

Town of Wadena Committee of the Whole

Agenda

September 27, 2021 6:00 p.m.

Wadena Town Office, 102 Main St N, Wadena SK

1. Call To Order

2. Administration Reports

2.I. Administration Reports

That the following administrative reports be received and accepted as information:

CRC Covid 19 Report

CRC Monthly Report

CAO Monthly Report

MWO Monthly Report

Documents:

[2.1 \(A\) 2021.09 CRC COMMUNITY COVID-19 REPORT.PDF](#)

[2.1 \(B\) 2021.09 CRC MONTHLY REPORT.PDF](#)

[2.1 \(C\) 2021.09 MONTHLY ACTIVITY REPORT CAO.PDF](#)

[2.1 2021.09 MONTHLY ACTIVITY REPORT MWO. COMPLETE.PDF](#)

2.II. Saskatchewan Lotteries Grant

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

Organization	Grant Request	Town of Wadena Original Distribution Amount	*Town of Wadena NEW Distribution Amount*
Wadena Golf Club INC.	\$1000.00	\$1000.00	\$500.00
Wadena Senior Dance Club	\$750.00	\$750.00	\$700.00
Wadena Senior Exercise Group	\$480.00	\$480.00	\$400.00
Wadena Pensioner's & Senior Club	\$500.00	\$500.00	\$350.00

Wadena Visual Art Group	\$2000.00	\$2000.00	\$1000.00
2271 Pipestone Army Cadets	\$2630.30	\$2000.00	\$1500.00
Wadena Skating Club	\$3000	\$2000.00	\$2000.00
Wadena Senior Hockey Team	\$4000.00	\$2300.00	\$2166.00
Wadena Minor Sports	\$5000.00	\$3000.00	\$2707.00
Town of Wadena- Fun in the Sun Summer Camp		\$395.00	\$395.00
Wadena School of Dance	\$5000.00		\$2707.00
Total			\$14,425.00

Documents:

[2.II 2021.09 SASKATCHEWAN LOTTERIES GRANT APPLICATION DISTRIBUTION CHANGES.PDF](#)

2.III. *Saskatchewan Health Authority*

“THAT Council approves the rental fees be waived for the Saskatchewan Health Authority's Flu Shot Clinic for October 28th and any flu shot clinic dates in the future.”

Documents:

[2.III 2021.09 SASKATCHEWAN HEALTH AUTHORITY HALL RENTAL FEES- ISSUE REPORT.PDF](#)
[2.III ATTACHMENT SASKATCHEWAN HEALTH AUTHORITY LETTER.PDF](#)

2.IV. *Town Of Wadena Community Clothing*

“THAT Council approves option 4 for the sweater”

“THAT Council approves the smaller logo design”

Documents:

[2.IV 2021.09 TOWN OF WADENA COMMUNITY CLOTHING- ISSUE REPORT.PDF](#)
[2.IV ATTACHMENT COMMUNITY CLOTHING OPTIONS.PNG](#)
[2.IV ATTACHMENT SMALLER LOGO DESIGN \(1\).PNG](#)

2.V. *New Life Church Sign Corridor*

“THAT Council allows for the New Life Church to purchase a new sign for the east corridor at their own cost and the Town will change it out with the old one.”

Documents:

[2.V 2021.09 NEW LIFE CHURCH SIGN CORRIDOR CHANGE](#)

[PROPOSAL.PDF](#)

[2.V ATTACHMENT NEW LIFE CHURCH SIGN PROPOSAL.PDF](#)

2.VI. *Employee Retest*

THAT council approve administration to send for and finance a retest for the employee.

Documents:

[2.VI 2021.09.21 EMPLOYEE RESTEST.PDF](#)

2.VII. *Ice Plant Update*

THAT council accept the Wadena Arena Ice plant update as information only.

Documents:

[2.VII 2021.09.09 ICEPLANT UPDATE. COMPLETE.PDF](#)

2.VIII. *Letter To Council - Birdbath*

THAT Council approve administration to purchase a new cement bird bath up to the amount of \$350.00 and that administration provide a letter with resolution to the customer.

Documents:

[2.VIII 2021.09.23 LETTER TO COUNCIL- BIRDBATH.PDF](#)

[2.VIII ATTACHMENT - RESIDENT LETTERS.PDF](#)

2.IX. *Nielson Trucking Ltd.*

That we recess, and deliberations continue in a closed meeting at _____ p.m. to _____ p.m. as per Part III Sections 15(b)(ii) of The Local Authority of Freedom of Information and Protection of Privacy Act regarding Nielsen Trucking Ltd. with those being present Mayor Sara Sobshyshyn, Deputy Mayor Travis Fogg, Councillor Marcus Elphinstone, Councillor Samantha Fehr, Councillor Ashley Kolach, Councillor Jordan Theisen, Manager of Public Works and Operations Alyshia Neuman, and CAO Laurie Rudolph.

That Council rise from the closed meeting and reconvene the Regular meeting at _____ p.m.

Administration recommends that the highway shop be rented to Nielson's Trucking

Ltd. in exchange for \$7,500 worth for culvert cleaning in the spring or other work designated by the Works and Operations Manager that align with Works and Operations goals in the Public Work Department.

Documents:

[2.VIII 2021.09 IN CAMERA.PDF](#)

2.X. *Wage Increase*

That we recess, and deliberations continue in a closed meeting at _____ p.m. to _____ p.m. as per Part III Sections 15(b)(ii) of The Local Authority of Freedom of Information and Protection of Privacy Act regarding Wage Increase with those being present Mayor Sara Sobshyshyn, Deputy Mayor Travis Fogg, Councillor Marcus Elphinstone, Councillor Samantha Fehr, Councillor Ashley Kolach, Councillor Jordan Theisen, Manager of Public Works and Operations Alyshia Neuman, and CAO Laurie Rudolph.

That Council rise from the closed meeting and reconvene the Regular meeting at _____ p.m.

That Council approve administration to make the necessary payroll changes to Alyshia Neuman's Salary in Accordance with the Policies set by Town council to step 5 of the Out if Scope Salary Grid for a wage of \$75, 917 starting from the pay period September 12-September 25 2021 with the necessary adjustments.

Documents:

[2.X 2021.09 IN CAMERA.PDF](#)

2.XI. *Parental Leave Benefits*

That we recess, and deliberations continue in a closed meeting at _____ p.m. to _____ p.m. as per Part III Sections 15(b)(ii) of The Local Authority of Freedom of Information and Protection of Privacy Act regarding Parental Leave Benefit with those being present Mayor Sara Sobshyshyn, Deputy Mayor Travis Fogg, Councillor Marcus Elphinstone, Councillor Samantha Fehr, Councillor Ashley Kolach, Councillor Jordan Theisen, Manager of Public Works and Operations Alyshia Neuman, and CAO Laurie Rudolph.

That Council rise from the closed meeting and reconvene the Regular meeting at _____ p.m.

THAT A. Neuman remain enrolled in the Town's benefit package for the duration of her maternity leave and that 50% of the cost be paid for by the Town, and furthermore, that Administration completes the draft Parental Leave Benefit Policy so that this opportunity is available to all employees in the future.

Documents:

2.XII. Structural Change

That we recess, and deliberations continue in a closed meeting at _____ p.m. to _____ p.m. as per Part III Sections 15(b)(ii) of The Local Authority of Freedom of Information and Protection of Privacy Act regarding Structural Change with those being present Mayor Sara Sobshyshyn, Deputy Mayor Travis Fogg, Councillor Marcus Elphinstone, Councillor Samantha Fehr, Councillor Ashley Kolach, Councillor Jordan Theisen, Manager of Public Works and Operations Alyshia Neuman, and CAO Laurie Rudolph.

That Council rise from the closed meeting and reconvene the Regular meeting at _____ p.m.

That Council provide direction for administration to create resolutions for the next council meeting.

Documents:

2.XIII. Wastewater Inspection

“THAT the Wastewater Compliance Inspection report dated September 9, 2021 be received and accepted as information.”

Documents:

2.XIV. Water Treatment Plant Data Sheet

Documents:

2.XV. Administrative Assistant Position

Council Discussion:

Confirm if any of Council would like to partake in the interviews. If so, preferred dates and times.

Documents:

2.XVI. *CN Rail - Pedestrian Walk*

Discussion with Council:

- Timeline for removal of barricades
- Speaking with Highways as to responsibility to level Hwy 35
- Asphalt along pedestrian walk – depth of asphalt

Documents:

[2.XVI 2021.09 ISSUE REPORT- CN RAIL - PEDESTRIAN WALK.PDF](#)

2.XVII. *Covid 19 - Council Meetings*

That in-person meetings continue to be held at the Council Chambers and that the public be advised of the below policy through the Town's face book page and website, and within monthly Council Highlights of the Wadena News:

That any public wishing to attend a Committee of a Whole or Council meeting be required to provide either proof of vaccination for both doses of the COVID-19 vaccine or proof of negative Covid testing to the Town Office the day of the scheduled meeting, and upon proof being received, the name of the person be noted and be provided to the CAO prior to the related meeting.

Documents:

[2.XVII ISSUE REPORT- COVID 19 - COUNCIL MEETINGS.PDF](#)

2.XVIII. *Environmental - Fuel Tanks*

That the Town acquire ownership of Lots 13 and 14, Blk 14 Plan P1509 (61 1st St NE) through tax enforcement. Once acquired, the Town allocate funds in the 2022 Budget for a qualified contractor to remove tanks, consultant to perform soil testing, and contractor to perform demolition of building.

And further, upon soil testing as contaminated, the Town submit for funding under the Ministry of Environment – Impacted Sites Fund.

Documents:

[2.XVIII 2021.09 ISSUE REPORT- ENVIRONMENTAL - FUEL TANKS.PDF](#)

2.XIX. *Manager Of Finance Position*

That we recess, and deliberations continue in a closed meeting at _____ p.m. to _____ p.m. as per Part III Sections 15(b)(ii) of The Local Authority of Freedom of Information and Protection of Privacy Act regarding Manager of Finance contract with those being present Mayor Sara Sobshyshyn, Deputy Mayor Travis Fogg, Councillor Marcus Elphinstone, Councillor Samantha Fehr, Councillor Ashley Kolach, Councillor Jordan Theisen, and CAO Laurie Rudolph.

That Council rise from the closed meeting and reconvene the Regular meeting at _____ p.m.

A resolution to authorize Mayor and CAO signing of the Manager of Finance contract.

Documents:

[2.XVIII 2021.09 IN CAMERA.PDF](#)

3. **Council Members Round Table Discussion**
4. **In Camera Items**
5. **Adjourn**