

**Minutes of the Committee of the Whole Meeting
of the Town of Wadena
Council Chambers
102 Main St N, Wadena SK
September 27, 2021 at 6:00p.m.**

Present Mayor Sara Sobchyshyn
Deputy Mayor Travis Fogg
Councillor Marcus Elphinstone
Councillor Jordan Theisen
Councillor Ashley Kolach
Councillor Samatha Fehr

Absent

Also Present CAO – Laurie Rudolph
Community Recreation Coordinator – Caitlin Fox
Manager Works and Operations – Alyshia Neuman

Order A quorum being present, Mayor Sobchyshyn called the meeting to order at 6:00 pm.

Delegation

Monthly Activity Reports *Recommendation:*
THAT the following administrative reports be received and accepted as information:

- CRC Covid-19 Report
- CRC September Monthly Report
- CAO September Monthly Report
- MWO September Monthly Report

Sask Lotteries Grant *Recommendation:*
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

Sask Health Authority *Recommendation:*
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.

Town of Wadena Community Clothing *Recommendation:*
THAT Council approves option 4 for the hoodie (two of each size) with the smaller logo design, along with some caps.

New Life Church *Recommendation:*
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.

Employee Retest – Water Treatment & Distribution I	<i>Recommendation:</i> THAT the Town agrees to pay the upfront costs of \$1600 to attend four day course, hotel fees, and \$300 retest fee for the Public Works I employee to retest for the certification of Water Treatment and Distribution I, subject to the Town being reimbursed for the related costs should the employee not receive a passing grade.
Wadena Arena – Ice Plant Upgrade	<i>Recommendation:</i> THAT Council accept the Wadena Arena Ice plant update as information only.
Letter To Council – Birdbath Reimbursement	<i>Recommendation:</i> THAT Council approve administration to purchase a new cement bird bath up to the maximum amount of \$350.00, and that the resolution be included in the letter to the resident.
In Camera Fehr Elphinstone	THAT we recess, and deliberations continue in a closed meeting at 6:52 p.m. to 8:02 p.m. as per Part III Sections 15(b)(ii) of The Local Authority of Freedom of Information and Protection of Privacy Act regarding Neilson Trucking Ltd, Structural Changes, and Parental Leave with those being present Mayor Sara Sobchyshyn, 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.
Resume Session Elphinstone Fogg	THAT Council rise from the closed meeting and Meeting reconvene the Regular meeting at 8:02 p.m.
Neilson Trucking Ltd.	<i>Recommendation:</i> THAT administration recommends that the highway shop be rented to Neilson Trucking Ltd. at a monthly rate of \$625.00 per month and that the agreement be signed; And further, that the Town have Neilson Trucking Ltd. invoice separately for the annual culvert cleaning in the spring and other work designated by the Manager of Works and Operations to a maximum of \$7500 for the time period of January to December, 2022. And further, that the Manager of Public Works and Operations be given the authority to extend the above terms of the agreement and contract work with Neilson Trucking Ltd. for the year 2023.
Structural Change	<i>Recommendation:</i> That Council approve administration to create a Manager of Parks and Recreation job description for the October 12, 2021 Regular meeting of Council.
Wastewater Compliance Inspection	<i>Recommendation:</i> THAT the Wastewater Compliance Inspection report dated September 9, 2021 be received and accepted as information.
CN Rail – Pedestrian Walk	<i>Recommendation:</i> THAT a letter be sent to Mallard Diversified Services Inc. regarding the pedestrian walk and removal of barricades.
Covid 19 – Council Meetings	<i>Recommendation:</i> 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.

Environmental Fuel Tanks	<p>Recommendation: THAT the Town acquire ownership of Lots 13 and 14, Blk 14 Plan P1509 (61 1st St NE) and Lots 11-13, Blk 15 Plan C2572 (82 1st St. NW) 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.</p> <p>And further, should the soil test as contaminated, the Town submit for funding under the Ministry of Environment – Impacted Sites Fund.</p>
Parental Leave – Manager of Works and Operations	<p>Recommendation: THAT Alyshia Neuman remain enrolled in the Town of Wadena's Suma Benefit plan during the duration of her maternity leave, and that the Town pay 50% of her SUMA benefits;</p> <p>And further, that the draft Parental Leave Benefit Policy be revisited.</p>
In Camera <i>Theisen Fehr</i>	<p>THAT we recess, and deliberations continue in a closed meeting at 8:30 p.m. to 9:00 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 and Manager of Finance with those being present Mayor Sara Sobchyshyn, Deputy Mayor Travis Fogg, Councillor Marcus Elphinstone, Councillor Samantha Fehr, Councillor Ashley Kolach, Councillor Jordan Theisen, and CAO Laurie Rudolph.</p>
Resume Session <i>Fogg Elphinstone</i>	<p>THAT Council rise from the closed meeting and Meeting reconvene the Regular meeting at 9:00 p.m.</p>
Manager of Finance Position	<p>Recommendation: THAT the Letter of Offer for the Manager of Finance position be amended to include 3 weeks vacation and that an additional week vacation be revisited during the January 2022 performance review, and that the letter of offer also include for the requirement of verification of enrollment in the LG200 Core Course - Local Government Administration Certification program commencing January 5, 2022.</p>
Wage Increase – Manager of Works and Operations	<p>Recommendation: THAT in lieu of a salary increase the Town agree to pay during the Manager of Works and Operations Alyshia Neuman's maternity leave the amount of \$3995.00 (difference between current salary and Step 5 salary) towards the Town's portion of the Municipal Employees Pension Plan for the time period of January 1st to December 31st, 2022;</p> <p>And further, that Alyshia Neuman receive the Manager of Works and Operations "2021 Out of Scope Salary Grid" – Step 5 salary commencing January 1, 2023.</p>
Adjournment	<p>THAT the meeting be adjourned at 9:05 pm.</p>



The image shows two handwritten signatures in blue ink. The signature on the left is "Sara Sobchyshyn" and the signature on the right is "Laurie Rudolph". Below the signature "Sara Sobchyshyn" is the title "Mayor" and below the signature "Laurie Rudolph" is the title "CAO".