

Town of Wadena Committee of the Whole

Agenda

August 16, 2021 6:00 p.m.

Wadena Town Office, 102 Main St N, Wadena SK

1. Call To Order

2. Administration Reports

2.I. *CRC Monthly Activity Report*

Documents:

[2.1 2021.08 CRC MONTHLY ACTIVITY REPORT.PDF](#)

2.I.I. CAO Monthly Activity Report

Documents:

[2.1 2021.08 MONTHLY ACTIVITY REPORT CAO.PDF](#)

2.II. *Wadena Community Legion Hall And Recreation*

“THAT Council approves the Wadena Community Legion Hall and Recreation Centre Rental Contracts as they stand”.

Documents:

[2.2 2021.08 ISSUE REPORT - WADENA COMMUNITY LEGION HALL AND RECREATION CENTRE RENTAL CONTRACTS.PDF](#)

[2.2 ATTACHMENT - DRAFT HALL RENTAL FORM 2021.PDF](#)

[2.2 ATTACHMENT - DRAFT RECREATION CENTRE RENTAL FORM 2021.PDF](#)

2.III. *Town Of Wadena Purchase Order Process*

“THAT Council approves the purchase order process as outlined”.

Documents:

[2.3 2021.08 ISSUE REPORT -TOWN OF WADENA PURCHASE ORDER PROCESS CHANGE- ISSUE REPORT.PDF](#)

2.IV. *Wadena School Of Dance*

“THAT Council approves the Wadena School of Dance to install the floor to the stage at the Wadena Community Legion Hall with a contract to be signed by both parties”.

Documents:

[2.4 2021.08 ISSUE REPORT WADENA SCHOOL OF DANCE SPORT FLOOR INSTALLATION.PDF](#)

[2.4 ATTACHMENT - WADENA SCHOOL OF DANCE LETTER AND PICTURES.PDF](#)

2.V. Arena Operators Level 1

"THAT Council approves Caitlin to go to the Arena Operators Level 1 course at no cost to the Town".

Documents:

[2.5 2021.08 ARENA OPERATORS LEVEL 1.PDF](#)

2.VI. Pesticide Applicator Course

"THAT Alyshia Neuman be able to work from home September 6 - 10 and Melvin Strand be able to work from home September 13-17 to prepare and take exam for the Sask Polytech Pesticide applicator course.

Documents:

[2.6 2021.08 ISSUE REPORT - PESTICIDE APPLICATOR COURSE WORK FROM HOME.PDF](#)

2.VII. List Of Lands In Arrears

- That the List of Lands in Arrears be acknowledged;

And further, those properties that are less than ½ of the previous years levy be excluded from the tax enforcement list.

Documents:

[2.7 2021.08 ISSUE REPORT- LIST OF LANDS IN ARREARS.PDF](#)
[2.7 ATTACHMENT - 2020 LIST OF LANDS WITH ARREARS.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: August 10, 2021
RE: **Monthly Activity Report – August 2021**

JULY/AUGUST ACTIVITIES:

- SHA has terminated their contract as of July 31, 2021
- Wedding at the Hall
- Wedding at the Sportsgrounds
- Lots of campsite bookings
- Playground program is going very well
- Learning how to run the till and other operations
- Started doing facility checks every Wednesday, Friday, and before events to ensure all cleaning is done
- Planning Alan Jackson impersonator concert on October 10th, asking for 2 organization/group to organize the supper and the bar. This closes August 31st at 4pm.
- Planning a Kids Zone for the Town and Country Fair, looking for volunteers to help out
- Opened a photo contest to update our website pictures and add community pictures to the office.
- Drafted a new Hall and Rec. Centre Contract
- Working with Alyshia and learning more of what she does
- Preparing for rink season
- Playground program will be coming to an end between August 16th and 26th
- Community programming

PRIORITIES FOR September 2021:

- Programming
- Preparing for rink season
- Rink advertisement
- Updating user agreements
- Closing the Campground

REQUEST FOR ACTION/DIRECTION/CLARIFICATION

Outdoor rink update- With the insurance for the pool being an issue we decided to hold off on the fundraising efforts for the rink in case we had to fundraise for the pool instead. We can save money by



Monthly Activity Report

using the cement pad by the Parks and Rec Cold Storage but that would mean losing our overflow camping, is Council okay with loosing that?

Community Communication- Come up with ideas to post on the Town of Wadena Facebook page and ideas for other means of communication with community members and email them to Caitlin. All of the ideas will be complied and brought to Council.



Monthly Activity Report

TO: Mayor and Council

FROM: Laurie Rudolph, Chief Administrative Officer

DATE: August 16, 2021

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

AUGUST ACTIVITIES:

- Daily Morning Meetings with Office Staff and Department Heads.
- Afternoon meeting with Foreman while Manager of Works and Operations is away
- FCM Asset Management Grant submitted
- By-Election and Zoning Amendment advertising submitted to Wadena News and scheduled for posting on facebook and website
- Karter and Pat were notified of EMO Coordinator appointment and SEPA conference decision
- McDougal Gauley is working on the discharge of Federal Judgment and preparing contract for tendering of tax enforcement properties
- Tax Lien removals
- Assessment Return completed and submitted to SAMA
- Yearend completed for 2020 taxroll, accounts receivables, utilities
- Tax adjustment for Agreement to Adjust
- Tax titles inputted and tax notices provided to new owners
- 2020 Financial Waterworks prepared and posted on website
- Building permits and Home Occupation permits up to date
- Zoning Amendment Bylaw and Advertisement
- Road Closure Bylaw and Advertisement – Behiel, Will, & Biemans notified of resolution to approve signing of agreement, payment for lands, and registration on behalf of the Town
- Owner of Tompkins Funeral Home notified of consolidation approval
- Communications with Atrium owner (check in again on status)
- Hall Tender review and revisions
- List of Lands in Arrears
- 2021 Mill Rate Return
- Drive for review of properties and back alleys
- Visit to (2) property owners regarding nuisance orders
- Red Apple – Mural idea – Paint?

PRIORITIES FOR August/September 2021:

- Anna and I prepare advertisement of Public Works Position
- Office Caretaker contract
- Wadena News – Highlights of Meeting
- Confirm with ISC on fees and form to transfer a property
- Advertising for Sale by Tender of Tax Enforcement Properties
- Cleanup of Nuisance Properties

- 2021 Assessment Roll Close once confirmation is received from SAMA
- Balancing of 2020 School General Ledgers
- 2020 Audit Journal Entries and Close of General Ledger
- Review of Insurance – Confirm on Values and then present to Council again for decision
- Review of values for proposed projects for Gas Tax funding and then present to Council again for a decision
- Review status of existing tax enforcement properties and continue process
- 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
- Tax concession adjustments
- Road Closures & Subdivisions (2)
- Snow Removal contract expires in October
- SUMA Meritorious Service Award Nomination. Deadline for submission is fall.
- Dropbox

- **PRIORITIES FOR – Outstanding Items:**

- 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.
- 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
- 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.
- Code of Ethics Bylaw Update
- Highway 35 Speed Zone – MHI to complete review by Dec 2021
- 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



TO: Mayor and Council

FROM: Caitlin Fox, Community Recreation Coordinator

DATE: August 11, 2021

RE: **Updates to the Wadena Community Legion Hall and Recreation Centre Rental Contracts**

ISSUE:

The contracts must go through a review and make changes to correctly reflect the current expectations of renters

BACKGROUND:

With the re-open of the province, we are having a lot more bookings in the Town of Wadena facilities thus meaning that all of the contracts need to be reviewed and changed to reflect the current situation of the facilities.

ALTERNATIVES:

- 1) Council can approve the Wadena Community Legion Hall and the Recreation Centre contract as they are presented
- 2) Council can deny the updates to the contracts
- 3) Council can make changes to the contracts

FINANCIAL IMPLICATIONS:

None that would directly affect the Town of Wadena.

ADMINISTRATIVE RECOMMENDATION(S):

“THAT Council approves the Wadena Community Legion Hall and Recreation Centre Rental Contracts as they stand”.

Correspondence:

DRAFT HALL RENTAL FORM 2021

DRAFT RECREATION CENTRE RENTAL FORM 2021



TOWN OF WADENA

Wadena Community Legion Hall

Rental Contract

Contact Name: _____ Cell: _____

Email: _____

Organization/Business: _____

Mailing Address: _____

Type of Event: _____ Date: _____

Check option	Rental Period D=Day, 12 hours H= Hourly $\frac{1}{2}$ D=6 hours @ $\frac{1}{2}$ Day rate MD=Multi-Day, 48 consecutive hours	Rate	Start Time	End Time
	SIDE ROOM (North/Club) <i>Deposit: Liquor \$300, No liquor \$150</i> H \$51.50 D \$206 $\frac{1}{2}$ D \$103 MD \$257.50			
	MEETING ROOM A (South/Court) <i>Deposit: Liquor \$300, No liquor \$150</i> H \$77.25 D \$283.75 $\frac{1}{2}$ D \$142.14 MD \$309			
	KITCHEN <i>Deposit: \$200</i> H \$77.25 D \$257.50 $\frac{1}{2}$ D \$128.75 MD \$309			
	MAIN HALL (includes Stage & Bar) <i>Deposit: Liquor \$500, No liquor \$300</i> H \$103 D \$360.10 $\frac{1}{2}$ D \$180.25 MD \$ 463.50			
	COMPLETE HALL <i>Deposit: Liquor \$500, No liquor \$300</i> D \$927 MD \$ 1133			
	Coffee/tea, Supplies & Coffee Perk Incl. cups, napkins, cream, sugar, etc. \$50/perk (when Kitchen not booked)			
	Projector with Screen \$50			
		Total Rate \$	Rates are plus applicable taxes. Deposit is not taxable. Total Booking MUST be paid at the time of booking.	
Only one deposit is required per booking (whichever is larger)		Deposit \$		
Extra Town Staff required for Cleaning \$50/hr		Other \$		
		Subtotal \$	* Funerals/Memorials receive kitchen use at no extra cost. *	
		GST \$		
Receipt #:		TOTAL \$		

**** Rates, Rules and Policies of use are per the "Recreational Rates & Use Policy".

Agreement

- 1) Terms of this agreement are subject to and may be in addition to the "Recreational Rates & Use Policy". By signing below the Renter confirms they have reviewed and received a copy of the Hall rental portion of the policy and understand the rules and regulations therein. The Hall is the muster point for our Emergency Measures Organization (EMO). Should an emergency arise, all bookings during the period of use by the EMO are effectively cancelled.
- 2) Renters are expected to clean up after themselves during their rental period. All items on the "Clean up Sheet" must be completed unless otherwise discussed with Community Recreation Coordinator. If items on the list have not been completed or to the satisfactory to the Town of Wadena Staff or representatives' necessary measures will be taken following the Recreation Facility Use, Booking & Allocation and the Recreation Rates & Use Policy.
- 3) If **ALCOHOL** is to be served, it is the Renter's responsibility to obtain the appropriate liquor permit for the function.
- 4) **ABSOLUTELY NO HOMEMADE BEVERAGE OF ANY KIND** is permitted at a function for which a Special Occasion Permit is issued – as per Sask. Liquor & Gaming Authority regulations.
- 5) **NO CONFETTI OF ANY KIND** is allowed.
- 6) NO hanging items from the ceiling
- 7) NO tape, glue, staples, or blue sticky tack can be used on the wall in the venue
- 8) White sticky tack and painters tape CAN be used on the walls in the venue
- 9) NO dancing or standing on furniture this includes the tables, chairs, armchairs, benches etc.
- 10) Absolutely **NO SMOKING** in the Hall. Smoking is allowed outside the Hall. However, cigarette butts must be discarded in the appropriate receptacles.
- 11) Adults must supervise youth functions.
- 12) Caterers, bartending companies, and other vendors or service providers must obtain and have on site, a valid Town of Wadena Business License, subject to penalty under bylaw. It is the Renter's responsibility to ensure they obtain proof of license from vendors.
- 13) Renters are responsible for obtaining all of the necessary permits and licenses to operate the kitchen and other aspects of the venue.
- 14) Town of Wadena Staff and Representatives will not tolerate harassment, verbal, or physical abuse from the Renter or the guests of the renter. If any form of abuse or harassment does occur Town of Wadena Staff and Representatives have the authority to removes the guest in question or the event as a whole from the venue.
- 15) The Renter agrees to and accepts responsibility for abiding by the maximum occupancy requirements for the Hall and spaces therein.
- 16) **Deposit fees and full rental fees** must be paid to the Town of Wadena at the time of booking. Bookings may not be confirmed without full payment. After an inspection of the facility has been completed to ensure that the hall has been left in a clean condition with "Clean Up List" completed (satisfactory to the Town or its representative), that all keys have been returned, and that no damage has occurred and no items are missing, the deposit will be refunded within 14 days after the event. The Renter is responsible for the cost of any additional required cleaning, repair of damages to the Hall or equipment, and/or replacement of any missing items. If the cleaning, repair, and/or item replacement costs exceed the amount of the deposit, the Renter shall pay the outstanding balance owing within thirty days of being billed by the Town.
- 17) Renters can obtain keys to the venue at 9am on the day the rental starts unless otherwise discussed with the Community Recreation Coordinator. If renters are to lose the key to the venue, they will be responsible to pay the replacement cost of the key and/or the doorknob.
- 18) Cancellations, penalties, refunds, etc. are as per the "Recreational Rates & Use Policy" provided.

- 19) The Renter is responsible for ensuring that the Hall is locked up securely before leaving the premises.
- 20) The Town of Wadena is NOT responsible for the reimbursement of other parties.
- 21) PA System- Users are not to tamper with any buttons or the machine itself.
- 22) As Renter(s), I (we) understand that I (we) assume all risks when renting the Wadena Community Legion Hall, and hereby indemnify, release and forever discharge the Town of Wadena, its agents, employees or any other person(s) involved or connected with the Town of Wadena, from all liability and responsibility and from all claims for personal injury, or loss or damage of personal property to any parties while renting the facility.

I (We) have read and agree to abide by the Rules and Policies for Use of the Wadena Community Legion Hall.

Signature of Renter

Date

Date

Town of Wadena

DRAFT

POLICY NAME: Recreation Facility Use, Booking & Allocation		LAST UPDATED: January 25, 2021	
		SUPERSEDES POLICY: P2017-006 Facility Booking & Allocation P2017-008 Recreation Rates & Use	
POLICY AREA: Recreation, Cultural Services RC	POLICY NUMBER: RC-001	APPROVAL DATE: January 25, 2021	PAGE: 4 of 9

Recreation Facility Use, Booking & Allocation Summarized Legion Hall

1. CANCELLATION POLICY

1.1. Cancellations of less than 48 hours in advance will be subject to a cancellation fee equal to 50% of the hourly rental rate for the total hours booked for the cancelled event. If the cancellation is within reason and outside of the booker's control, subject to the approval by the CRC or the CAO, the cancellation fee may be waived. Applicable all for all facilities except for the Wadena Community Legion Hall which has its own cancellation policy outlined in section 7.4.

5. WADENA COMMUNITY LEGION HALL

5.1. Hall users must be made aware within the booking contract that the Community Legion Hall is the muster point for the Town's Emergency Measures Organization (EMO) and as such, should an emergency arise, all bookings during the period of use by the EMO are effectively cancelled, and will be refunded after the emergency is over and the Town Office is again open for regular business.

5.2. BOOKING

- 5.2.1. Town of Wadena special events and programs take booking priority.
- 5.2.2. No group can be guaranteed exclusive use of the entire facility during their booking, unless booking the complete facility.
- 5.2.3. Use of the bar and stage is included in all main hall rentals.
- 5.2.4. Use of the kitchen can be added to any rental at the applicable kitchen use rate established in the Fees & Charges Bylaw.
- 5.2.5. Users may not access the facility prior to their booked time and must be cleaned up and vacated from the facility no later than their booked end time. Set-up and extra time may be offered pending other bookings and may be adjusted at any time by the CRC to allow for the most efficient and fair use of the facility.
- 5.2.6. Any portions of the facility available to rent by the hour are specified in the Fees and Charges Bylaw.
- 5.2.7. Users receiving discounted rates may not take precedence or priority over those paying full rental rates except for Funerals/Memorials and Court Services, which take booking precedence where possible. The CAO or CRC may determine if a user fits under the purpose and intent of any discounted category, or if a group must be bumped for another booking.
- 5.2.8. Any user groups requesting discounted or free use of the facility or any portion thereof, must provide any such request in writing for Council's consideration. User groups requesting on-going discounted use

will be required to sign an agreement for such use.

5.2.9. The Town may enter into an agreement with any Local/Regional, Provincial or Federal Government or Agency, or any non-profit organization to provide discounted rates/services at any rate or under any conditions deemed acceptable to the Town. Each group or organization receiving a discount rate shall sign a rental or usage agreement.

5.3. DEPOSITS

5.3.1. Deposit must be paid in full to confirm booking.

5.3.2. For all bookings, the full booking fee is due in full a minimum of one week prior to the event, or the booking may be cancelled.

5.3.3. Any extra cleaning required beyond the deposit will be charged out at the approved rate/hour as set out in the Fees and Charges Bylaw.

5.3.4. All damages with costs beyond the deposit are payable by the person/group booking.

5.3.5. Deposits eligible for refund will be processed within 14 business days of the event.

POLICY: Recreation Rates & Use Policy		Effective Date: <i>Oct 17, 2017</i>	
Department: Parks & Recreation	POLICY NUMBER: # 2017-008 (<i>Resolution 329-17</i>)	Amended Date: <i>Res 354-17: Nov 6, 2017</i> <i>Res 131-18: Apr 16, 2018</i> <i>Res 136-18: Apr 16, 2018</i> <i>Res 160-18: May 7, 2018</i> <i>Res 179-18: May 23, 2018</i> <i>Res 301-18: Aug 13, 2018</i> <i>Res 406-18: Oct 16, 2018</i> <i>Res 419-18: Nov 5, 2018</i> <i>Res 422-18: Nov 5, 2018</i>	<i>Res 447-18: Nov 29, 2018</i> <i>Res 048-19: Feb 11, 2019</i> <i>Res 049-19: Feb 11, 2019</i> <i>Res 063-19: March 4, 2019</i> <i>Res 080-19: March 19, 2019</i> <i>Res 159-19: May 6, 2019</i> <i>Res 385-19: Nov 4, 2019</i> <i>Res 404-19: Nov 19, 2019</i> <i>Res 441-19: Dec 17, 2019</i>

Recreation Rates & Use Policy Summarized Legion Hall

WADENA COMMUNITY LEGION HALL

Hall users must be made aware within the booking contract that the Legion Hall is the muster point for our Emergency Measures Organization (EMO) and as such, should an emergency arise, all bookings during the period of use by the EMO are effectively cancelled, and will be refunded after the emergency is over and the Town Office is again open for regular business. Rates are subject to an annual increase with 90 days notice to affected users. Starting September 1, 2018, a fee increases over a four-year period will be introduced based on achieving a minimum 50% user pay cost recovery rate, followed by an annual 3% increase.

Deposit must be paid to confirm booking. For all bookings, the full booking fee is due in full a minimum of one week prior to the event, or the booking may be cancelled.

- No group can be guaranteed exclusive use of the entire facility during their booking, unless booking the complete facility.
- Use of the Bar and Stage is included in all Main Hall Rentals.
- Use of the Kitchen can be added to any rental at the appropriate Kitchen use rate.
- Users may not access the facility prior to their booked time and must be removed from the facility and cleaned up no later than the set end time.
- Any portions of the facility available to rent by the hour are indicated under hourly rates.
- Any groups/purposes allowed special or discounted rates are set out in this policy which may be

amended from time to time by resolution of Council.

Time definitions:

Hourly: for bookings by the hour or to add extra hours onto day or multi-day bookings

Day: 12 consecutive hours (1/2 day is 6 consecutive hours at half the day rate)

Multi-Day: 48 consecutive hours.

(Set up and extra time may be offered pending other bookings and may be adjusted at any time by the Director of Parks & Recreation to allow for most efficient and fair use of the facility.)

Deposits

Deposits must be paid to confirm booking. Any extra cleaning required beyond the deposit will be charged out at a rate of \$50/hour. Groups/services not required to pay a deposit are still responsible for the hourly rate for any extra cleaning required. Any and all damages with costs beyond the deposit are payable by the person/group booking. Deposits eligible for refund will have refunds processed within 14 days of the event.

Main Hall: Deposit is \$300 (no liquor), or \$500 (liquor)

Side/Meeting Rooms: Deposit is \$150 (no liquor), or \$300 (liquor)

Kitchen only: Deposit is \$200

Cancellations

- Cancellations occurring a minimum of 7 days prior to an event will have a full refund processed without penalty.
- Cancellations within 3-6 days of the event will be subject to a penalty in the amount of \$50.
- Cancellations within 24-48 hours of the event will cause the deposit to be non-refundable. In the event a deposit was not paid, a \$50 cancellation fee will apply.
- Cancellations on the day of the event will cause the deposit and booking fee to be entirely non-refundable.

Cancellations due to unforeseeable circumstances or circumstances beyond the booker's control and within reason, may allow the booker to have cancellation fee reduced or waived at the discretion of the Director of Parks & Recreation or the CAO.

Agreements

The Town may enter into a contract with any Local/Regional, Provincial or Federal Government or Agency, or any non-profit organization to provide discounted rates/services at any rate or under any conditions deemed acceptable to the Town. Each group or organization receiving a discounted rate shall sign a rental or usage agreement with the Town.

Discounted Rates

Groups/Purposes receiving discounted rates may not take precedence or priority over those paying full rental rates with the exception of Funerals/Memorials and Court services which take booking precedence where possible. The Director of Parks & Recreation or CAO may determine if a group/person/purpose fits under the purpose and intent of any discounted category, or if a group must be bumped for another booking.

Canadian Forces Appreciation Program: The Town partners with the Canadian Forces to offer a 10% discount on all Funeral/Memorial rentals at the Hall if the deceased was an eligible member. To prove eligibility for the CF Appreciation Program discounts, the CF One Card issued by the Canadian Forces Morale and Welfare Services (CFMWS) for the deceased, or an appropriate facsimile thereof, must be shown when booking.

Regular User Groups

Regular non-profit user groups will be invoiced for bookings after the event(s) or on a monthly basis or as negotiated in their agreement.

Weekly or Monthly Activities

Groups offering regular weekly or monthly activities for seniors, youth or musical/theatre groups as defined in this policy will see an increase in rates over a four-year period, after which the rates will

increase by up to 3% annually starting September 1, 2021. The below rates are based on the ½ day rate which is approximately 6 hours of use. These particular user groups of the Hall will receive one free Day rental per year at no charge for a fundraiser, recital, or AGM for their group.

½ Day Rates	Sept 1, 2018	Sept 1, 2019	Sept, 2020	Sept, 2021
Main Hall	\$59.38	\$68.76	\$78.14	\$87.50
Club Room	\$31.25	\$37.50	\$43.75	\$50.00
Court Room	\$35.94	\$46.88	\$57.82	\$68.75

Note: Kitchen 50% off of regular rates

Day rate will be double the above ½ day rates listed. Hourly and multi-day will be billed at 50% off of regular rates.

Wadena Players Theatre: The Town shall sign an annual use contract with the Wadena Players Theatre group for use of the facility in recognition of their continued valuable contribution to the facility and its upgrades. The rate for use will be \$500 per year with a 3% increase annually starting January 1, 2019.

Legion: The Town shall sign an annual free use contract with the Wadena Legion for use of the facility in recognition of their valuable contribution to the building facility. All use of the facility for the Legion will be at no charge.

Wadena Farmer's Market: The Town shall sign an annual use contract with the Wadena Farmer's Market for use of the facility at a reduced rate as follows: regular markets at a rate of \$350 (Main Hall, Kitchen & Club Room included) and Christmas/Holiday market at a rate of \$450 (Main Hall, Kitchen, Club Room and Court Room included) and the rates be subject to review by Council as needed.

Meetings: Meetings booked by local non-profit organizations/groups receive 50% off regular rates effective immediately. Groups must supply their own coffee supplies but may use the standard 10-12 cup coffee maker. Perks and supplies may be rented if needed.

Non-profit Fundraising: Community dances, dinners with entertainment, performances, etc. to which the public is invited, where 100% of all event profits go to a local non-profit organization or charity, and which are booked by an approved non-profit organization receive 50% off regular booking rates for space used effective immediately.

No Charge Events

By resolution of Council, the following are to receive use of the facility at no charge, but must still sign a rental agreement:

- Health Action Group – Annual Auction Fundraiser
- Town & Country Fair Board – Annual Town & Country Fair
- Wadena Elementary School – Christmas Play
- Saskatchewan Health Authority – Influenza Immunization Clinic

Groups/Users not listed herein that are requesting discounted or free use of the facility or any portion thereof, or any listed group requesting additional discounted use, must provide any such request in writing for Council's consideration. Groups requesting on-going discounted use may be required to sign a contract for such use.

Clean Up List

Leave "Clean Up List" on the Kitchen counter when completed

	INITIAL WHEN COMPLETED & Add any notes or comments here:
Kitchen: All items (cups, Plates, glasses, etc.) are washed in hot, soapy water, dried and put away in the proper location	
Appliances: (fridges, freezers, oven, stove, etc.) shall be wiped down, clear of debris, and dried.	
Counters & Sinks: counters and sinks are to be wiped off with warm, soapy water, clear of debris and messes, and dried. *No food or other objects down the sink*	
Floors: Shall be swept, clear of debris, and washed with warm water and sanitizer	
Towels: All towels and dish rags will be left on the counters layer out to be washed by the ToW Staff	
Garages: All garages will be taken out to the bins and the bags replaced.	
North Club Room: Tables: Tops & legs are to be whipped with warm water, clear of debris *Do not collapse or move the tables*	
Floors: Shall be swept, clear of debris, and spot washed with warm water and sanitizer so there are no sticky spots	
Main Hall: Stage & Bar included: Chairs: Chairs are to be wiped down with warm water and stacked in 10's	
Tables: Tops & legs are to be whipped with warm water, clear of debris *Do not collapse or move the tables*	
Floors: Shall be swept, clear of debris, and spot washed with warm water and sanitizer so there are no sticky spots	
Bar: Fridge is to be cleaned out and wiped out Bar top is to be wiped down, clear of debris with warm, soapy water, and dried.	
South Court Room: Tables: Tops & legs are to be whipped with warm water, clear of debris *Do not collapse or move the tables*	
Chairs: Chairs are to be wiped down with warm water and stacked in 10's	
Floors: Shall be swept, clear of debris, and spot washed with warm water and sanitizer so there are no sticky spots	
Bathrooms: Counters & Floors: Wiped and clear of debris	



TOWN OF WADENA
Recreation Centre
Regular User Agreement 2021-2022

Contact Name: _____ Cell: _____

Email: _____ Organization/Business: _____

Mailing Address: _____

Date of rental: _____

option Check	Rental Period All rentals are on an hourly basis	Rate	Start Time	End Time
	Minor Sports	\$51.12/ hour		
	Skating Club	\$51.12/ hour		
	Men's Rec	\$91.16/ hour		
	Women's Rec	\$91.16/ hour		
	Wildcats- Men's Senior	\$91.16/ hour		
	Youth Organization Rate	\$57.75/hour		
	Regular Rate	\$115.50/hour		
		Total Rate	\$	<p><i>Rates are plus applicable taxes. Deposit is not taxable. Total Booking MUST be paid at the time of booking.</i></p>
<i>Only one deposit is required per booking (whichever is larger)</i>		Deposit	\$	
<i>Extra Town Staff required for Cleaning \$50/hr</i>		Other	\$	
		Subtotal	\$	
		GST	\$	
<i>Receipt #:</i>		TOTAL	\$	

**** **Rates, Rules and Policies of use are per the "Recreational Rates & Use Policy".**

Agreement

1. With any rental of the Recreation Centre the renter is expected to follow all Saskatchewan Government Re-Open Saskatchewan Plan.
 - a) The Town of Wadena reserves the right to refuse rental if any guidelines are not being followed.
2. The User shall ensure that all members keep doors closed and off the ice during resurfacing and shall not go on the ice until resurfacing has been completed and the Zamboni door is closed. The Town of Wadena Recreation Centre staff have been instructed to leave the ice surface without flooding it if this policy is violated.
3. The User shall remove pucks from the ice surface after practices and games for efficient ice resurfacing. Town employees will move nets before resurfacing.
4. All Users must leave the ice surface promptly to accommodate other scheduled users.
5. Tournaments must be booked at least 15 days in advance to ensure booking and staffing arrangements can be made.
6. Renters are to only use the space that they have rented, this includes the sound booth and mezzanine, etc. Please specify with the Community Recreation Coordinator what areas of the Recreation Centre you would like to rent to ensure the correct costs are included in the total amount.
7. Town of Wadena has zero tolerance for spitting of chew or sunflower seeds in the facility and on the ice surface.
8. Town of Wadena will not be responsible for any lost, stolen, or damaged articles within the Wadena Recreation Centre.
9. The User shall be responsible for all damages caused to the building, grounds, equipment, and personal property belonging to The Town of Wadena. Any damages are to be paid in full to the Town of Wadena.
10. Children under the age of 12 must always be supervised. Under no circumstances will minors be left unsupervised anywhere throughout the Wadena Recreation Centre for practices, games, tournaments, or events.
11. No minors under the age of 14 are allowed in the time clock box or sound system room, unless otherwise designated by the renter.
12. The consumption of alcohol is strictly prohibited in all areas of the arena except where designated with permit.
13. Renters are responsible for obtaining all the necessary permits and licenses to operate the kitchen and other aspects of the venue.
14. Renters must obtain their own liquor license for the venue.
15. Smoking/e-cigarettes are not allowed on the premises.
16. The Team Manager and/or Coach will be the last one to leave the home and away dressing rooms to ensure that they are left in reasonable and tidy conditions; no running water left on and garbage and recycling deposited in the provided receptacles.
17. Before leaving the rented portion of the building after each use managers/coaches/renter must pick up all garbage, make sure taps and showers are turned off, as well as turning the lights off

in the dressing rooms. Any miscellaneous items left in the rented area must be put away or put in the lost and found box.

CANCELLATIONS

Town of Wadena may cancel ice time at any time in the event of tournaments, special events and playoff games. When possible, Town of Wadena and the CRC will notify the affected user group 48 hours prior to the affected booking. Any cancellations caused by weather, power failure, act of God or business interruption caused by mechanical failure of the Wadena Recreation Centre facilities will be considered unavoidable and the representative will not be charged for cancellations of that nature.

Cancellations of less than 48 hours in advance will be subject to a cancellation fee equal to 50% of the regular or off-season hourly rental rate for the total hours booked for the cancelled event. If the cancellation is within reason and outside of the booker's control, subject to the approval by Town of Wadena, the cancellation fee may be waived. The ONLY exception to this rule will be playoff ice where the possibility of requiring an extra game depends on if the team wins or loses.

COMMUNICATION

It is the responsibility of the renter to notify Town of Wadena and the CRC if a booking is for a practice, game or other event – this is to ensure appropriate staff for flooding and proper maintenance of the facility.

TERMS OF CONTRACT

I, _____ have read, understand and agree to the terms and conditions of this regular user group agreement and hereby accept the same on behalf of the said members of the organization, team or association. I acknowledge and agree that breach of any of the said conditions may result in termination of the allotted ice time at the discretion of Town of Wadena.

Renter _____ Date: _____

Town of Wadena _____ Date: _____

POLICY NAME: Recreation Facility Use, Booking & Allocation		LAST UPDATED: January 25, 2021	
		SUPERSEDES POLICY: P2017-006 Facility Booking & Allocation P2017-008 Recreation Rates & Use	
POLICY AREA: Recreation, Cultural Services RC	POLICY NUMBER: RC-001	APPROVAL DATE: January 25, 2021	PAGE: 4 of 9

Recreation Facility Use, Booking & Allocation Summarized Recreation Centre

1. CANCELLATION POLICY

Cancellations of less than 48 hours in advance will be subject to a cancellation fee equal to 50% of the hourly rental rate for the total hours booked for the cancelled event. If the cancellation is within reason and outside of the booker's control, subject to the approval by the CRC or the CAO, the cancellation fee may be waived. Applicable all for all facilities except for the Wadena Community Legion Hall which has its own cancellation policy outlined in section 7.4.

2. RECREATION CENTRE

2.1. REGULAR USER ICE BOOKING PROCEDURES

2.1.1. The responsibility of the Town is to allocate blocks of time to user groups.

2.1.2. It is the responsibility of the user groups to internally allocate their facility blocked time to their organization.

2.1.3. The following priority ranking will be used to assist with booking request conflict resolution at the start of each year. This will ensure that all Users are given the opportunity to use Town arenas and will help in determining the regular ice season schedule.

First Priority: Town of Wadena Special Events and Programs

Second Priority: Other Special Events and Tournaments

Third Priority: Senior League Games requiring pre-season booking

Fourth Priority: Minor Sport League Games requiring pre-season booking

Fifth Priority: Adult Organizations and Groups requiring pre-season booking

Sixth Priority: Youth Organizations and Groups non-league activities

Seventh Priority: Adult Organizations and Groups non-league activities

Eight Priority: All other users (including casual users)

2.1.4. The CRC will initiate discussions with representatives of individual ice user groups prior

to the beginning of the season no later than September 1.

- 2.1.5. Where there is a conflict in the development of the regular ice season schedule the higher priority ranked booking will be provided the ice time.
- 2.1.6. Where conflicts arise between bookings of the same ranking the affected users will resolve the conflict. If no resolution is agreed upon, the CRC will make the final determination.
- 2.1.7. The development of the regular ice season schedule will consider the previous year's ice allocations and cancellations. Final determination of ice allocations based on previous use will be at the discretion of the CRC.
- 2.1.8. Regular users may, at the discretion of the Town, be required to take a portion of their total bookings during non-prime time hours.
- 2.1.9. Playoffs for regular users shall be booked so as not to limit the availability of ice to other users. In the event of cancellation of playoff ice and subject to Section 1.1. the user's contact person or alternate shall give notice to the Town immediately upon requiring further playoff game bookings.
- 2.1.10. Upon notification, the Town will allocate the ice time required to host playoff games. Should a required time slot already be allocated to another user, the Town will contact that user to reschedule or cancel their booking. Youth playoff games shall take precedence over all other bookings, except special events, tournaments, and senior hockey.
- 2.1.11. Users shall not pre-book or reserve times for anticipated playoff games. During the playoff season, the contact person or alternate shall notify the Town immediately upon requiring playoff bookings.

2.2. CASUAL USER ICE BOOKING PROCEDURES

- 2.2.1. Casual user booking requests will be considered after the regular users' ice allocations are set.
- 2.2.2. Casual user booking requests must be made using a facility booking request form and will be considered on a "first come, first served" basis.

2.3. SUMMER ICE BOOKING

- 2.3.1. The Town will not provide summer ice.

2.4. OFF ICE SEASON ARENA & MEZZANINE BOOKING PROCEDURES

- 2.4.1. User bookings will not displace Town of Wadena special events and programs.
- 2.4.2. Booking requests from users will be made using a facility booking request form and will be considered on a "first come, first served" basis.
- 2.4.3. If multiple users are requesting a given facility at the same time on a regular basis, the CRC will meet with the affected users to resolve the booking request conflicts. In such

POLICY: Recreation Rates & Use Policy		Effective Date: Oct 17, 2017
Department: Parks & Recreation	POLICY NUMBER: # 2017-008 (<i>Resolution 329-17</i>)	Amended Date: Res 354-17: Nov 6, 2017 Res 131-18: Apr 16, 2018 Res 136-18: Apr 16, 2018 Res 160-18: May 7, 2018 Res 179-18: May 23, 2018 Res 301-18: Aug 13, 2018 Res 406-18: Oct 16, 2018 Res 419-18: Nov 5, 2018 Res 422-18: Nov 5, 2018 Res 447-18: Nov 29, 2018 Res 048-19: Feb 11, 2019 Res 049-19: Feb 11, 2019 Res 063-19: March 4, 2019 Res 080-19: March 19, 2019 Res 159-19: May 6, 2019 Res 385-19: Nov 4, 2019 Res 404-19: Nov 19, 2019 Res 441-19: Dec 17, 2019

cases, a regular user booking procedure may be implemented.

2.4.4. For off-ice leagues the same booking process as per the operational ice season shall apply.

Recreation Rates & Use Policy Summarized Recreation Centre

Rec Centre

It is understood that booking of the ice/rink includes use of the ice/rink surface, bathrooms and lobby as well as designated dressing rooms, if applicable. Ice/rink bookings, with the exception of tournament bookings, do not include use of the Mezzanine, which must be booked separately. Wadena Minor Hockey and Skating Clubs may receive Mezzanine use free of charge for a year-end party on an “as needed/as requested” basis; Mezzanine use must still be booked with the Director, and any applicable deposits may still be charged. It is Council’s direction that rates be set to enable a 75% user pay cost recovery at the Rec Centre. The remaining burden on the tax base may be reduced by the revenue from the sale of advertising space and fundraising events.

Dressing Rooms

All users are required to vacate dressing rooms no later than one hour after games/practices unless authorization has been granted.



TO: Mayor and Council

FROM: Caitlin Fox, Community Recreation Coordinator

DATE: August 10, 2021

RE: **Town of Wadena Purchase Order Process Change**

ISSUE:

The current process of purchase orders for purchasing authorization is posing issues and we would like to make changes to the process.

BACKGROUND:

The process of the purchases orders was implemented to regulate spending, but it has become more of an issue with efficiency with tasks being done. Currently if someone is wanting to purchase an item they would have to go to a manager and ask for them to do a PO for them including the item, and what store they will be purchasing items from. The manager then must go through the budget to make sure there is money to send in this area, once this has been determined then the manager has to go through the whole purchase order system and add it there. Once this is done the PO can be printed out and handed to the individual doing the purchasing. Once the individual has finished purchasing the item, they must return the receipt and the paper PO to the manager or foreman. Then it goes through a process in the office as well to ensure payment on charge accounts are paid.

ALTERNATIVES:

- 1) What is Council's view on a new system?
- 2) Council can approve the new system
- 3) Council can deny the new system proposal

FINANCIAL IMPLICATIONS:

This would mean for managers to follow the budget closer and make sure the purchases that are being made are necessary.

ANALYSIS:

The new system would be that there are only certain people who can make purchases up to \$75.00 per purchase and all of the business would be receiving a letter, drafted in this report, that outlines the process that we will be following now. All purchases would have to be communicated to and reviewed by a corresponding manager; the receipt process would stay the same. The implementation of this process would create less paperwork and would mean more efficiently completed tasks.

ADMINISTRATIVE RECOMMENDATION(S):

"THAT Council approves the purchase order process as outlined".



Dear Business,

The Town of Wadena Staff and Council has decided to move away from the numbered purchase orders that are brought to you every time a staff member is wanting to purchase an item.

From now on purchases will be limited to \$75.00 per purchases and purchases can only be made by Laurie Rudolph, Alyshia Neuman, Caitlin Fox, Melvin Strand, Joel Simpson, and Clint Raddysh. All purchases will be communicated to and reviewed by the corresponding manager before the purchase is made to ensure all purchases are being made with the budget in mind. Staff would still be taking a copy of the receipt when making a purchase.

This change will create more efficient work plans and make processes faster thus making room for more tasks to be completed.

Staff will be instructed on this new process and if there are any issues with a Staff member all businesses are to contact the Town of Wadena Office or the Works and Operations Manager at 306-338-7572.

If you have any questions or concerns please call the Town of Wadena Office.

Thank you,

Town of Wadena Staff and Council



TO: Mayor and Council

FROM: Caitlin Fox, Community Recreation Coordinator

DATE: August 11, 2021

RE: **Wadena School of Dance “Sport Floor” Installation**

ISSUE:

The Wadena School of Dance would like to up a “sports floor” on the floor on the stage in the Community Legion Hall.

BACKGROUND:

Wadena School of Dance would like to add a click in “sports floor” to the stage floor at the Hall. They find the floor very slippery, and it poses issues to the dancers slipping on the floor and causing issues. The floor is explained to be easy to put in and keep clean. They will be able to remove it if there is another function happening at the Hall.

ALTERNATIVES:

- 1) Council can approve the request
- 2) Council can deny the request
- 3) What would Council like to see included in the contract?

FINANCIAL IMPLICATIONS:

None that would directly affect the Town of Wadena as the Town would not be held liable for damages or putting the floor down or taking it up.

ANALYSIS:

The floor would be a benefit to many groups in the community that use the Hall. This would have to be drafted in a contract to ensure the Town of Wadena is not held liable for damages, cleaning, installation, removal, or any costs for the floor.

ADMINISTRATIVE RECOMMENDATION(S):

“THAT Council approves the Wadena School of Dance to install the floor to the stage at the Wadena Community Legion Hall with a contract to be signed by both parties”.

Correspondence:

Wadena School of Dance Letter and Pictures



August 10/2021

Dear Town of Wadena,

I am writing on behalf of Wadena School of Dance executive regarding the stage flooring at the hall. We have purchase flooring called "sport floor" and are seeking approval from the town to give us permission to lay it for our dance season. I have attached information about the flooring and a picture to show what it looks like.

If Wadena School of Dance is approved to use the flooring, we do not hold the Town accountable for any damage to it. As you will see it is very easy to install and remove. In the event the flooring needs to be removed, it easily comes apart and stacks neatly, we just ask for a couple days notices if needed to be removed. We have the cleaning products for the flooring (our expense). It only needs to be washed once a month with product. This flooring will be a great improvement for all clubs utilizing this space. In the past we have had injuries on the stage floor due to it being dirty and very slippery. This flooring is used in all kinds of sports centres to ensure safety of athletes. We would like to get the flooring installed within the next 2 weeks.

If you have any questions, please contact Crystal Rorquist (327-7155)

Respectfully submitted,

Crystal Rorquist

(WSD Executive)





Contact Us

**You can have the same Sport Court flooring for your home that
we install
in professional dance studios and gyms.**

**Click photos below to
view full size.**

Info & Spec Sheet

Links

Many of our customers have children that attend dance classes at facilities where our floors are installed. As the kids get older, they want to practice at home on the same type of floor that their dance school uses. Or maybe you want to create your own home gym and exercise area? Sport Court floors are perfect for either application.

With Colour Charts

**Response Tile
Brochure**

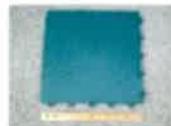
**Response Maple
Brochure**

**Defense Tile
Brochure**

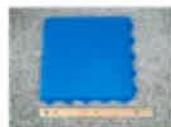
**Home Floor
Brochure**

Home Floor FAQ

**Celebrity Owners
List**



[Defense Tile PDF](#)

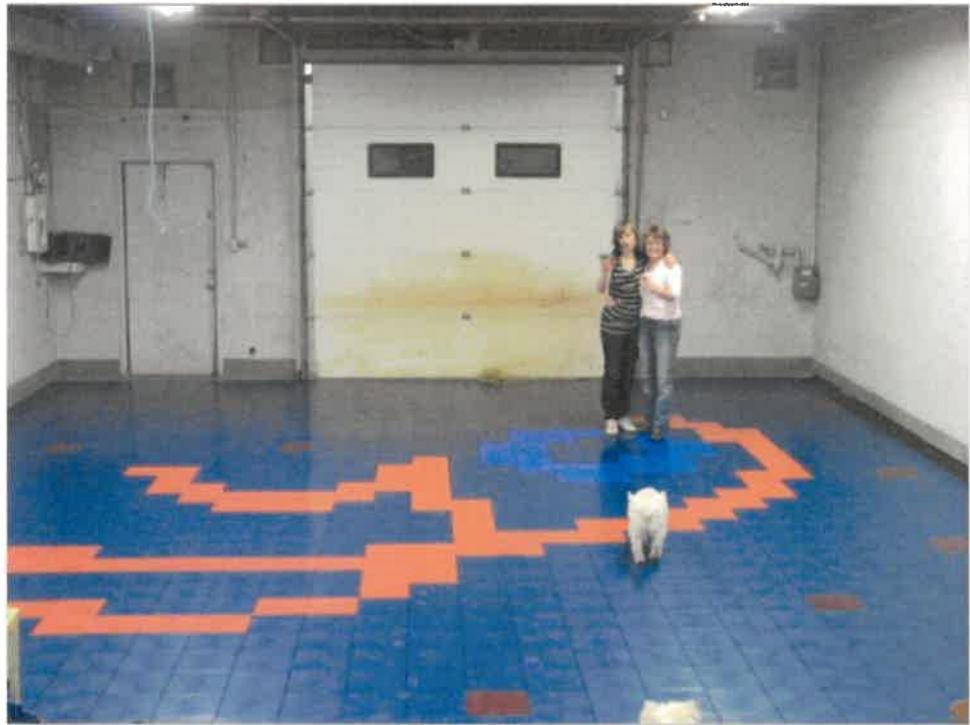


[Response Tile PDF](#)



[Maple Select &
Dark Maple PDF](#)

Garage Dance Studio, Calgary, Alberta - 2011



**You can choose from up to 16 different colours in both our regular Response and
Defense tiles.**

We also have High Gloss Maple Select and Dark Maple Response tiles.

Contact Us

**For more information about all our flooring products go to:
www.sportcourtalberta.com**



TO: Mayor and Council

FROM: Caitlin Fox, Community Recreation Coordinator

DATE: August 12, 2021

RE: **Caitlin going to the Arena Operators Level 1**

ISSUE:

Caitlin would like to go to the Arena Operators course September 1st to 2nd. Due to the nature of only being here until January she would like to see if Council would allow her to pay for it herself and use vacation time to go to this course.

BACKGROUND:

The course is taking place in Creighton this year on September 1st to 2nd. This course would allow Caitlin to help in the ice plant.

ALTERNATIVES:

- 1) What is Council's view on letting Caitlin go to the course and taking vacation time to do so?
- 2) Council can approve Caitlin going to the course with no cost to the Town
- 3) Council can choose other alternatives
- 4) Council can deny Caitlin from taking vacation time to go to this course.

FINANCIAL IMPLICATIONS:

None to the Town as Caitlin would pay for the course herself as well as any other costs.

ADMINISTRATIVE RECOMMENDATION(S):

"THAT Council approves Caitlin to go to the Arena Operators Level 1 course at no cost to the Town".



TO: Mayor and Council

FROM: Alyshia Neuman- Manager of Works and Operations

DATE: August 16, 2021

RE: **Pesticide Applicator Course**

ISSUE:

Staff is finding it difficult to find the time to prepare for the pesticide applicator course exam.

BACKGROUND:

Administration was approved to purchase the Sask Polytech Pesticide Applicator course in April for both Alyshia Neuman and Melvin Strand and exams must be completed before October 31, 2021.

ALTERNATIVES:

- 1) Council can approve administration to schedule Alyshia Neuman to work from home September 6 - September 10 and Melvin Strand September 13-September 17.
- 2) Council can deny the request from administration.

FINANCIAL IMPLICATIONS:

None currently

ANALYSIS:

With the allotted time from home to allow for no distraction's administration feels confident this will aid in the completion of the pesticide applicator course at home study guide and will help prepare for the exam.

ADMINISTRATIVE RECOMMENDATION(S):

"THAT Alyshia Neuman be able to work from home September 6 - 10 and Melvin Strand be able to work from home September 13-17 **to prepare and take exam for the Sask Polytech Pesticide applicator course.**



TO: Mayor and Council

FROM: Laurie Rudolph, CAO

DATE: August 16, 2021

RE: **List of Lands in Arrears**

ISSUE:

- 2020 Tax Arrears
- Attached – List of Lands in Arrears

BACKGROUND:

Annually (no later than November 15), the treasurer must prepare a list of lands on which the taxes have been in arrears. Property taxes are in arrears if they are outstanding after December 31.

Council may exercise discretionary authority to exclude properties from the tax enforcement list if the arrears are less than $\frac{1}{2}$ of the previous years levy. The levy for hail tax is considered as part of the previous year levy. The resolution should be passed early enough to enable the treasurer to meet the deadline to present the list to the head of council. If a resolution is passed, all affected properties must be excluded from the list.

A resolution acknowledging the list as presented to the head of council could be passed at a council meeting.

ALTERNATIVES:

- 1) Resolution to acknowledge the List of Lands in Arrears
- 2) Resolution to exclude those properties highlighted in “yellow”

FINANCIAL IMPLICATIONS:

Tax Enforcement amounts for advertising (one issue of the newspaper) and ISC fees tax liens/titles. These amounts are added to the related properties.

ANALYSIS:

ADMINISTRATIVE RECOMMENDATION(S):

- That the List of Lands in Arrears be acknowledged;
And further, those properties that are less than $\frac{1}{2}$ of the previous years levy be excluded from the tax enforcement list.



371-20 Election Official Remuneration

*Sobchyshyn
Eliason*

THAT the remuneration for the Town's Election Officials be set as follows:

	<u>Training Session</u>	<u>Advance Poll/Election Day</u>
Returning Officer (RO)	n/a	Time in lieu plus meals
Deputy Returning Officer (DRO)	\$35.00	\$30.00 per hour plus meals
Poll Clerk	\$35.00	\$20.00 per hour plus meals
Constable/Information Officer	\$35.00	\$15.00 per hour plus meals

Carried

- That the date of by-election be set for Wednesday, October 13, 2021

Town Of Wadena
List of Lands with Arrears

Date Printed
 08/31/2021

Page 1

Alternate Number	Property Description	Title Number	Arrears	Advertising	Total
494903950-01	Lot 14, Blk/Par 42 Plan No. 74H04024	125865591	2,877.46		
494904450-01	Lot 2, Blk/Par 44 Plan No. 74H04024	141047265	1,018.42		
495018650-01	Lots 22-26, Blk/Par 12 Plan No. G295	152213093	2,292.93		
		152213105			
		152213116			
		152213127			
		152213138			
	Lots 1-2, Blk/Par 02 Plan No. G295		0.40		
504902400-01	Lot 14, Blk/Par 06 Plan No. C2572	149478452	2,240.54		
504904500-01	Lot 1, Blk/Par 07 Plan No. C2572	134326201	2,908.21		
504905900-01	Lot 1, Blk/Par 15 Plan No. C2572	149687511	13,796.43		
504909050-01	Lots 8-10, Blk/Par J Plan No. 66H02507	143974457	2,501.36		
		143974479			
		143974491			
	Lot 21, Blk/Par 13 Plan No. P1509		145.47		
505008200-01	Lot 10, Blk/Par 24 Plan No. G320	142254491	1,082.43		
505018400-01	Lot 17, Blk/Par 33 Plan No. BC6483	125706742	2,666.78		