

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**



Community COVID-19 Report

TO: Mayor and Council

FROM: Caitlin Fox, Community Recreation Coordinator

DATE: September 22, 2021

RE: **Community COVID-19 Report**

Fitness Centre

- Masking is mandatory for everyone when they enter the building
- Masking is mandatory for everyone over the age of 18 while using the facility
- Masking is NOT mandatory for anyone under the age of 18 while participating in youth athletics
- As of October 1st, fitness centre membership holders will have to show proof of vaccination at the Town Office. We have sent an email out to all the active memberships saying that they must provide us with proof of vaccination to continue to have their card activated. Failure to show proof will result in memberships becoming deactivated until proof can be shown.

Wadena Community Legion Hall

- Masks are to be worn at all times in this building unless seated, under the age of 18 participating in youth athletics or anything else outlined in the provincial guidelines.
- It will be up to the renters and users of the facility to look after proof of vaccination after October 1st.

Wadena Recreation Centre

- Waiting on more information from the government before making decisions on what to do in this venue because the guidelines may change before our Rec Centre is open.



Monthly Activity Report

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

AUGUST/SEPTEMBER ACTIVITIES:

- Playground program went very well, and I have put together notes for next year
- Started doing facility checks every Wednesday, Friday, and before events to ensure all cleaning is done
- Lots of summer programming happened in the summer months that went over very well.
- Planning Alan Jackson impersonator concert on October 10th. Val and Barb Catering will be doing the supper, The Wadena Wildcats will be doing the bar.
- Did the Kids Zone for the Town and Country Fair and did not have as much engagement as I had hoped.
- Opened a photo contest to update our website pictures and add community pictures to the office.
- Working with Alyshia and learning more of what she does
- Preparing for rink season
- Went to Creighton for Arena Operator 1 course.
- Hosted a movie night and it went very well- I hope to have more this fall/winter
- Lots of bookings for all the facilities
- Started fundraising for the Outdoor Rink- Amount update on September 27th
- Did the Newsletter for the Quarterly utilities.
- Designed Town clothing.

PRIORITIES FOR September/October 2021:

- Programming
- Preparing for rink season
- Rink advertisement
- Order clothing
- Planning Halloween Activities
- Planning Moonlight Madness

REQUEST FOR ACTION/DIRECTION/CLARIFICATION

None at this time



Monthly Activity Report

TO: Mayor and Council
FROM: Laurie Rudolph, Chief Administrative Officer
DATE: September 27, 2021
RE: **Monthly Activity Report – September 2021**

SEPTEMBER ACTIVITIES:

- Audit Entries, 2020 General Ledger close, and balanced Balance Sheet to Financial Statement
- Transfer of Lot 13, Blk 29 Plan BC6483 complete
- Blk/Par C, Plan No. 81H09698 – Spoken with owner to remove buses by Oct 15th. Advised Commissionaires to issue Order to Remedy for removal of business by Oct 15th and if not removed the Town will have removed and apply costs to tax roll.
- By-Election Prep
- Gas Tax Funding - Applications
- McDougal Gauley is working on the discharge of Federal Judgment
- Insurance values revised and submitted to Aon
- Adjustment to Job Descriptions of Administrative Assistants, Manager of Finance, and CAO

PRIORITIES FOR OCTOBER:

- By-Election training on the Oct 7 – By-Election Oct 13
- Bank Reconciliation (May to September)
- EPT 2020 Annual – Amendment
- Revision to Purchase Agreement and Tender Advertisement – 4 properties once Fed Int Discharged
- Tax Liens – 2020 Arrears – Deadline Oct 25
- 2021 Assessment Roll Close once confirmation is received from SAMA
- Finalize Gas Tax Applications with Ally

PRIORITIES FOR – Outstanding Items:

- CN Rail Crossing
- Review status of existing tax enforcement properties and continue process
- 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.
- Road Closure - Doherty
- Livestock bylaw amendment
- Water & Sewer Policy review – Reminder notices and Transfer to Taxes
- Tax Concessions – Present to Council for Resolution
- Reserve Transfers – Present to Council for Resolution
- Insurance Values – Internal Transfer Allocations between GL accounts
- Traffic Review – Hwy 5 & 35
- SaskTel Email Upgrade

- 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.
- 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



Monthly Activity Report

TO: Mayor and Council

FROM: Alyshia Neuman- Manager of Works and Operations
Melvin Strand- Foreman of Works and Operations

DATE: July 12, 2021

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

AUGUST- SEPTEMBER ACTIVITIES:

Water Treatment and Distribution:

- Council has approved the underdrains for the water plant filters awaiting contractor for schedule of replacement and entry plan. Likelihood of PDWA high
- Hydrants arrive on August 26, 2021 and are being scheduled for dig.
 - Some issues have arrived with the Pamela Wallin hydrants but is being rectified, staff are trying to have 3rd ST NW and Pamela Wallin Ave completed by the end of October.
- Curb stop replacement scheduled for September 13th, 2021
- Elementary school complete and Hospital meter inspection being scheduled to ensure correct size before ordering meters for the 2021 year
 - Awaiting Hospital inspection and meters being ordered on September 30th.
 - 3 residential meters installed
- Well 4 pump and acidization scheduled for September 10, 2021, with pump replacement
 - Pumps taken out are to be kept and to be sent away in 2022 pending budget approval to refabricate so the town will have working pumps on hand in case of an emergency pump fail at the wells.
- Well 4-meter quotes being obtained as ours has stopped working. Compliance numbers can still be calculated from the water treatment plant
 - Water meter has been ordered for replacement
- Hydrant Flushing September 20- 30th
- Valve Replacements to be completed before mid- October

Wastewater Treatment and Collection:

- Fall lagoon dispersal scheduled for October 1st, sampling midway scheduled for October 5th and to be closed October 11th

Outside Services:

- Tree trimming in alleyways and property maintenance
 - Tree branch-pick up scheduled again for the Town September 23rd West, 24th East

- Final cuts on grass the Month of September to the beginning of October and winterization of all parks and recreation outside equipment
- Flowerpots Pickup September 22 the day autumn begins
- Public works back shop yard cleaning and grading almost complete
- Flower bed clean-up around town
- Battalion Park
 - dragging and seeding
 - creek cattail cutting
- Back Alley Grading
- Bylaw inspections and remediation

Facilities:

- Recreation Center:
 - Overhead door ordered- awaiting contractor
 - Emergency Lighting Scheduled- awaiting Contractor
 - Ice Plant condenser fan check, coupler replacement and air intake scheduled for repair
 - Room 2- pee trap being jack hammered out to fix issue
 - Parking Lot install complete
 - Roof revamp to start the last week of September and to be completed tentatively by October 15th
 - Muster Point install
- Community Hall, Town Office, Recreation Center Duct Cleaning Complete
 - Rec Center Duct Cleaning should be scheduled again in 2022, 2023 then get on a two-year rotation with the rest of the facilities
- Public work overhead door ordered- awaiting contractor
- Office winterization complete
 - Painting of rest of office still to be scheduled, to be completed by the end of October
 - Garbage bin cement slabs placed so garbage bins don't blow over in wind
- Campground winterization on September 15th with Pool re-winterization
- Sportsground winterization has been completed week of September 6th

Other:

- Wadena Aquatic Center Insurance Inspections- awaiting response they have been contacted again and we must contact them on September 24th.
- Training:
 - Pesticide Application Course completion of both employees September 24th
 - Chlorine Course booked for October 12-14- MWO
 - Wastewater Treatment and Collection booked for public works employee December 13- 17th.
 - Lift station maintenance course booked for October 20-21 for employee and MWO.

PRIORITIES FOR October 2021

- Valve Replacement
- Hydrant replacement
- Sand order
- Arena start-up

REQUEST FOR ACTION/DIRECTION/CLARIFICATION

- None Currently



TO: Mayor and Council

FROM: Caitlin Fox, Community Recreation Coordinator

DATE: September 15th, 2021

RE: **Saskatchewan Lotteries Grant Application Distribution Changes**

ISSUE:

When I was going through the applications to send out approval letters, I found another application that was submitted but was not included in the original proposal.

BACKGROUND:

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

ALTERNATIVES:

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

FINANCIAL IMPLICATIONS:

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

ANALYSIS:

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

ADMINISTRATIVE RECOMMENDATION(S):

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

Organization	Grant Request	Town of Wadena 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





TO: Mayor and Council

FROM: Caitlin Fox, Community Recreation Coordinator

DATE: September 15, 2021

RE: **Saskatchewan Health Authority Hall Rental Fees**

ISSUE:

The Saskatchewan Health Authority would like the rental fees for the Hall to be waived for their flu shot clinic.

BACKGROUND:

In the past the fees have been waived for this clinic.

ALTERNATIVES:

- 1) Council can deny the request.
- 2) Council can accept the request.

FINANCIAL IMPLICATIONS:

The Town would lose \$180.25 from this rental

ADMINISTRATIVE RECOMMENDATION(S):

"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."

CORISPONDENSE

Saskatchewan Health Authority Letter



Cindy Cooper
Manager, Primary Health Care
P.O. Box 10
Wadena, SK S0A 4J0
P: 639-275-7100

September 14, 2021

Town of Wadena
P.O. Box 730
Wadena, SK S0A 4J0

Dear Mayor and Council,

Fall Influenza Clinics are arriving soon. We would like to conduct our Flu Clinics at the hall in Wadena. Our Flu Clinic is tentatively scheduled for October 28th from 11:00 – 7:00 PM.

We would like to request that the Town waive the rental fee and damage deposit for October 28, 2021.

Please advise if this is possible. You may contact me at (639) 275-7100 if you have questions or need more information.

C. Cooper

Sincerely,

Cindy Cooper
Manager, Primary Health Care

Healthy People, Healthy Saskatchewan

The Saskatchewan Health Authority works in the spirit of truth and reconciliation, acknowledging Saskatchewan as the traditional territory of First Nations and Métis People.

NOTICE OF CONFIDENTIALITY: This information is for the recipient(s) listed and is considered confidential by law. If you are not the intended recipient, any use, disclosure, copying or communication of the contents is strictly prohibited.



TO: Mayor and Council

FROM: Caitlin Fox- Community Recreation Coordinator

DATE: September 13, 2021

RE: **Town of Wadena Community Clothing**

ISSUE:

The Town does not sell community clothing, and this would be a good income for the Town.

ALTERNATIVES:

- 1) Council can pick one of the provided designs for sweaters or create a new one
- 2) Council can approve or deny the smaller logo design

FINANCIAL IMPLICATIONS:

When selling the sweaters and hats the price of the sweaters will be prices to cover the costs and still bring in income.

ADMINISTRATIVE RECOMMENDATION(S):

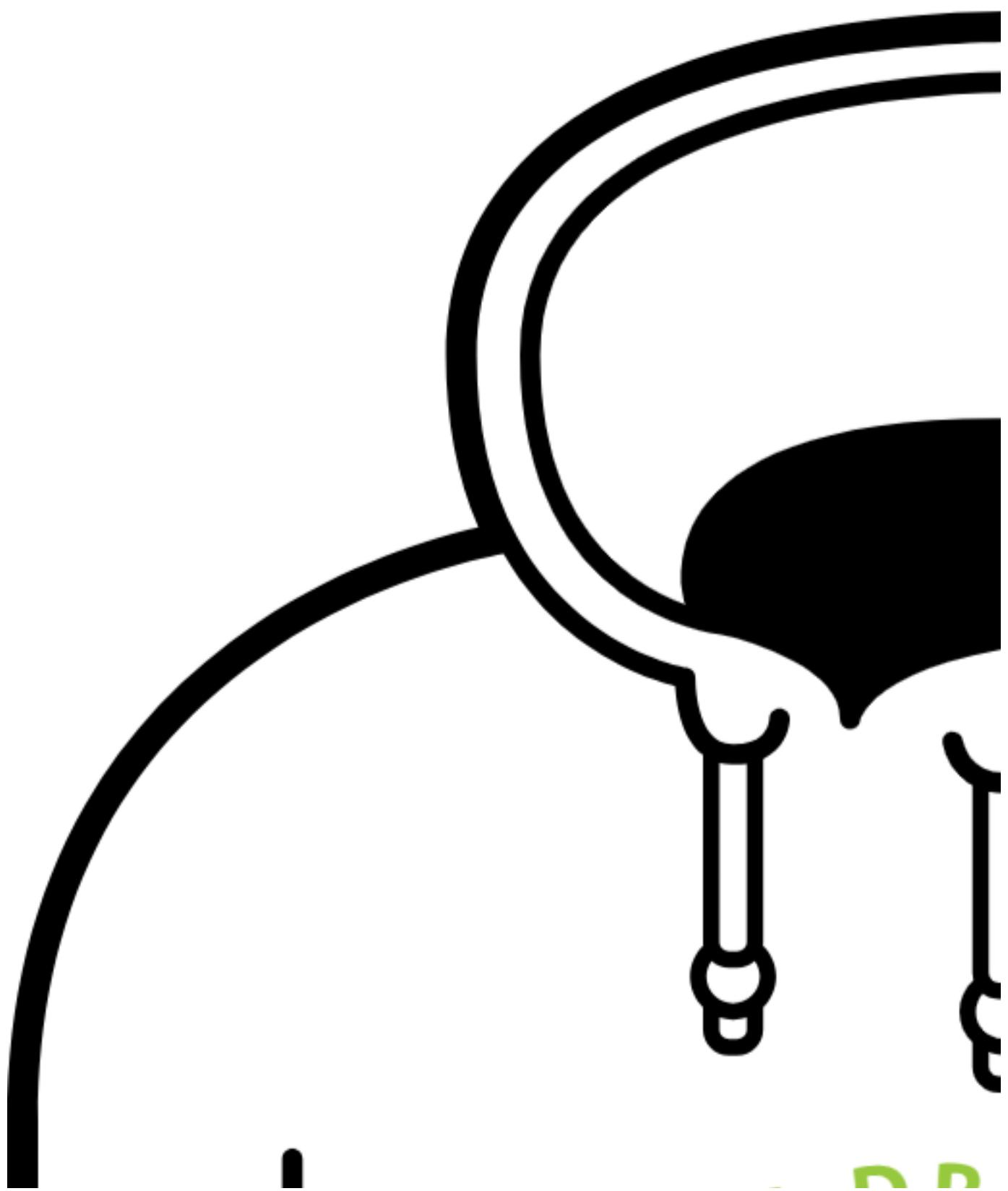
“THAT Council approves option 4 for the sweater”

“THAT Council approves the smaller logo design”

ATTACHMENTS:

Community Clothing Options

Smaller Logo Design



2 2



TO: Mayor and Council

FROM: Caitlin Fox- Community Recreation Coordinator

DATE: September 13, 2021

RE: **New Life Church Sign Corridor Change Proposal**

ISSUE:

The New Life Church would like to change their sign on the east corridor.

ALTERNATIVES:

- 1) Council can approve the sign change
- 2) Council can deny the sign change

FINANCIAL IMPLICATIONS:

There will be no implications on the Town.

ANALYSIS:

Since their sign is not the same size as the rest of the signs in the east corridor it would be a good idea to have them change it out for one that does match.

ADMINISTRATIVE RECOMMENDATION(S):

“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.”

ATTACHMENTS:

New Life Church Sign proposal

48" by 96"

“YOU MUST BE BORN AGAIN.” JOHN 3:7

**SALVATION
IS OF
THE LORD**

JONAH 2:9

WADENA NEW LIFE COMMUNITY CHURCH 306-630-0041



TO: Mayor and Council

FROM: Alyshia Neuman- Manager of Works and Operations

DATE: September 21, 2021

RE: **Training and Retest for Employee**

ISSUE:

Request for retest of Certification for Water Treatment and Distribution 1 for a Town Employee.

BACKGROUND:

A Town employee has failed the water treatment and distribution example due to personal reasons and stress of workload at the time original test was completed.

ALTERNATIVES:

- 1) Council can approve administration to send for and finance employee to attend the 4-day course again for an estimated cost of an estimated cost of \$1,600.00 plus hotel fees
- 2) Council can approve administration to send for and finance a retest for the employee for an estimated cost of \$300.00
- 3) Council can deny the request.

FINANCIAL IMPLICATIONS:

This is an unbudgeted expense and funds will have to be found to finance but it would be in the best interest of the town to support our employee.

ADMINISTRATIVE RECOMMENDATION(S):

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



TO: Mayor and Council

FROM: Alyshia Neuman- Manager of Works and Operations

DATE: September 9, 2021

RE: **Wadena Arena- Ice plant update**

ISSUE:

Council has requested an update on the ice plant in the arena and the accidental ammonia spill that happened on July 20th, 2021.

BACKGROUND:

Staff discovered an ammonia alarm going off on the evening of July 20, 2021. The Manager of Works and Operations with one other staff member were exposed to ammonia. From this event the foreman of Works and Operations was called to act; he contacted the fire hall for emergency service and Stevenson refrigeration were called out to handle the emergency. The firehall has made recommendations on what would aid in this type of emergencies and Stevenson refrigeration has made some recommendations as well.

ALTERNATIVES:

none currently

FINANCIAL IMPLICATIONS:

None currently as the GL account RC Maintenance 570-270-104 has sufficient funds for emergencies.

ANALYSIS:

After consultation with Stevenson Refrigeration the intake in the refrigeration room must be fixed. This was blocked off years ago due to an incident where forcible entry was attempted. Work has been scheduled to complete this at the earliest convenience as well as a condenser fan check. Stevenson's has been scheduled to start up the plant on September 28th where they will also be changing a coupler that needed repair. For remediation of the ammonia leak all gaskets have been changed on the ammonia system where the leak was found to originated.

A practice run for ammonia leaks has been scheduled with the fire department on September 22nd at 7pm to go over with parks and recreation staff and firehall personnel. There is an ammonia relief valve next to the condenser, there firehall would like a valve system in the future, which can be budgeted for in 2022 but as of now we are compliant of what is needed. A brine line relief valve should be installed also.

ADMINISTRATIVE RECOMMENDATION(S):

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



TO: Mayor and Council

FROM: Alyshia Neuman- Manager of Works and Operations

DATE: September 23, 2021

RE: **Reimbursement for Damages caused by Public Tree- Birdbath**

ISSUE:

Customer has submitted letter to council for their consideration for reimbursement for damages caused by a fallen tree during strong winds.

BACKGROUND:

This has not been the first incident at this property regarding trees. Customer has also attached previous incidents in letter to council.

ALTERNATIVES:

- 1) Council can approve administration to purchase a new cement bird bath up to the amount of \$350.00 with a letter to the customer with the resolution.
- 2) Council can budget for this expense in 2022 with a letter to the customer with the resolution
- 3) Council can deny the request with a letter to the customer.

FINANCIAL IMPLICATIONS:

This is an unbudgeted amount for 2021

ADMINISTRATIVE RECOMMENDATION(S):

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.

RECEIVED

AUG 06 2021

TOWN OF WADENA

August 5, 2021

Town of Wadena
P.O. Box 730
Wadena SK S0A 4J0

Dear Mayor, Deputy Mayor, Councillors, CAO, And Manager of Works & Operations,

Re: Reimbursement for Damages Caused by Public Tree - Birdbath

Sometime between July 17 - 20, 2021, a large limb of an unmaintained public ash tree along First Ave North, adjacent to my property at 98 2 ST NE, fell and damaged my perennial garden and broke my concrete birdbath. I was away from home at the time and, when I returned home on the evening of June 20, 2021, I noted the damage and that the limb had been removed. While I was away, no attempt was made by Town of Wadena staff to contact me regarding this damage. On June 21, 2021, I called Ms. Alyshia Neumann, Manager of Works and Operation to discuss the matter. She arranged for the tree to be cut down to a height of approximately 8 feet which was completed on June 24, 2021. Ms. Neumann advised me to submit a letter to the Town regarding the damage to my personal property.

My birdbath was a Campania concrete birdbath, with a pedestal approximately 2 feet tall and a bowl approximately 20 inches in diameter. It was in very good condition. There are only two distributors of Campania birdbaths in Saskatchewan, both of which have limited stock available: (1) Garden Architecture in Saskatoon and (2) Dutch Growers in Regina. I have gathered pricing information from these distributors for a replacement concrete birdbath comparable in size, colour, and quality as follows:

• Garden Architecture (Saskatoon):

(A) Oslo — \$375 <https://www.campaniainternational.com/product/oslo-birdbath-medium>
(B) Chatham — \$475 <https://www.campaniainternational.com/product/chatham-birdbath>

• Dutch Growers (Regina):

(C) Oslo - \$329.99 — <https://www.campaniainternational.com/product/oslo-birdbath-medium>
**not available in grey
(D) Williamsburg - \$319.99 — <https://www.campaniainternational.com/product/williamsburg-knot-garden-birdbath> **not available in grey

The costs shown above do not include taxes nor do they include shipping costs. Of these options, the birdbath most similar to the damaged birdbath is option B. I do not consider the birdbaths at Dutch Growers to be options because the colours available are not suitable; I have provided the information from Dutch Growers to demonstrate that the costs are within a similar range at both locations.

I am requesting reimbursement in full for the cost of the replacement birdbath (\$475 plus taxes) as well as the shipping/transportation costs for me to travel to Saskatoon to purchase the replacement (500 km at a mileage rate of \$0.50/km = \$250). Note that these products are not being held for me; a delay could mean that there may be no product in stock at a later date and this might necessitate sourcing the products from an even greater distance such as Winnipeg or Calgary.

Please be reminded that I wrote to the Town of Wadena Mayor, Councillors, and CAO on September 22, 2020 when an unmaintained public maple tree along 2 ST NE fell and damaged my car resulting in \$6,702.87 in damages. At that time, I also submitted a second letter (Re: Request for Inspection and Maintenance of Public Tree Assets) in which I requested detailed information as to when the Town would be addressing the long outstanding public tree maintenance issues. The Mayor, who was then a Councillor, should be aware of these letters; however, as the other Councillors and CAO were not yet elected/hired, I am attaching copies of these letters for their information.

I received a response from the Town dated November 26, 2020 which referenced Resolution 402-20. The letter also stated, "the Town will be developing and implementing an annual maintenance program for public trees". Please provide me with an update in writing regarding the progress on this plan and the deadline date by which the public tree assets adjacent to my property will be inspected and maintained.

Once I have received a written response regarding this matter, I will purchase the birdbath, arrange to pick it up, and submit the necessary receipts to the Town. Should you have any questions or require further information, please contact me at [REDACTED]

Sincerely,

A large, horizontal black redaction mark covering a signature.A horizontal black redaction mark covering a name.

Attachments:

1. Letter dated September 22, 2020, Re: Reimbursement for Damages Caused by Public Tree
2. Letter dated September 22, 2020, Re: Request for Inspection and Maintenance of Public Tree Assets
3. Letter dated November 26, 2020 Re: Request for Reimbursement for Damages Caused by Public Tree

[REDACTED]

2020 September 22

The Town of Wadena
P.O. Box 730
102 Main ST N
Wadena SK S0A 4J0

Dear Mayor, Councillors, and Chief Administrative Officer:

Re: Reimbursement for Damages Caused by Public Tree

I am writing to the Town of Wadena to request payment of \$500 to cover my costs to repair my personal vehicle which was damaged by an unmaintained public tree.

On the evening of August 27 during a storm event, the tree located on public land in front of my property at 98 2 ST NE fell and landed on my vehicle parked on 2 ST NE. I greatly appreciated the quick response of the Town employees, particularly Jordan and Joel, who assisted me by removing the tree from my vehicle.

The Wadena News included a photo of this incident on page 3 of its September 7, 2020 issue. If requested, I can provide additional photos of the damage.

The windshield, roof, roof rails, both driver's side doors, and hood of my vehicle were all damaged. If requested, I can provide the Saskatchewan Government Insurance documentation of damage and repair costs. It took two weeks for my vehicle to be repaired and the total cost to repair the damages was \$6,702.87. I was required to pay the deductible amount of \$500.

I have owned my property for four years and, during that time, no maintenance was done on this tree by the Town or its contractors. It is the Town of Wadena's responsibility to inspect and maintain its assets. Public trees are Town assets. I have, on several occasions, identified that particular tree to Town employees and expressed my concern that it was unhealthy and unmaintained. In considering my request for repayment of \$500, I would ask you to please put yourself in my shoes. If this situation was happening to you, what do you think would be fair?

I believe that our community is very fortunate to have many mature public trees. It is my hope that the Town will increase its efforts to maintain these public assets for current and future citizens and visitors to enjoy and that appropriate maintenance efforts will be undertaken to reduce the likelihood of damages to both public and private property that may be caused by neglect of Town assets.

Sincerely,

[REDACTED]

Attachments: CARS invoice/receipt

[REDACTED]

2020 September 22

The Town of Wadena
P.O. Box 730
102 Main ST N
Wadena SK S0A 4J0

Dear Mayor, Councillors, and Chief Administrative Officer:

Re: Request for Inspection and Maintenance of Public Tree Assets

I am concerned about the condition of the public trees in our community. On the evening of August 27 during a storm event, the tree located on public land in front of my property fell and landed on my vehicle parked on 2 ST NE causing \$6,702.87 in damages. Other public trees also fell during that storm event. This damage could have been prevented through timely maintenance of the Town's public tree assets.

I am writing to request the following: (A) inspection by a qualified arborist of the public trees adjacent to my property and, following inspection, the completion of required maintenance to these trees in a timely manner, and (B) landscaping of the public land in front of my property to include removal of the stump of the fallen tree, the addition of appropriate fill material, and seeding to grass.

As of the writing of this letter, the stump of the fallen tree had not yet been addressed. During the week of Sept. 14, a Town employee did hack away at the stump with a chainsaw but this did not remove the stump and served only to make a significant mess. The stump is a tripping hazard which will become a greater hazard when the snow falls. It is my expectation that the Town will promptly address the tree stump to reduce this safety hazard.

I believe that our community is very fortunate to have many mature public trees. It is my hope that the Town will increase its efforts to maintain these public assets for current and future citizens and visitors to enjoy and that appropriate maintenance efforts will be undertaken to reduce the likelihood of damages to both public and private property that may be caused by neglect of Town assets.

I would appreciate a written response to my letter that outlines the actions the Town will take and the dates on which these actions will occur.

Sincerely,

[REDACTED]

**Town of Wadena**

PO Box 730 | Wadena, SK S0A 4J0

P: 306.338.2145

E: wadadmin@sasktel.net

www.townofwadena.com

NOVEMBER 26, 2020

Re: Request for Reimbursement for Damages Caused by Public Tree

Dear [REDACTED],

Wadena Town Council made the following resolution at the October 20, 2020 Council meeting regarding your request for reimbursement for damages caused to your personal vehicle by a fallen Town tree during a storm event on August 27, 2020:

**402-20 C. Harmsworth
Insurance
Request
Christianson
Fitch** THAT based on the advice provided by SUMAssure, Administration be authorized to pay C. Harmsworth \$500 as requested for damage caused to her property by a fallen Town tree; and furthermore, that Administration develop a plan to address the condition of Town trees to be considered as part of the 2021 budget.

Carried

As indicated in the resolution, the Town will be developing and implementing an annual maintenance program for public trees. Town Council will be considering the plan as part of the 2021 budget. Should you require further information, please do not hesitate to contact me.

Sincerely,

**Jennifer Taylor, RPP RMA
CHIEF ADMINISTRATIVE OFFICER**

Enc. Cheque

In Camera Item

Nielson Trucking Ltd.



In Camera Item

Wage Increase



In Camera Item

Parental Leave Benefits



In Camera Item

Structural Change





TO: Mayor and Council

FROM: Alyshia Neuman, Manager of Works and Operations

DATE: September 9, 2021

RE: **Wastewater Compliance Inspection**

ISSUE:

The Town's wastewater compliance inspection was completed on September 9, 2021. The inspection report is attached.

BACKGROUND:

Compliance inspections are conducted annually by Water Security Agency.

ALTERNATIVES:

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

FINANCIAL IMPLICATIONS:

There are no financial implications.

ANALYSIS:

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

- 1) All water outlets that may come into contact with a waste must be equipped with a backflow device WWSW 8(2)
 - a. AS per the last comment regarding the backflow prevention the town must install a testable reduced pressure zone backflow preventer on the water service in the main lift station.
 - This can be resolved by either removing the water service or installing what is asked of us. It is recommended to install what was recommended by the EPO as we wash down the lift station if ever waste that needs to be cleaned up. Administration does recommend removing the toilet service in the Main lift station.
- 2) Dates of discharge of treated effluent and volumes of discharge WWSW 15(a)(iii): The freeboard estimates are not accurate and, in some cases, non-existent.
 - We have edited our log keeping spreadsheets and will be doing free board measurements as required by our permit, and consideration of budgeting to install a meter stick in our lagoon with cement to give 100% accurate readings to our EPO. Additional training for staff needed in the meantime.



Other:

Emergency response plan in place (if required by permit) EMPA2010 29(1)

- An Emergency Response plan need to be developed.

ADMINISTRATIVE RECOMMENDATION(S):

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

ATTACHMENTS:

Wastewater Compliance Inspection Report September 9, 2021



Lagoon Compliance Inspection

System Name:	<u>WADENA WASTEWATER WORKS</u>	Remote Inspection ID:	1187136
Approval No:	<u>00003544-04-00</u>	Population:	<u>1288</u>
Date:	<u>09-SEP-2021 10:30</u>	Person Interviewed:	<u>NEUMAN, ALYSHIA</u>
Announced:	<u>No</u>		

General Section

Wastewater Treatment Type:	<u>LAGOON</u>	System Classification:	<u>ONE</u> WWT <u>ONE</u> WWC
Sewage Categorization:	<u>MUNICIPAL</u>	Discharge Easement:	<u>Yes</u>
Collection Type:	<u>GRAVITY</u>		
Comments: THE TOWN HAD THE INTER CELL TRANSFER VALVE OPEN TODAY TO ALLEVIATE THE PRIMARY. THERE WAS STILL 3 FT OF FREEBOARD IN THE PRIMARY AND NOW THE TOWN WON'T HAVE 180 DAYS OF STORAGE FOR THE SECONDARY FOR ALL OF THE WASTEWATER PRIOR TO DISCHARGE THIS FALL			

Contacts

Name	Position	Phone / Fax	Email
NEUMAN, ALYSHIA	MANAGER	Business: (306) 338-7572	N/A
ZUBOT, MARSHALL	OPERATOR	Cell: (306) 230-4111	N/A
RUDOLPH, LAURIE	ADMINISTRATOR	Business: (306) 338-2145	WADADMIN@SASKTEL.NET
Complaints: NONE			

Operator Certification Section

Operator Name	Certification Levels		Expiry Date	Operator is a Supervisor
	Wastewater	Wastewater		

	Collection	Treatment		
NEUMAN, ALYSHIA	TWO	TWO	15-JUN-2023	Yes
ZUBOT, MARSHALL	NONE	NONE	30-OCT-2020	No

Discharge Area

Discharge Type:	<u>INTERMITTENT</u>	
Disinfection:	No	
Effluent Treatment:	<u>FACULTATIVE LAGOON</u>	
Discharge Area:	<u>STREAM</u>	
Land Use in Receiving Area:	<u>AG LAND AND MARSH AREA</u>	
Nearest Residence:	<u>>500M</u>	
Latitude:	<u>515356</u>	Longitude: <u>-1035041.9</u>
Discharge Area Comments:		

Sludge Handling

Final Sludge Disposal:	<u>N/A</u>
Final Sludge Handling:	<u>N/A</u>
Comments:	

Pumping Stations

Total Pumping Stations: 2

Pumping Station #	Number of			Mechanical Ventilation	Type of Exhaust	By-Pass			Potable Water Outlet	Adequate Backflow Protection	Backup Power
	Pumps	Wet Wells	Dry Wells			Works	Date	Reported			
3	1	1	0	N	N/A	N	N/A	N	N	N	N
1	2	1	1	Y	FORCED DRAFT	N	N/A	N	Y	Y	N
2	2	1	0	N	N/A	N	N/A	N	N	N	N

Lagoons

Total Storage Cells: 1

Total Treatment Cells: 1

Cell Number	Cell Type	Freeboard Estimate (m)	Odour	Liquid Color	Dyke Condition	Seepage
1	TREATMENT	1	NONE	GREEN	FAIR	NONE EVIDENT
2	STORAGE	1.5	NONE	MEDIUM GREEN	FAIR	NONE EVIDENT

Lagoon Discharge

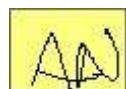
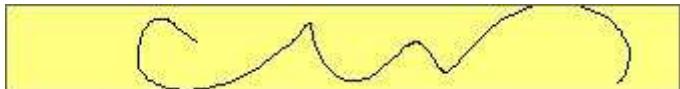
Cell Number	Date Started	Date Finished	Starting Freeboard (m)	Ending Freeboard (m)	Volume Discharged (m ³)
2	28-APR-2020 00:00	15-JUN-2020 00:00	0	N/A	N/A
2	04-SEP-2020 00:00	28-SEP-2020 00:00	1.15	1.75	N/A
2	03-MAY-2021 11:38	18-MAY-2021 11:38	0	N/A	N/A

Regulatory Section

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

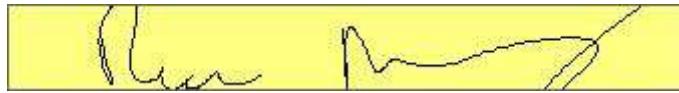
C	NC	NA	General	Comments
X			Approved system EMPA2010 24(1)	
X			Certified operator WWSW 62	
X			No interconnection between sanitary sewer and storm sewer WWSW 7	
X			Emergency response plan in place (if required by permit) EMPA2010 29(1)	THE DIRECTOR WILL WORK ON AN ERP. STILL IN DEVELOPMENT
Sewage Pumping Stations				
X			Pumping stations must have mechanically forced air ventilation WWSW 8(1)	
	X		All water outlets that may come into contact with a waste must be equipped with a backflow device WWSW 8(2)	AS PER THE LAST COMMENT REGARDING THE BACKFLOW PREVENTION THE TOWN MUST INSTALL A TESTABLE REDUCED PRESSURE ZONE BACKFLOW PREVENTER ON THE WATER SERVICE IN THE MAIN LIFT STATION.
Lagoons				
X			Lagoon cells inspected on frequency as specified in permit EMPA2010 29(1)	REQUIRED AT LEAST TWICE PER YEAR. THE OPERATORS ARE GOING OUT TO THE LAGOON WEEKLY.
X			Inter cell transfer valve closed prior to discharge EMPA2010 29(1)	
X			Lagoon discharged after spring runoff and before November 1st EMPA2010 29(1)	
X			Notification of downstream affected landowners prior to discharge EMPA2010 29(1)	
Facultative Lagoon				
X			Two basins in series WWSW 12	
X			Lagoon design standards WWSW 12 & Table 2	
Wastewater Effluent Standards				
	X		Effluent discharged to fish bearing waters achieves performance standards WWSW 11(3)(a)(b)(c)(d)(e)(f) (BOD < or = 30 mg/L) (CBOD < or = 25 mg/L) (TSS < or = 25 mg/L)	NOT CAPTURED BY WSER

		(NH3 < 1.25 mg/L) (Cl2 < or = 0.02 mg/L) Not acutely toxic to fish	
		Effluent achieves standards set out in permit (All effluent discharges - fish bearing or non-fish bearing) WWSW 11(1), 11(3)(g) and EMPA 29(1)	
Reporting			
X		Immediate reporting of upset/bypass condition WWSW 13(2)	NO UPSETS REPORTED SINCE THE LAST INSPECTION.
	X	Immediate reporting of failure of disinfection equipment WWSW 14(2)(a)	
	X	Immediate reporting of inadequate disinfection levels WWSW 14(2)(b)	
Disinfection			
	X	Disinfection performed as per permit WWSW 14(1)	
Records			
X		Maintenance work & failure of treatment components WWSW 15(a)(i)	
X		Types, dosages and total amounts of chemicals or other substances added WWSW 15(a)(ii)	ACTIZYME AND DEGREASER. AMOUNTS ADDED ARE RECORDED AT THE LIFT STATION.
	X	Dates of discharge of treated effluent and volumes of discharge WWSW 15(a)(iii)	THE FREEBOARD ESTIMATES ARE NOT ACCURATE AND IN SOME CASES NON EXISTENT. DISCUSSED WITH MANAGER.
X		Locations from which samples are taken WWSW 15(a)(iv)	
X		Results of any tests WWSW 15(a)(v)	
X		Site inspection as required by permit EMPA2010 29(1)	
X		Records maintained in appropriate manner: (chronological/factual/initialed/done by permittee) EMPA2010 29(1)	
X		Monthly or annual review of records by permittee EMPA2010 29(1)	
Testing			
X		On-site testing completed as required (see permit) EMPA2010 29(1)	STATION #SK05MA0046 - WADENA FINAL SEWAGE EFFLUENT SECONDARY LAGOON STATION #SK05MA0047 - MILLIGAN CREEK - 500M DOWNSTREAM OF DRAINAGE DITCH AT NW1-34-14 W2M STATION #SK05MA0044 - MILLIGAN CREEK - 500M UPSTREAM OF DRAINAGE DITCH AT NW1-34-14 W2M
X		Sampling done as required (see permit) EMPA2010 29(1)	SAMPLES CONDUCTED THIS YEAR AS REQUIRED.
X		Accredited lab used for analysis EMPA2010 29(1)	



Agree with statements

(Operator/Supervisor Signature)



(EPO Signature)



TO: Mayor and Council

FROM: Alyshia Neuman, Manager of Works and Operations

DATE: August 26, 2021

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

BACKGROUND:

Permit Requirements:

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

ANALYSIS:

Parameter	High	Low
Turbidity (NTU)	0.20	0.06
Free Chlorine (FCL)	1.58	0.43
Total Chlorine (TCL)	2.15	1.29
Iron	0.04	0.00
Manganese (MN)	0.065	0.00

Water Usage:

	High	Low	Total for Month
Raw	1683 m ³ per day	275 m ³ per day	20, 460 m ³
Treated	933 m ³ per day	488 m ³ per day	19, 194 m ³
Process			1, 266 m ³

Notes:

- Iron was over our aesthetic objectives 0 days out of 31.
- We were over aesthetic objectives for manganese 2 days out of 31 this month.
 - The drain valve work has been booked and awaiting contractor for work completion.
- 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.

ATTACHMENT:

WTP Monthly Data Sheet- August 2021

MONTH: Aug 2021 - 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	06:45	WP	0341888	865	674139	662	1341.3	3657.34	22.01	3658.69	22	45411.3	5	51584.9	3.0	1/10gal	1.61	10gal	67	68	1.02	1.56	0.10	0.00	0.036	06:50	07:05
1	07:05	WP	035562	674	674804	665	1341.5	3674.47	17.13	3675.82	17.13	45414.2	3.9	51589.9	5	1/10gal	1.61	2gal	67	68	0.83	1.48	0.11	0.00	0.028	07:10	07:25
2	06:45	WP	036296	734	675530	726	1341.7	3693.22	18.75	3694.50	18.68	45410.04.2	51592.8	1.5	1/10gal	1.61	15gal	67	68	0.81	1.46	0.09	0.00	0.028	06:55	07:10	
3	08:00	WP	037237	941	676463	933	1342.0	3717.32	24.1	37778.61	24.11	45424.8	14.8	51599.3	0.5	1/10gal	1.61	0.5gal	67	68	0.88	1.37	0.07	0.00	0.039	08:05	08:20
4	8:03	MZ	038083	646	677159	696	1342.1	3737.11	21.79	374038	21.77	45429.4	4.6	51603.0	3.7	1/10gal	1.61	15gal	55	68	1.01	1.32	0.10	0.00	0.058	8:15	8:25
5	8:00	MZ	038747	664	677807	648	1342.3	3755.95	16.44	3757.30	16.92	45432.4	3	51607.7	4.7	1/10gal	1.61	3gal	51	68	0.43	1.55	0.08	0.00	0.042	8:20	8:30
6	08:05	WP	039444	697	678564	756	1342.5	3773.84	13.89	3775.18	17.88	45437.3	4.9	51611.5	3.8	1/10gal	1.61	1gal	50	68	0.92	1.34	0.07	0.00	0.042	8:10	8:25
7	6:00	MZ	040255	816	679199	635	1342.7	3794.68	17.84	3796.06	20.82	45440.5	2.8	51616.3	4.8	1/10gal	1.61	3gal	45	68	0.93	1.29	0.11	0.00	0.052	6:15	6:23
8	7:00	MZ	040592	737	679866	667	1342.9	3813.65	18.97	3814.96	18.96	45445.6	5.1	51619.2	2.9	1/10gal	1.61	3gal	1	68	0.60	0.98	0.13	0.00	0.027	7:15	7:27
9	7:43	MZ	041674	682	680614	748	1343.1	3831.25	17.6	3832.54	17.58	45449.1	3.5	51624.6	5.4	1/10gal	1.61	3gal	68	68	1.35	1.80	0.69	0.00	0.047	8:09	8:22
10	7:53	MZ	042313	639	681266	652	1343.3	3847.69	16.44	3848.97	16.43	45453.6	4.5	51628.0	3.4	1/10gal	1.61	3gal	68	68	0.86	1.62	0.13	0.00	0.000	8:10	8:25
11	8:06	MZ	042968	655	681814	548	1343.5	3864.57	16.88	3865.83	16.86	45456.1	2.5	51632.0	4	1/10gal	1.61	4gal	68	68	1.07	1.49	0.11	0.00	0.048	8:25	8:40
12	7:45	MZ	043621	653	682405	591	1343.7	3881.26	16.69	3882.50	16.67	45460.7	4.6	51634.4	2.4	1/10gal	1.61	10gal	68	85	1.19	1.67	0.07	0.03	0.035	8:03	8:15
13	7:36	MZ	044271	650	683048	643	1343.9	3897.97	16.71	3899.22	16.72	45463.4	2.7	51639.5	5.1	1/10gal	1.61	2.5gal	68	60	1.22	1.73	0.07	0.00	0.045	7:45	8:00
14	07:10	WP	045014	743	683729	681	1344.0	3917.29	19.32	3918.47	19.25	45468.7	5.3	51642.3	2.7	1/10gal	1.61	3gal	68	55	1.19	1.64	0.06	0.01	0.032	07:10	07:25
15	07:05	WP	045771	757	684414	685	1344.2	3936.90	19.61	3938.12	19.65	45471.3	2.6	51647.9	5.7	1/10gal	1.61	2gal	50	1.24	1.68	0.07	0.01	0.048	07:10	07:25	
16	8:25	MZ	045496	775	685154	740	1344.5	3955.82	16.92	3957.02	18.9	45478.8	7.5	51651.2	3.3	1/10gal	1.61	3gal	45	1.20	1.65	0.06	0.02	0.026	8:45	9:00	
17	8:17	MZ	047179	1683	685738	584	1344.6	3973.57	17.75	3984.19	17.67	45479.5	0.7	51655.6	4.4	1/10gal	1.61	7gal	68	40	1.23	1.69	0.10	0.02	0.050	8:40	8:55
18	7:47	MZ	047837	658	686359	621	1344.8	399067	17.1	3991.85	17.16	45484.3	4.8	51658.3	2.7	1/10gal	1.61	10gal	68	36	1.27	1.80	0.10	0.00	0.050	8:30	8:41
19	7:44	MZ	048504	667	686972	613	1345.0	4008.03	17.36	4009.20	17.35	45486.8	2.5	51663.1	4.8	1/10gal	1.63	5gal	68	33	1.07	1.52	0.11	0.01	0.000	8:00	8:16
20	7:56	MZ	049029	625	687561	589	1345.2	4024.15	16.12	4025.30	16.1	45491.3	4.5	51665.6	2.5	1/10gal	1.63	5gal	68	29	1.15	1.62	0.13	0.01	0.033	8:10	8:26
21	6:13	MZ	049692	563	688128	567	1345.4	4038.69	14.52	4039.83	14.53	45493.8	2.5	51669.7	4.3	1/10gal	1.63	5gal	68	4	1.20	1.66	0.11	0.00	0.026	6:30	6:45
22	7:02	MZ	050386	694	688724	596	1345.6	4056.66	17.97	4057.79	17.96	45498.1	4.3	51672.7	2.8	1/10gal	1.63	5gal	68	1.01	1.60	0.10	0.00	0.025	7:19	7:31	
23	7:44	MZ	051051	665	689357	613	1345.8	4073.90	17.24	4075.01	17.22	45500.6	2.5	51676.0	4.9	1/10gal	1.63	5gal	68	1.10	1.53	0.09	0.04	0.065	8:19	8:30	
24	7:37	MZ	051639	588	689924	587	1346.0	4089.02	15.12	4090.13	15.12	45505.1	4.5	51680.1	2.5	1/10gal	1.63	5gal	68	1.18	1.67	0.08	0.02	0.033	7:59	8:12	
25	7:54	MZ	052313	674	690494	570	1346.1	4106.39	17.37	4107.48	17.35	45507.8	2.7	51684.3	4.2	1/10gal	1.63	5gal	61	68	0.54	1.74	0.07	0.01	0.046	8:13	8:35
26	08:00	WP	052853	540	691055	561	1346.3	4120.28	13.89	4121.36	13.88	45511.9	4.1	51686.9	2.6	1/10gal	1.63	10gal	60	68	1.34	1.85	0.06	0.02	0.036	08:10	08:25</



TO: Mayor and Council

FROM: Laurie Rudolph, CAO

DATE: September 27, 2021

RE: **Administrative Assistant Position**

ISSUE:

- Interviews

BACKGROUND:

The deadline for resumes is Friday, September 24th at 4:00p.m.

The Town has received 5 resumes. I will go through the resumes with Anna to determine if we interview all or short list.

ALTERNATIVES:

FINANCIAL IMPLICATIONS:

ANALYSIS:

ADMINISTRATIVE RECOMMENDATION(S):

Council Discussion:

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



TO: Mayor and Council

FROM: Laurie Rudolph, CAO

DATE: September 27, 2021

RE: **CN Rail – Pedestrian Walk**

ISSUE:

- Pedestrian Walk crossing CN Rail line along Highway 35

BACKGROUND:

From the communications with Public Affairs Manager Scott Brown on September 17, the following email was sent to CN Rail on September 23 (includes the original email to CN sent on September 14).

The Town's immediate concern is the safety of pedestrians and more specifically those with physical disabilities that use manual wheelchairs and mobility products. Mallard Diversified Services Inc. employs individuals with intellectual and physical disabilities and is located on the south side of the CN tracks. These individuals reside at the three residences that are also located on the south side of the CN tracks. In addition to Mallard Diversified Services Inc., MDSI also provides employment to these individuals at the Dollar Store, Seasonal Store, and Laundry mat that are located on the north side of CN tracks. Each day it is necessary for these individuals to cross the CN tracks for their work and residence.

For some time now, MDSI has had these individuals travel in pairs to ensure those with mobility products do not get hung up between the rails. These individuals are now crossing the CN tracks near the center point of the highway due to it being the most level portion to cross. The pathway is no longer safe due to the unlevel gravel and ties. This has become not only a safety concern with train traffic but now vehicular traffic.

The moral and legal ramifications are immense if one of these individuals were to have an accident or worse, be killed.

The Town and Mallard Diversified Services Inc. would appreciate CN Rail's immediate attention on this matter and that a meeting be arranged with the Town and Mallard Diversified Services Inc. prior to proceeding with the proposed work. The Town and Mallard Diversified Services Inc. would be available to meet whenever convenient for CN Rail.

Thank you for your cooperation and immediate attention on this matter."

Based on the verbal communications with Public Affairs Manager Scott Brown, CN Rail threw some gravel along the pedestrian walk but suggested the ultimate fix would be asphalt and that the barricades



could be removed. Also commented, that the pedestrian walk is within the road authority's (the Town) responsibility. Scott Brown confirmed he would provide an email by mid week with CN's decision, along with measurements for asphalt depth so not to interfere with the rail line. I also discussed the roadway portion of the rail line area along Highway 35 being rough and was advised to speak with Highways.

I have held off on having the Town men remove barricades until a written response is received from CN.

FINANCIAL IMPLICATIONS:

None

ANALYSIS:

ADMINISTRATIVE RECOMMENDATION(S):

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



TO: Mayor and Council

FROM: Laurie Rudolph, CAO

DATE: September 27, 2021

RE: **Covid 19 – Council Meeting**

ISSUE:

- Policy for Proof of Vaccination or proof of negative Covid Testing for in-person Council meetings

BACKGROUND:

In the Daily Covid-19 Statistics for September 21 it comments of “Municipal Councils have a legislative requirement to hold open council meetings in which the public can attend as a delegation or an observer. If a municipality chooses to continue to hold in-person meetings, they must implement a policy for proof of vaccination or proof of negative Covid testing. Municipalities are encouraged to seek legal advice when drafting such a policy.”

“Alternatively, if the municipality’s Council Procedures Bylaw allows it, council meetings can be held electronically. If council chooses to meet through electronic means, they will need to consider alternative methods for the public to have access to their Council meeting.”

For further information, I have registered for a webinar with SUMA regarding “Navigating mask and vaccine mandates” for September 28 at 10a.m. If any of Council wish to partake, I can provide you with the webinar ID.

ALTERNATIVES:

- 1) In Person meetings and Policy
- 2) Electronic meetings and no Policy

FINANCIAL IMPLICATIONS:

None

ANALYSIS:

ADMINISTRATIVE RECOMMENDATION(S):

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;



TO: Mayor and Council

FROM: Laurie Rudolph, CAO

DATE: September 27, 2021

RE: **Lots 13-14, Blk 14 Plan P1509 – 61 1st St. NE**

ISSUE:

- Lots 13-14, Blk 14 Plan P1509 – Fuel Tanks - Town acquiring ownership

BACKGROUND:

Section 12(3) of the *Environmental Management and Protection Act, 2010* outlines that a Municipality is not responsible for cleanup of an existing environmental substance when lands are taken through tax enforcement unless the municipality aggravates the existing adverse effect or discharges a new or additional substance. For example, Section 12(3) would provide for a Municipality to have a parking lot without having to perform an environmental cleanup (decommission).

However, when speaking with Dale of Environment he recommends as a bare minimum, the removal of tanks by a qualified contractor and soil testing by a consultant. If the soil tests as being contaminated, then there is an application that can be filled out to apply for funding for the cleanup of the contaminated material. The funding is based on a point system regarding its socioeconomic impact. The funding ranges from 25% to 100%. If lands are determined contaminated and no funding is received, the Town would not be held liable for cleanup and could then fill lands back in with material and solely use as a parking lot. (Testing provides confirmation of status of the lands).

ALTERNATIVES:

- 1) Town acquire ownership through Tax Enforcement versus transfer of title prior to tax enforcement

FINANCIAL IMPLICATIONS:

Fuel Tank Removal, Demolish of Building, Soil Testing, Contaminated soil remediation

ADMINISTRATIVE RECOMMENDATION(S):

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.

In Camera Item

Manager of Finance

