

## Minutes of the Committee of the Whole Meeting

### of the Town of Wadena

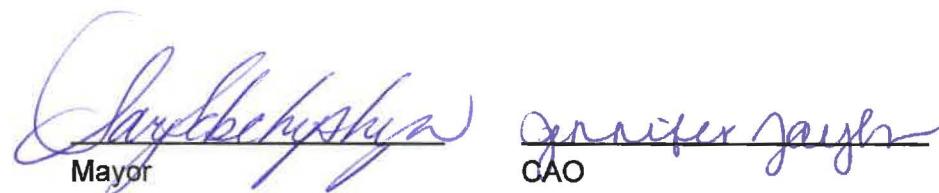
North Club Room, Wadena Community Legion Hall

254 Main St N, Wadena SK

March 15, 2021

<b>Present</b>	Mayor Sara Sobchyshyn Deputy Mayor Travis Fogg Councillor Marcus Elphinstone Councillor Alison Squires Councillor Jordan Theisen Councillor Samantha Fehr
<b>Absent</b>	Councillor Ashley Kolach
<b>Also Present</b>	Chief Administrative Officer, Jennifer Taylor Administrative Assistant, Michele Simpson Manager of Finance, Lovely Magnaye Manager of Works & Operations, Alyshia Neuman Community Recreation Coordinator, Jocelyn Holowaty
<b>Order</b>	A quorum being present, Mayor Sobchyshyn called the meeting to order at 6:02 pm.
<b>Delegation – J. Christianson</b>	Mr. Christianson was unable to attend the meeting and will be rescheduled.
<b>Monthly Activity Reports</b>	<i>Recommendation:</i> THAT the following administrative reports be received and accepted as information: <ul style="list-style-type: none"><li>Manager of Works and Operations Report March 2021</li><li>Community Recreation Coordinator Report March 2021</li><li>Manager of Finance Report March 2021</li><li>Chief Administrative Officer Report March 2021</li></ul>
<b>2<sup>nd</sup> Street SW Water Issues</b>	The committee discussed possible solutions to improve the water distribution system and directed the Manager of Works and Operations to report back on costs for both a localized dig to determine the issue as well as to loop the system for a more long-term solution.
<b>Garbage Can Quotes</b>	<i>Recommendation:</i> THAT four garbage cans be purchased from Global Industries and funded in part by remaining 2020-21 Saskatchewan Lotteries funds.
<b>Summer Staffing</b>	The committee confirmed that they would like to see swimming lessons offered in July & August, that the playground program proceeds as it did in 2020, and that the Town hire two student labourers.
<b>Municipal Grant Allocation</b>	<i>Recommendation:</i> That \$15,000 be approved for the 2021 Municipal Grant and allocated as follows: <ul style="list-style-type: none"><li>Wadena School of Dance - \$8,000</li><li>Wadena Curling Club - \$3,000</li><li>Wadena Players Theatre - \$4,000 with free storage for one year</li></ul>
<b>HR Terms of Employment Draft Policies</b>	The committee directed a revision to HR-TOE01 to remove "are selected" from the Policy Statement, and otherwise all policies be approved as presented.  <i>Recommendations:</i> THAT Policy No. HR-TOE01 Equal Employment Opportunities be approved as presented.  THAT Policy No. HR-TOE02 Letter of Offer and Terms of Employment be approved as presented.  THAT Policy No. HR-TOE03 Probationary and Trial Periods (OOS) be approved as presented.

	THAT Policy No. HR-TOE04 Salary Grid Increment Progression (OOS) be approved as presented.
	THAT Policy No. HR-TOE05 Personnel Records be approved as presented.
	THAT Policy No. HR-TOE06 Employee Payroll Records be approved as presented.
<b>Code of Ethics Bylaw</b>	<p>The committee agreed that an update to the current bylaw would provide a clearer process for handling breaches. The committee thought complaints should be submitted to the CAO, or the Mayor as needed. Depending on the breach, the committee felt that the investigation could be handled by a committee of council but that they should have the discretion to refer the investigation to a 3<sup>rd</sup> party.</p> <p><i>Recommendation:</i> THAT Administration be authorized to draft a revised Code of Ethics bylaw which accommodates both investigative options presented in the Government Relations template.</p>
<b>Round Table Discussion</b>	<p><i>Councillor Theisen left the meeting at 7:34 pm and returned at 7:36 pm.</i></p> <p><i>Councillor Elphinstone and MWO Neuman left the meeting at 7:34 pm and returned at 7:40 pm.</i></p> <p><i>Councillor Fehr left the meeting at 7:34 pm and returned at 7:41 pm.</i></p> <p><i>CRC Holowaty, MOF Magnaye and Admin Assistant Simpson left the meeting at 7:35 pm.</i></p>
<b>In-Camera</b>	<p>THAT the current meeting of Committee of the Whole be suspended at 7:42 pm to proceed in camera to discuss confidential matters in accordance with <i>The Municipalities Act</i>.</p> <p><i>Parties present included Mayor Sobchyshyn, Deputy Mayor Fogg, Councillor Theisen, Councillor Elphinstone, Councillor Squires, Councillor Fehr, MWO Neuman and CAO Taylor.</i></p> <p><i>MWO Neuman left the meeting at 8:05 pm.</i></p>
<b>Resume Session</b>	THAT the in-camera session concludes at 8:53 pm and the meeting of Committee of the Whole resume.
<b>Adjourn</b>	THAT the meeting be adjourned at 8:55 pm.



The image shows two handwritten signatures in blue ink. The signature on the left is "Sobchyshyn" and the signature on the right is "Jennifer Taylor". Below the signature "Sobchyshyn" is the word "Mayor" and below the signature "Taylor" is the acronym "CAO".

**Town of Wadena Committee of the Whole**  
**Agenda**

March 15, 2021 6:00 p.m.

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

**1. Call To Order**

**2. Delegations/Public Hearing**

**2.I. Delegation - J. Christianson**

Documents:

2021.03.11 DELEGATION - J. CHRISTIANSON.PDF

**3. Administration Reports**

**3.I. Monthly Activity Reports**

Documents:

2021.03 MONTHLY ACTIVITY REPORT MWO.PDF

2021.03 MONTHLY ACTIVITY REPORT CRC.PDF

2021.03 MONTHLY ACTIVITY REPORT MOF.PDF

2021.03 MONTHLY ACTIVITY REPORT CAO.PDF

**3.II. 2nd St SW Water Issues**

Documents:

2021.03.02 2ND ST SW WATER ISSUES.PDF

**3.III. Fitness Centre Facility Report**

Documents:

2021.02.25 FITNESS CENTRE FACILITY REPORT.PDF

**3.IV. Garbage Can Quotes**

Documents:

2021.03.11 GARBAGE CAN QUOTES.PDF

**3.V. Summer Staffing**

Documents:

2021.03.11 SUMMER STAFFING.PDF

**3.VI. Municipal Grant Allocation**

Documents:

2021.03.11 2021 MUNICIPAL GRANT ALLOCATION.PDF

**3.VII. HR Terms Of Employment Draft Policies**

Documents:

2021.03.11 HR TERMS OF EMPLOYMENT DRAFT.PDF

**3.VIII. Code Of Ethics Bylaw**

Documents:

2021.03.11 CODE OF ETHICS BYLAW.PDF

**4. Council Members Round Table Discussion**

**5. In Camera Items**

**6. Adjourn**