisurescapes say they have some items on stock	MEEP
RC- Capital (570-600-127)	Pool Liner	Rolled in with McGinn and Paradise	MEEP/ Insurance
UW- Capital WTP (580-600-120)	Robotic Cleaning of Clearwell	Complete	No grant funding
UW- Capital Fire Hydrants (580-600-135)	Hydrant Replacement	Pending- Supplies Ordered work scheduled for August	No grant funding

UW- Capital- Wells (580-600-165)	Well 4 Pump Replacement	Quotes obtained and work scheduled-ASAP	No grant funding
UW- Capital- Wells (580-600-165)	Well Rehabilitation	Quotes obtained and work scheduled- ASAP	No grant funding
UW- Capital- Wells (580-600-165)	GUDI Study	Quotes obtained and work scheduled-September	No grant funding
US Capital (585-600-114)	Main Lift Master Control Center	Parts are ordered and was awarded to TG Electric work must be Complete by Nov 1.st and we submit the invoices and information to our insurance company	Insurance- No grant funding
US Capital (585-600-123)	Lagoon Force Main Connections	RFP ready to be submitted to Sask Tenders would like to up no later then August and close Mid august so work may begin at the end of September- This was the 1 st RFP I wrote and will need help to put on Sask tenders so this moves forward smoothly	No grant funding

Hope this helps, please let me know if you need anything else.

Warm Regards,

Alyshia Neuman
 Manager of Work and Operation
 Town of Wadena
 Box 730 Wadena SK S0A 4J0
 Office:306-338-2145
 Cell: 306-338-7572
wadenapw@sasktel.net

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Monthly Activity Report

TO: Mayor and Council

FROM: Alyshia Neuman- Manager of Works and Operations

DATE: July 12, 2021

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

JUNE ACTIVITIES:

Water Treatment and Distribution:

- Quotes are being obtained for replacement for drain valve, and north filter piping- only one has been obtained and a report is being brought to the Committee of the Whole for councils' consideration.
- Hydrant Flushing and valve testing- complete and being mapped out, quotes are being obtained for hydrants and for hydrant install.
- Hydrant part, curb stop and valve order- awaiting quotes and order being placed.
- Hydrant replacement, curb stop replacement and valve replacement being scheduled- quotes being obtained.
- New deadbolt locks have been installed at the water treatment plant.
- Elementary and Hospital meter inspection being scheduled to ensure correct size before ordering.
- Well 4 pump has arrived and awaiting contractor to schedule installation and well acidization.

Wastewater Treatment and Collection:

- Sole contractor for the lift station electrical panel upgrade has been contacted on July 16th and parts are scheduled to arrive in 6 weeks. Our insurance company has contacted us on this matter and administration will update them when work is complete. All work must be complete before November 3rd. Work is scheduled for September.
- July 6th Main lift station annual inspection
- Sewer main lines were jetted on Kennedy, 5th ST NE, 4th St NW.

Outside Services:

- Sportsground beer garden fencing repair
- Sportsground hydrant paint and placement
- Sign installation
- Halo pad adjustment
- Tree trimming and property maintenance
- Highschool school zone installation- 3 end school zone signs missing and have been ordered but everything else is up and operational.
- Whipper Snipper order has been received and summer students have been:

- Watering flowers
- Deadheading
- Whipper snipping in all free time.
- Zero-turn mower was down for a day and has been repaired.
- Enclosed mower is down for repair and parts being ordered.
- General repairs on sweeper
- Tool order has arrived and being organized.

Facilities:

- Town Office painting of offices- Manager of Finance
- Fitness Center Reno Complete
- Rec center overhead door quotes
- Public work overhead door quotes and work being scheduled.
- Office Sprinkler have been repaired.
- Hall master keys have arrived.
- Fire extinguisher inspections and recertification

Other:

- Hydro-vac demo scheduled for July 15th.
- Rec Center Roof mandatory site visit July 13th
 - Sask tender open date July 2nd
 - Sask tender closing date July 22nd and bid opening at 2pm virtually.
 - Competition # 2021-4596
- Wadena Aquatic Center Insurance Inspections- awaiting response.
- Summer student training on equipment
- 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.
 - Chlorine Course booked for October 12-14- Ally.
 - Wastewater Treatment and Collection booked for public works employee December 13-17th.
 - Lift station maintenance course booked for October 20-21 for employee and Ally.
- Resolution 057-21 Customer follow-up
 - Only has been discolored a few times since we last spoke in June- customer was not reached for July follow up but is in contact when problems arise.

PRIORITIES FOR August 2021

- Meter installation
- Hydrant repair
- Valve Repair
- Curb stop replacements.
- Sewer replacement
- Well, acidization and well 4 pump replacements.
- Hall, rec center duct cleaning
- Rec center parking lot installation
- WTP Secondary Advice tentatively scheduled.



REQUEST FOR ACTION/DIRECTION/CLARIFICATION

- None Currently



Monthly Activity Report

TO: Mayor and Council
FROM: Caitlin Fox, Community Recreation Coordinator
DATE: July 13, 2021
RE: **Monthly Activity Report – July 2021**

JULY ACTIVITIES:

- Did programming for Canada Day 2021 and did not have any turn out for it.
- Playground program started and is going very well. We are full most days.
- Received funding from the CPRA Green Jobs Initiative for 2 part time summer students.
- Ran a week of programming for the community.
- SHA ended their contract with the hall, so we are now taking bookings for it again.
- Applying for grants
- Created the “What’s up Wadena” board where I can post all Town programming, community events, and what is happening at all the facilities.

PRIORITIES FOR AUGUST 2021:

- Programming
- Preparing for rink season
- Rink advertisement

REQUEST FOR ACTION/DIRECTION/CLARIFICATION

COVID-19 Town of Wadena Re-opening: How would we like to proceed with the reopening and rules and regulations of the facilities? Would you like to keep with whatever the province says, or would we like to implement our own rules and regulations in our facilities?



TO: Mayor and Council

FROM: Alyshia Neuman, Manager of Works and Operations

DATE: July 8, 2021

RE: **Monthly WTP Data Sheet – June 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)	1.26	0.16
Free Chlorine (FCL)	3.18	0.27
Total Chlorine (TCL)	3.78	0.39
Iron	0.43	0.00
Manganese (MN)	0.338	0.03

Water Usage:

	High	Low	Total for Month
Raw	979 m ³ per day	593 m ³ per day	23,252 m ³
Treated	874 m ³ per day	520 m ³ per day	19, 663m ³
Process			3,589 m ³

Notes:

- Iron was over our aesthetic objectives 7 days out of 31.
- We were over aesthetic objectives for manganese 29 days out of 30 this month. This was caused by filter overloading and pot perm dosages. This can cause 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 and was done again on June 10th and again on the 17th. If we can eliminate the cavitation with replacing the valving and suction line this should clear up our filter overloading and be more consistent- One quote has been obtained and we are awaiting the second quote to adhere to the purchasing policy.
 - The drain valve is also in need of repair both these items are being worked on and quotes are being obtained- we currently have one quote and awaiting one more to adhere to the purchasing policy.
- 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.
- June 11th Retention cleaning was preformed and filled and drained twice to remove oxidized Iron to prepare for clear well cleaning.
- A precautionary Boil water was called on June 11th as there was scheduled clear well cleaning happening on the 12th and 13th of June. The job ran longer than expected due to the high sedimentation levels and had to continue the 19th and 20th. Several inches of sediment were removed from the outside reservoir at the WTP, and a rescheduled re-entry is being planned for the clear well, and pump well portion of the water treatment plant as access to do this safely was limited. Bacti samples were taken on the 22nd and 23rd in June to be removed from the PDWA. We were over compliance of our NTU but were under the PDWA so there was no concern and was a result of clear well cleaning.
- June 16th well rates were compared to WTP rates and were exact showing no lost water in the supply.
- Process numbers seem to be high this month which can be explained by the drain valve leaking or longer backwashes.

ATTACHMENT:

WTP Monthly Data Sheet- June 2021

June 1/2021

MONTH:

- TOWN OF WADENA - WATER WORKS

DATE	TIME	OP	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 Dose	Pot Perm Usage	CL-N	CL-S	CL Free	CL Total	Turbidity	IRON	MN	BW-S	BW-N
Last			985655	630298	1324.4	24413.37		24146.22	45147.2	51323.9		?	?	?	?	?	?	?	?	?	0.31	1.24	0.84				
1	8:00	MZ	986308	653	631028	730	1324.6	2459.27	15.9	246211	15.89	451503	3.1	51329.5	5.6	3Kg 40.9	7.70	35gal	35	67	0.92	1.34	0.69	0.03	0.072	8:10	8:40
2	7:47	MZ	987107	799	631728	700	1324.8	2478.92	19.65	2481.78	19.67	451561	5.8	51330	2.5	3Kg 40.9	7.75	33gal	29	67	0.37	0.89	0.78	0.14	0.185	7:59	8:15
3	7:48	MZ	988023	916	632479	751	1325.2	2501.19	22.2	2504.07	22.29	45159.5	3.4	51332	5.7	3Kg 40.9	7.80	43gal	24	67	0.27	0.39	0.51	0.09	0.145	8:19	8:51
4	7:52	MZ	988916	893	633353	874	1325.5	2522.94	21.75	2525.75	21.68	45165.9	6.4	51341.7	4	4Kg 50.9	7.80	50gal	68	67	0.91	1.34	0.48	0.10	0.061	8:12	8:27
5	6:47	MZ	989783	867	634049	696	1325.9	2544.07	21.13	254687	21.12	45170.4	3.5	51346.5	4.8	4Kg 50.9	7.80	50gal	68	67	0.73	1.11	0.56	0.03	0.107	7:07	7:20
6	6:50	MZ	990700	917	634889	840	1326.3	2566.49	22.42	2569.23	22.36	45175.3	1.39	51350.6	4.1	3Kg 40.9	7.80	43gal	68	67	0.87	1.29	0.60	0.03	0.131	7:04	7:18
7	7:50	MZ	991575	875	635613	724	1326.7	2587.85	21.36	2590.59	21.36	45178.2	0.22	51356.7	5.5	3Kg 40.9	7.77	42gal	68	67	0.83	1.26	0.77	0.05	0.121	8:16	8:30
8	7:42	MZ	992469	894	636353	740	1327.1	2609.63	21.78	2612.35	21.76	45183.3	4.8	51360.1	3.4	3Kg 40.9	7.75	42gal	68	67	0.93	1.29	0.77	0.00	0.109	8:05	8:21
9	7:53	MZ	993289	820	637064	711	1327.4	2629.66	20.03	2632.34	19.99	45186.6	3.3	51365.3	5.2	3Kg 40.9	7.70	40gal	68	67	0.83	1.25	0.65	0.00	0.064	9:08	9:22
10	7:48	MZ	993882	593	637671	607	1327.8	2643.96	14.3	2646.02	14.28	45190.7	4.1	51368.4	3.1	2.5 20.9	7.70	30gal	68	67	0.94	1.56	0.98	0.01	0.130	8:00	8:15
11	7:37	MZ	994560	678	638911	520	1328.2	2662.95	18.99	2664.58	17.96	45193.4	2.7	51371.9	3.5	3Kg 40.9	7.65	38gal	68	65	0.91	1.32	0.89	0.00	0.113	7:58	8:15
12	07:00	MP	995414	854	638750	559	13279.50	2679.50	17.55	2682.12	17.54	45197.3	3.9	51374.8	2.9	3Kg 40.9	7.70	30gal	68	65	0.77	1.15	0.66	0.04	0.120	07:10	07:30
13	07:00	MP	996053	639	639305	555	1328.6	2695.52	15.75	2697.68	15.56	45200.2	2.9	51378.5	3.7	3Kg 40.9	7.70	40gal	68	58	1.24	2.07	0.78	0.02	0.107	07:05	07:35
14	7:35	MZ	996733	680	639916	611	1328.7	271.64	16.69	2714.17	16.49	45204.4	4.2	51381.6	3.1	2.5 20.9	7.65	32gal	68	54	1.41	2.15	0.87	0.11	0.196	8:10	8:25
15	7:49	MZ	997364	631	640615	699	1328.9	2727.02	15.38	2729.52	15.35	45208.1	3.7	51386.1	4.5	2.5 20.9	7.60	35gal	68	50	1.17	1.80	0.98	0.100	0.166	8:00	8:19
16	7:35	MZ	998264	900	611248	633	1329.2	2749.02	22.	2751.49	21.97	45212.1	4	51389.8	3.7	3Kg 40.9	7.48	45gal	68	68	0.25	1.01	0.90	0.13	0.153	8:26	8:44
17	7:35	MZ	998913	649	641929	681	1329.4	2764.83	15.81	2767.30	15.81	45216.1	4	51393.8	4	2.5 20.9	7.52	30gal	67	68	0.89	1.23	0.66	0.04	0.129	8:24	8:45
18	7:30	MZ	999565	652	642478	549	1329.6	2780.74	15.91	2783.18	15.88	45219.3	3.2	51397.2	3.4	2.5 20.9	7.50	32gal	67	68	0.98	1.33	1.26	0.43	0.338	7:50	8:10
19	6:45	MZ	000242	577	643004	526	1329.9	2797.25	16.51	2799.67	16.44	45222.7	3.4	51400.0	2.8	2.5 20.9	7.50	35gal	67	68	0.95	1.37	0.88	0.04	0.175	7:08	7:22
20	6:48	MZ	000875	633	643566	562	1330.3	2812.83	15.54	2815.13	15.48	45225.4	2.7	51404.1	4.1	2.5 20.9	7.48	31gal	67	68	0.71	1.07	0.70	0.00	0.145	6:58	7:16
21	5:45	MZ	001750	875	644185	619	1330.7	2834.12	21.39	2836.46	21.27	45229.1	3.7	51407.8	3.7	2.5 20.9	7.52	42gal	67	68	0.35	1.10	0.58	0.00	0.128	6:05	6:20
22	7:35	MZ	002729	979	645035	850	1331.1	2858.19	24.07	2860.44	24.04	45233.4	4.3	51408.6	5.8	2.5 20.9	7.52	44gal	65	67	1.02	1.51	0.61	0.01	0.088	7:50	8:10
23	7:39	MZ	003558	829	645723	688	1331.4	2878.42	20.23	2880.65	20.21	45237.3	3.9	51418.0	4.4	2.5 20.9	7.52	42gal	58	67	0.80	1.61	0.42	0.01	0.063	7:52	8:11
24	7:30	MZ	004300	742	646373	650	1331.8	2896.59	18.17	2898.74	18.09	45241.0	3.7	51422.1	4.1	2.5 20.9	7.52	39gal	52	67	1.12	1.56	0.49	0.01	0.088	8:56	9:05
25	07:40	MP	005210	910	647138	765	1332.1	2918.92	22.33	2921.00	22.26	45245.9	4.9	51428.0	5.9	2.5 20.9	7.52	50gal	52	67	1.02	1.52	0.29	0.01	0.055	07:50	08:08
26	07:00	MP	006072	862	647785	647	1332.5	2940.21	21.29	2942.20	21.2	45249.5	3.6														



TO: Mayor and Council

FROM: Alyshia Neuman- Manager of Works and Operations

DATE: July 12, 2021

RE: **Replace Suction lines in Clear well at the Water Treatment Plant**

ISSUE:

Administration is requesting to contravene the purchasing policy and award a quoted project to a local business without receiving a second quote on the project.

BACKGROUND:

Purchasing Policy:

- 1.1.1. Local Providers shall be sourced whenever possible, provided that goods and services of an acceptable equivalent quality are readily available, safety and security are not jeopardized, and the costs of purchasing from Local Providers is not greater than seven percent (7%) above the costs of sourcing from providers outside of the Town of Wadena region.
- 1.1.7. Sole Source Contracts may be awarded if the acquisition is expected to be less than \$10,000.00 unless it is deemed to be in the best interests of the Town to obtain written quotations.

ALTERNATIVES:

- 1) Council can direct Administration to await the second quote and not award a sole contract.
- 2) Council can approve Administration to award a sole contract to replace the suction lines at the water treatment plant.

FINANCIAL IMPLICATIONS:

This project will cost \$3956.29 plus applicable taxes; it has been budgeted for and does not cause any financial implications.

ANALYSIS:

We have currently received one quote to replace the suction ends in the clear well coming off the filters, we are still awaiting the second quote with no estimation of when it will arrive. Administration has contacted the company, that has not provided the second quote, and they have no estimation of time of when it can be done for us. We are asking to go with a local vendor to replace the suction lines, they are in town and once awarded the project can move quickly to do this repair. This matter is becoming time sensitive but it not quite an emergency but will become one if not replaced. This is causing our filters to not mirror each other, causing cavitation issues, filter overloading and needs to be rectified. This item has been budgeted for.

ADMINISTRATIVE RECOMMENDATION(S):

THAT Council approve Administration to award a sole contract to Water World Industries to replace the suction line piping at the Water Treatment Plant."
