

Town of Wadena Committee of the Whole

Agenda

February 1, 2021 6:00 p.m.

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

1. Call To Order

2. Administration Reports

2.I. Highway 35 Speed Zone Evaluation

Documents:

[2021.01.25 HIGHWAY 35 SPEED ZONE REVIEW.PDF](#)

2.II. Snow Clearing, Removal, And Ice Control Policy Draft

Documents:

[2021.01.25 SNOW CLEARING, REMOVAL AND ICE CONTROL POLICY DRAFT.PDF](#)

2.III. Lagoon And Main Lift Station Update

Documents:

[2021.01.26 LAGOON AND MAIN LIFT STATION UPDATE.PDF](#)

2.IV. Recreation Centre Kitchen

Documents:

[2021.01.11 RECREATION CENTRE KITCHEN.PDF](#)

2.V. Human Resources Definitions Policy Draft

Documents:

[2021.01.25 HUMAN RESOURCES DEFINITIONS POLICY DRAFT.PDF](#)

3. Council Members Round Table Discussion

3.I. Targeted Sector Support Initiative

Documents:

[2021.01.25 TARGETED SECTOR SUPPORT INTIATIVE.PDF](#)

4. In Camera Items

5. Adjourn



TO: Committee of the Whole

FROM: Jennifer Taylor, Chief Administrative Officer

DATE: January 25, 2021

RE: **Highway 35 Speed Zone Review**

ISSUE:

Councillor Elphinstone has requested that consideration be given to reviewing the speed zones on Highway 35 to improve traffic safety on Main Street.

BACKGROUND:

Under the agreement the Town has with Ministry of Highways and Infrastructure (MHI) for the Urban Highway Connector Program, speed limit changes must be mutually agreed upon. In March 2018, Council authorized Administration to make a request to MHI to move back speed zones in all four entrances. In July 2019, MHI completed its review of the speed limits through Wadena following the Transportation Association of Canada's (TAC) guidelines for setting speed limits on provincial highways. MHI only recommended changes to the speed zones on the east. The Town came to an agreement with MHI on adjusting the east speed zones and the changes were implemented in 2020.

ALTERNATIVES:

1. Committee of the Whole can do nothing.
2. Committee of the Whole can explore grant options for other traffic safety measures.
3. Committee of the Whole can recommend to Council that Administration be authorized to request that MHI review speed zones again.

FINANCIAL IMPLICATIONS:

There are no financial implications to maintain the status quo or to request that MHI review speed zones again. There may be costs to the Town if other traffic safety measures are implemented, even with grant funding.

ANALYSIS:

Sergeant Posnikoff with the RCMP was contacted in January by the CAO to provide his view of speed issues on Main St. Sergeant Posnikoff indicated that the RCMP had several complaints – primarily from one or two people that vehicles, mainly semi's were coming into Wadena from the north routinely entering the 70 km/hr zone at a high rate of speed. At the beginning of December, detachment RCMP members were assigned a task of strict enforcement in the 70 km/hr zone north of Wadena. In total, 70 hours of enforcement were completed in that area in December.

The results of the enforcement initiative:

- Vehicles travelling between 80 – 89 km/hr in the 70 km/hr zone = 9

- Vehicles travelling between 70 – 79 km/hr in the 70 km/hr zone = 2
- All other vehicles recorded on radar were below the 70 km/hr limit.

The average speed of all semi's recorded on radar was 49.17 km/hr. During the entire enforcement period, zero semi's were recorded over the 70 km/hr speed limit. From the amount of time spent in that speed zone over the month of December, the RCMP concluded that there is no compulsive issue with speeding at all.

SGI has two programs available for traffic safety that are taking applications until March 31. The Provincial Traffic Safety Fund Grant has been used by municipalities for projects such as speed display signs, crosswalk lights and flashing stop signs. Wadena already has these along the highways to improve traffic safety. SGI also has a photo speed enforcement program, however, eligible locations listed are mainly cities with high-volume pedestrian locations and high-collision intersections. Given the evidence collected by MHI and the RCMP, it is unlikely that Wadena would meet the eligibility criteria.

Sergeant Posnikoff will be attending the Feb 1 committee of the whole meeting to discuss traffic safety and speed concerns.

ADMINISTRATIVE RECOMMENDATION(S):

Administration requests direction from the committee on whether they wish to pursue any changes.



TO: Committee of the Whole

FROM: Jennifer Taylor, Chief Administrative Officer
Alyshia Neuman, Manager of Works & Operations

DATE: January 25, 2021

RE: **Snow Clearing, Removal and Ice Control Policy Draft**

ISSUE:

Administration has prepared a draft Snow Clearing, Removal and Ice Control policy (attached).

BACKGROUND:

The Town has two policies that apply to snow removal: P2018-005 Snow Removal Policy and Bylaw No. 1/97. Following a major snow fall event in November, Administration recommended updating the current policy to provide better clarification to staff on Council's expectations and service standards with respect to snow removal at the Nov 24 committee of the whole meeting. Administration was directed to begin working on updates to the bylaw and policy and bring them back to committee of the whole.

ALTERNATIVES:

1. Committee of the Whole can recommend approval of TS-002 Snow Clearing, Removal and Ice Control Policy Draft as presented to replace P2018-005 Snow Removal Policy.
2. Committee of the Whole can provide feedback and direct changes to the draft Policy TS-002.

FINANCIAL IMPLICATIONS:

Financial implications on the annual operating budget depend on the level of service approved in the policy.

ANALYSIS:

The snow clearing priority map has been updated to add the blocks of 3rd St NE and 1st St NW that have Wadena and Area Health Foundation houses. Priority snow clearing routes have been associated with a timeframe and snow events have been defined which sets service standards. Confirmation or direction from the committee on the highlighted numbers in the report is necessary.

Sections 1.4 and 1.5 propose to address when outside contractors will be called. Further direction and confirmation is requested on this item.

For ice control and sanding, does the committee want to identify priority intersections or all intersection in Appendix B?



Administration continues to work on an updated bylaw to replace Bylaw No. 1997-01 and reflect current practice. Once further direction is provided on the Snow Clearing, Removal and Ice Control Policy a revised bylaw will be brought forward.

ADMINISTRATIVE RECOMMENDATION(S):

Administration would like feedback and direction on the draft policy.

“THAT TS-002 Snow Clearing, Removal and Ice Control Policy be adopted as presented.”

ATTACHMENT:

TS-002 Snow Clearing, Removal and Ice Control Policy Draft

P2018-005 Snow Removal Policy



POLICY NAME: Snow Clearing, Removal and Ice Control		LAST UPDATED: XXX XX, 2021	
		SUPERSEDES POLICY: P2018-005	
POLICY AREA: Transportation Services TS	POLICY NUMBER: TS-002	APPROVAL DATE: XXX XX, 2021	PAGE: 1 of 6

POLICY STATEMENT

The Town of Wadena desires to maintain the Town streets, lanes, sidewalks, and Town-owned parking lots in the winter months in a safe and functional condition, to reduce economic losses to the community and industry caused by restricted traffic conditions, to facilitate the movement of emergency vehicles throughout the winter months, and to provide an equitable level of service to all residents of the Town of Wadena.

PURPOSE

The policy describes the manner in which snow and ice control will be conducted by the Town of Wadena.

SCOPE

This policy applies to snow and ice clearing and removal carried out by the Town of Wadena and private contractors on highways, streets, lanes, and sidewalks, within the boundaries of the Town of Wadena.

DEFINITIONS

Manager of Works and Operations – means the Town of Wadena Department Head responsible for the Public Works and Parks and Recreation operations, or any person designated to act in his/her stead.

Major Storm Event — means snowfall accumulations greater than 25 cm.

Storm Event – means snowfall accumulation greater than 6 cm and less than 25 cm.

Windrow – refers to the snow ridge deposited along curb/edge of street by snow removal equipment during snow clearing operations.

POLICY

1. Snow Clearing

- 1.1. Street Conditions are to be monitored by the Works and Operations Foreman and the Manager of Works and Operations or his designate, and plowing will be done in accordance with the provisions of this policy.
- 1.2. Clearing will commence after the conclusion of a Storm Event or when drifting impedes traffic movement.
- 1.3. The Works and Operations Department will implement snow clearing operations in accordance with priority routes defined in Appendix "A". The priorities for plowing as designated on Appendix "A" are as follows:

1.3.1. First Priority – Highways and Emergency Services Routes

1.3.1.1. Priority routes should be cleared within 36 hours of the Storm Event, depending on the storm severity and equipment reliability.

1.3.2. Second Priority

1.3.2.1. Second Priority routes should be cleared within **48 hours** of the Storm Event, depending on storm severity and equipment reliability.

1.3.3. Third Priority

1.3.3.1. Third priority routes should be cleared within **72 hours** of the Storm Event, depending on storm severity and equipment reliability.

1.3.3.2. Third priority routes include back lanes, parking lots, storage compound and sportsground dog park.

1.3.3.3. Windrows left in private driveways on the front or rear of the property greater than **16 cm (8 inches)** at the lowest point after the snow removal equipment has passed will be removed by Town staff. Windrows left in private driveways less than **16 cm (8 inches)** is the responsibility of the property owner or occupant.

1.3.3.4. Complaints and requests received will be investigated and appropriate action will be taken.

1.4. At the discretion of the Manager of Works and Operations, one contractor for clearing priority routes will commence if the snow fall is greater than Town staff can clear alone, and aid is needed for quick and efficient clearing.

1.5. At the discretion of the Manager of Works and Operations, two contractors for clearing priority routes will commence after a Major Storm Event.

1.6. Town-owned right-of-way between the curb and the property line will be utilized for snow storage to prevent the narrowing of streets and accommodate on-street parking.

1.7. Only back lanes that are used for primary access to property will be cleared.

2. Snow Removal

2.1. The Works and Operations Department will implement snow removal operations when accumulation of snow significantly impedes traffic flow and on-street parking.

2.2. Snow removal will follow the same priority list as Snow Clearing found in “Appendix A”.

2.3. Snow removal in the Main Street business area will occur before 7:00 am to mitigate effects on traffic flow and businesses.

2.4. Fire hydrants will be assessed at the end of snow removal and snow accumulated around fire hydrants will be removed when deemed necessary by the Manager of Works and Operations.

2.5. Snow removed from Town streets, sidewalks and parking lots will be disposed of at the Snow Dump site on Frontier Trail or on Town-owned property, where appropriate.

2.5.1. The Works and Operation Department will manage the Snow Dump.

2.5.2. Commercial and public snow haulers must have permission from the Manager of Works and Operations to utilize the snow storage site.

3. Ice Control

- 3.1. Sanding and/or salting of streets will be undertaken in designated areas to ensure a reasonable level of safety to motorists and pedestrians as surface conditions exist.
- 3.2. The priorities for sanding and/or salting intersections as designated on Appendix "B" are as follows:
 - 3.2.1. First Priority – Highways, Hospital Route, School Zones, and Intersections.
 - 3.2.2. Second Priority – Parking Lots, Contracts and Custom Work Orders.
- 3.3. Designated roadways will be spot sanded in intervals of 30 m if deemed necessary by the Manager of Works and Operations.

4. Sidewalks

- 4.1. The Works and Operations Department will implement snow clearing operations on sidewalks as designated on Appendix "C".
- 4.2. The Works and Operations Department is responsible for all snow removal at Town-owned facilities and to ensure all emergency exits are free of all accumulation of snow or ice.

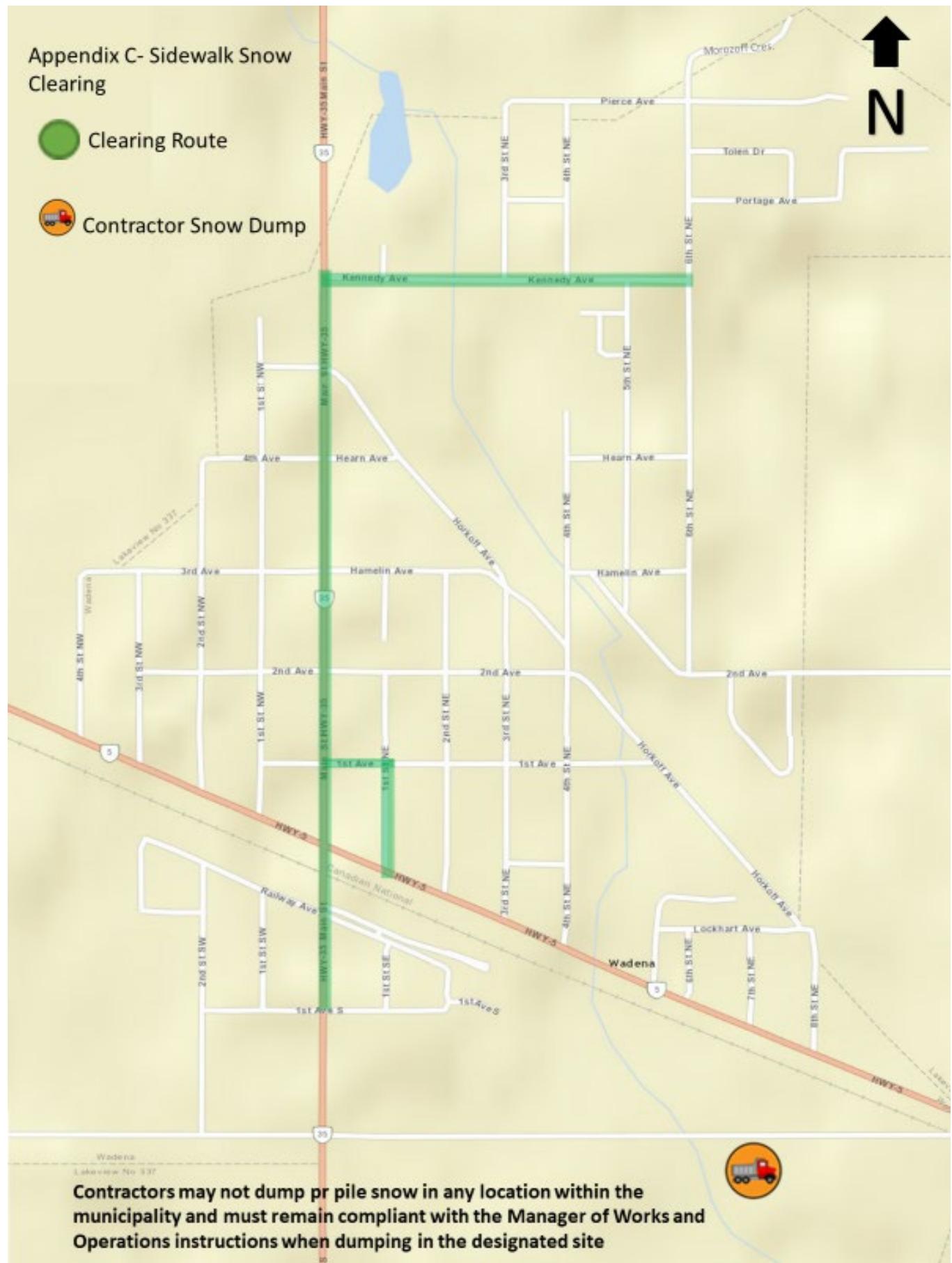
APPENDIX A



APPENDIX B



APPENDIX C



TOWN OF WADENA

POLICY: Snow Removal Policy		COUNCIL RESOLUTION: Resolution # 110-18 March 20, 2018
DEPARTMENT: Public Works	POLICY NUMBER: # P2018-005	Amended Date: <i>Resolution # 455-18, November 20, 2018</i>

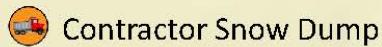
PURPOSE

This Snow Removal Policy describes the manner in which snow and ice control will be conducted by the Town of Wadena. The purpose of the policy is to outline the process that the Public Works Department will utilize:

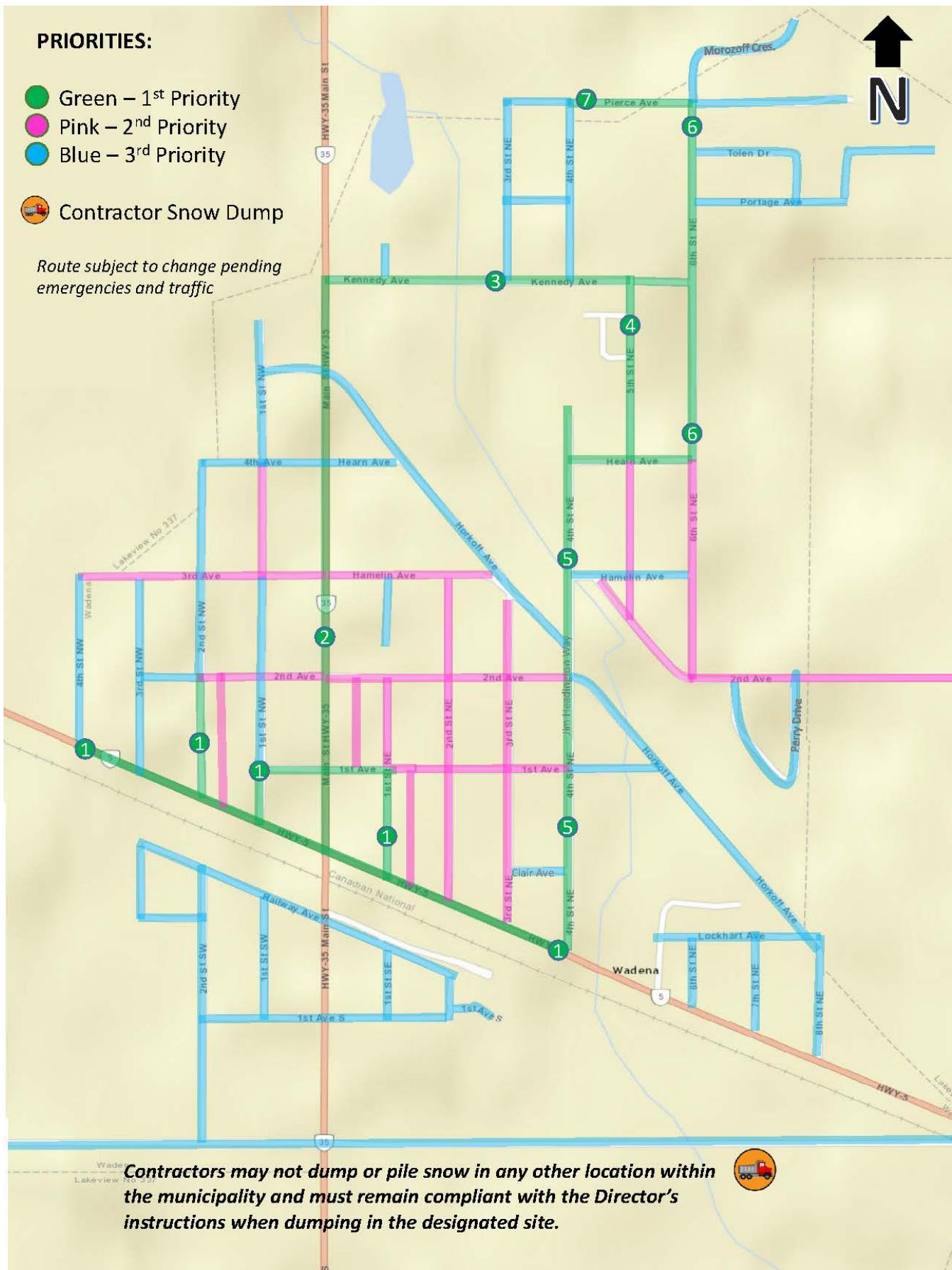
- To provide for the operation of emergency services and transit;
- To provide vehicular traffic with adequate mobility under prevailing winter conditions within the Town's financial resources;
- To prevent or reduce accidents or injuries due to winter conditions;
- To minimize economic loss to the community resulting from restricted transportation routes and;
- To ensure that city owned parking lots do not become impassible.

PRIORITIES:

- Green – 1st Priority
- Pink – 2nd Priority
- Blue – 3rd Priority



Route subject to change pending emergencies and traffic





TO: Committee of the Whole

FROM: Alyshia Neuman, Manager of Works and Operations

DATE: January 26, 2021

RE: **Lagoon and Main Lift Station Update**

ISSUE:

Councillor Kolach has requested that the committee be briefed on lagoon and main lift station issues.

BACKGROUND:

In November 2019, the main lift station flooded due to the lagoon effluent breaking off within the berm as a result of a frost heave. The lagoon effluent is a pipe that should be submerged in cell one that allows for the main lift station to empty its contents within the lagoon for facultative treatment before spring and fall dispersal. This flood resulted in removing the old manual gas generator and replacing it with an automatic gen set. We are obtaining on quotes to upgrade the electrical panel to fulfill the remaining portion of the insurance claim. This flood resulted in a weeklong process with two vac trucks working constantly. TSL Mechanical was contracted to repair the lagoon effluent pipe. The four floats were changed and a new motor for the north pump was ordered and installed. Since then, we still experience North pump high pressures which we monitor daily.

Prior to the 2019 flood, there was a break in the lagoon line in the field between our service ports. This is still believed to be an issue and may be resulting in a partial blockage contributing to some higher-than-normal pressures at the main lift station. Additional service ports were proposed to council during 2020 budget discussions but was moved to 2021 in the 5-year capital plan.

It is also believed that our north check at the main lift station is not functioning, also contributing to high pressures on the North pump. On July 8, 2020, a local contractor was called to check the lift checks and stated that they were fine, but a quote was provided. In preparation for the 2021 budget, TSL Mechanical came out to provide a quote on fixing the checks, the tri-valve, and some pipework, in addition to quotes coming in from electricians for the electrical panel replacement. We are working within our purchasing policy to obtain the specified number of quotes from local and non-local contractors. We wish to complete these issues at the main lift station at one time instead of having multiple shutdowns. Our plan, unless council states otherwise, is to replace the electrical panel and hook SCADA up, and replace checks and tri-valve in 2021 then in 2022 install a service port in the field west of Wadena Steel where the original break prior to 2019 happened.

ADMINISTRATIVE RECOMMENDATION(S):

That Committee of the Whole utilize this information to budget accordingly for necessary repairs.



TO: Committee of the Whole

FROM: Jennifer Taylor, Chief Administrative Officer
Jocelyn Holowaty, CRC

DATE: January 11, 2021

RE: **Rec Centre Kitchen**

ISSUE:

The Kitchen Auxiliary has put in many years of volunteer services for the Town of Wadena in managing the Recreation Centre Kitchen and the group has recently dissolved. Council needs to consider how the kitchen will be managed for the 2021-22 season.

BACKGROUND:

Recreation Centre Kitchen Policy P2019-005 clarifies the operation of the kitchen at the Wadena Recreation Centre. To keep ice rental rates low, the kitchen has been operated in partnership with volunteers from the community consisting of the Kitchen Auxiliary and regular user groups including Wadena Minor Sports, Wadena Skating Club, Men's Rec Hockey, Women's Rec Hockey and Wadena Wildcats Sr Hockey.

In 2019, Council attempted to tender out the kitchen due to issues meeting safe food handling requirements of public health and declining interest in volunteerism. There were no tender applications, so the Kitchen Auxiliary agreed to continue ordering supplies and managing the finances for one more year. In August 2020, Council decided to proceed with putting a tender opportunity out to the community for the Recreation Centre Kitchen instead of a volunteer run kitchen due to COVID-19 restrictions. There was interest, but no applications were received due to the unknown operating season. Council decided to not open the kitchen for the 2020-21 season but to revisit the decision when the restrictions let up. In the meantime, the Kitchen Auxiliary has dissolved and turned over all financials and funds to the Town.

ALTERNATIVES:

1. Tender the operations of Recreation Centre Kitchen.
2. Hire 1-2 seasonal Parks and Rec 1's to solely manage and run the kitchen.
3. Hire a seasonal Parks and Rec 1 to manage the kitchen and directly supervise volunteers from various user groups.
4. Create a Rec Centre Kitchen Board under the Town and recruit volunteers to operate and supervise volunteers from various user groups.
5. Do not provide a concession and continue to offer vending services.

FINANCIAL IMPLICATIONS:

Revenue from the kitchen is maximized using the volunteer model and has contributed an average of \$20,000 per year towards Rec Centre operations. Changing to a different structure will have significant impacts on the budget.

ADMINISTRATIVE RECOMMENDATION(S):

Administration requests direction from the committee on how they wish to address the operation of the Recreation Centre kitchen moving forward.

The Kitchen Auxiliary has dedicated their time and energy for the past 15 years, some of the members have been involved the entire time. Council may want to consider how the Town would show appreciation to the Kitchen Auxiliary volunteers which contributed approximately \$20,000 per year towards Rec Centre operations. Administration requests direction from committee of the whole as to how to acknowledgment of the former Kitchen Auxiliary for their years of service.



TO: Committee of the Whole

FROM: Jennifer Taylor, Chief Administrative Officer

DATE: January 25, 2021

RE: **Human Resources Policy Draft – Definitions**

ISSUE:

Administration is preparing a draft human resource manual and is presenting the definitions policy (attached).

BACKGROUND:

Much of the Town's existing human resource policies are out of date and do not follow current practice, and in some cases, necessary policies are non-existent. The Operational Review conducted by HMC Management in 2019 recommended updating and adding several policies and drafting of these policies is part of HMC's service agreement. Administration is working with HMC Management to develop a complete Human Resources Policy Manual for the Town. The manual is designed as individual policies for ease of review, approval and modification in the future. Specific policies will be brought forward as timing and priority presents.

ALTERNATIVES:

1. Committee of the Whole can recommend approval of HR-D01 Definitions Policy Draft as presented.
2. Committee of the Whole can provide feedback and direct changes to the draft Policy HR-D01.

FINANCIAL IMPLICATIONS:

There are no financial implications.

ADMINISTRATIVE RECOMMENDATION(S):

Administration would like feedback and direction on the draft policy.

"THAT HR-D01 Definitions Policy be adopted as presented."

ATTACHMENT:

HR-D01 Definitions Policy Draft

Definitions



POLICY NAME: Definitions		LAST UPDATED: XXX XX, 2020	
SUPERSEDES POLICY: Not applicable			
POLICY AREA: Human Resources HR	POLICY NUMBER: HR-D01	APPROVAL DATE: XXX XX, 2020	PAGE: 3 of 93

DEFINITIONS

1. "Chief Administrative Officer" or CAO means that person that reports directly to Council and is accountable for the overall operational requirements and financial management of the Town.
2. "Department" means a specialized area or division of the Town of Wadena.
3. "Division" means a specialized function area of the Town of Wadena.
4. "EDO" means Earned Day Off.
5. "Employee" means and person employed by the Town of Wadena.
6. "Family Day" means the third Monday in February of each year.
7. "HR" means Human Resources and further means the position of CAO.
8. "Immediate Family" is the employee's: spouse, common law spouse, son, son-in-law, daughter, daughter-in-law, father, father-in-law, mother, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandchildren and grandparents.
9. "MA" mean *The Municipalities Act*.
10. "Manager" means that person that reports directly to the CAO and is accountable for the operational requirements of a specific Department.
11. "OOS" means out of scope of the Collective Agreement between the Town of Wadena and the Canadian Union of Public Employees Local 4335.
12. "Saskatchewan Day" means the first Monday in August of each year.
13. "Smoking" means burning a cigarette or cigar, or burning any substance using a pipe, hookah pipe, lighted smoking device or electronic smoking device or any similar device in the opinion of the CAO.

14. "SUMA" means the Saskatchewan Urban Municipalities Association operating as Municipalities of Saskatchewan.
15. "Temporary or Casual Employees" means an employment situation where an employee is expected to remain in a position only for a certain period of time. Temporary workers may also be referred to as seasonal, casual or temps.
16. "TIL" means Time In Lieu



TO: Committee of the Whole

FROM: Jennifer Taylor, Chief Administrative Officer

DATE: January 25, 2021

RE: **Targeted Sector Support Initiative**

ISSUE:

Government Relations has announced a 2nd intake of municipal projects under the Targeted Sector Support (TSS) Initiative and Councillor Squires has requested that this item be considered by the committee for possible projects.

BACKGROUND:

The TSS Initiative provides cost-shared grants, up to 75 per cent on eligible costs, to municipalities partnering to strengthen their core municipal responsibilities through projects focused on regional co-operation, capacity building and good governance. Applications for the second intake will be accepted from January 25 to March 5, 2021.

ALTERNATIVES:

1. Committee of the Whole can provide project ideas and recommend that a specific project be floated with regional partners to develop a TSS application.
2. Committee of the whole can do nothing.

FINANCIAL IMPLICATIONS:

In this section, the author of the report should prove a short overview of all the financial implications to the issue at hand. Is this in budget or not? Increase or decrease in operational costs? Debt required? And any other related financial consideration Council should be aware of

ANALYSIS:

The first intake was in 2020. EMO Coordinator P. Casement had considered a regional mutual aid plan for this project but could not get an application together before the intake deadline. The tri-town partners, Wynyard and Foam Lake, were consulted on ideas for an application. Asset management was suggested but an application was not submitted.

The tri-town partners were emailed in mid-January in anticipation of the 2nd TSS intake for project ideas. CAO Woloshyn in Foam Lake did not have any ideas but was going to consult with her council. CAO Chorneyko in Wynyard did not have any ideas either but is willing to take suggestions to his council.

Examples of previously-approved regional projects include:

- Training to enhance the skills of municipal officials
- Developing regional emergency plans
- Completing a joint parks and recreation plan

- Coordinating official community plans and zoning bylaws
- Conducting a municipal district feasibility study

ADMINISTRATIVE RECOMMENDATION(S):

Administration would like direction from the committee on project ideas.