

**Town of Wadena**

# **Agenda**

January 8, 2018 5:00 p.m.  
Municipal Office, 102 Main Street, Wadena, SK

1. Call To Order
2. Approval Of Agenda  
Agenda must be approved with a motion noting any additions or amendments prior to approval.
3. Delegation - Sgt Juan Severo, RCMP  
Sgt Juan Severo is presenting his RCMP report to Council
4. Delegation - Auditor Report, Mewael Eyob  
Mewael Eyob with Cogent Chartered Professional Accountants LLP, the Town's appointed auditor, will present the financial statements, audit findings and recommendations to Council.
5. Minutes Of Previous Meeting  
Approval of the Minutes of the previous meeting of Council.

Documents:

[2019-05-06 MINUTES.PDF](#)

6. Unfinished Business  
Items up for discussion that were previously discussed or tabled at a recent meeting of Council.
  - 6.1. Tax Enforcement Fees Request  
At the March 19, 2019 Council meeting, the following information was presented and Council resolved to table this item to the next meeting for further review:
    - Roll#22 previously in tax enforcement has been paid in full. However, administrative fees in tax enforcement are applied per title and this tax card contained 89 titles with multiple owners, so while the amounts have been paid in full, the owner that paid has requested a refund of some or all of the administrative fees. Tax enforcement admin fees totaled \$2,225.00 for these properties.

7. Committee And Other Reports  
Reports of committees, boards and other agencies sent to Council.

- 7.1. Wadena & District Museum

Documents:

[WADENA AND DISTRICT MUSEUM APRIL 9, 2019 MINUTES.PDF](#)

8. New Business  
New items up for discussion at this meeting of Council.
  - 8.1. Memorial Tree Planting Request  
A request (attached) has been received to plant trees under 2002-001 Memorial Tree Planting Policy (attached). Administration is proposing some amendment to the

policy (attached).

Documents:

[REQUEST MEMORIAL TREES FOR RAYMOND GUTEK AND SHERI ZELENY.PDF](#)  
[P2002-001 MEMORIAL TREE PLANTING POLICY.PDF](#)  
[DRAFT MEMORIAL TREE PLANTING POLICY UPDATED.PDF](#)

8.II. 2018 Audited Financial Statements

Review and approval of the 2017 Audited Financial Statements for the Town of Wadena. Draft statements and auditor's letter are attached.

Documents:

[TOWN OF WADENA - 2018 DRAFT FINANCIAL STATEMENTS.PDF](#)  
[TOWN OF WADENA - CLIENTS REPRESENTATION LETTER.PDF](#)

9. Correspondence

Correspondence to Council. All correspondence marked *confidential* will be opened and discussed in camera.

9.I. BYMAN - Water And Sewer Work

Documents:

[2019.05.16 BYMAN - WATER AND SEWER WORK.PDF](#)

10. Media Question Period

A brief 10 minute interval is permitted after New Business for the media to address Council and ask followup questions related to items on the agenda at that meeting.

11. In Camera - Personnel & Legal Matters

12. Adjournment

Meeting adjourned. Requires a motion to adjourn (no second or vote required).

**Minutes of the Regular Meeting of the Council  
of the Town of Wadena**

Council Chambers, Municipal Office  
102 Main Street, Wadena, SK

**May 6, 2019**

<b>Present</b>	Mayor, Greg Linnen Councillor Sara Sobchyshyn Councillor Shelley Fitch Councillor Conrad Eliason Councillor Kelly Tokarchuk (5:04pm) Director of Parks & Rec Chad Glasser Interim Chief Administrative Officer, Jennifer Taylor
<b>Regrets</b>	Councillor Jody Christianson Councillor Greg Chaykowski
<b>Order</b>	A quorum being present, Mayor Linnen called the meeting to order at 5:01 PM.
<b>144-19</b>	<b>Agenda</b> <i>Fitch</i> <i>Eliason</i>
	THAT the May 6, 2019 agenda be approved as presented moving correspondence up to follow the delegation, and a copy of the agenda attached hereto. <p style="text-align: right;"><u>Carried</u></p>
	<b>Delegation</b> <i>T. and T. Fogg appeared before Council to discuss their request for compensation as a result of a water main break in front of their property that cause flooding to the residence.</i>
<b>145-19</b>	<b>Correspondence</b> <i>Tokarchuk</i> <i>Fitch</i>
	THAT we recognize the following correspondence and it be disposed of or filed accordingly and administration send replies as indicated: <ul style="list-style-type: none"><li>• S. Turnbull – provide response indicating upcoming maintenance measures</li><li>• Pillar Systems - acknowledged</li></ul> <p style="text-align: right;"><u>Carried</u></p>
<b>146-19</b>	<b>Accounts Payable</b> <i>Eliason</i> <i>Tokarchuk</i>
	THAT payment of the accounts represented by cheques #21396 to #21428, online payment vouchers #238-Man totalling \$28,772.33 and payroll and contract direct deposit vouchers #795 to #837 totalling \$43,151.84 be approved as presented and the payment registers attached hereto. <p style="text-align: right;"><u>Carried</u></p>
<b>147-19</b>	<b>Bank Reconciliation</b> <i>Tokarchuk</i> <i>Sobchyshyn</i>
	THAT the bank reconciliation report as at March 31, 2019 be approved as presented. <p style="text-align: right;"><u>Carried</u></p>
<b>148-19</b>	<b>Minutes</b> <i>Eliason</i> <i>Fitch</i>
	THAT the minutes of the regular meeting held April 16, 2019 be approved as presented. <p style="text-align: right;"><u>Carried</u></p>
<b>149-19</b>	<b>Fogg Compensation Request</b> <i>Tokarchuk</i> <i>Eliason</i>
	THAT the compensation request from the Fogg's be tabled until after Council has met with SUMAssure. <p style="text-align: right;"><u>Carried</u></p>
<b>150-19</b>	<b>Library Caretaking Tender</b> <i>Tokarchuk</i> <i>Sobchyshyn</i>
	THAT the submitted bids from Tasha Jack, Allan & Bonny Vellacott, Cara Elphinstone, Fara Hals-Pinfold and Amber Mayer be recognized and thanked for their submissions and the library caretaking tender be awarded to Fara Hals-Pinfold for a one-year term. <p style="text-align: right;"><u>Carried</u></p>

151-19	<b>Town Office Caretaking Tender</b> <i>Fitch</i> <i>Sobchyshyn</i>	<p>THAT the submitted bids from Tasha Jack, Cara Elphinstone, Fara Hals-Pinfold, and Leslie &amp; Lovely Magnaye be recognized and thanked for their submissions and the Town office caretaking tender be awarded to Leslie and Lovely Magnaye for a two-year term.</p> <p style="text-align: right;"><u>Carried</u></p>
152-19	<b>Compost Collection Tender</b> <i>Eliason</i> <i>Tokarchuk</i>	<p>THAT the submitted bids from Northern Eavestroughing &amp; Construction, Cara Elphinstone, Mark &amp; Marvin Magnaye, Marty Byman, Curtis Kwasnitza, Eugene Blaski and Liza MacNeil be recognized and thanked for their submissions and the compost tender be awarded to Cara Elphinstone for a one-year term.</p> <p style="text-align: right;"><u>Carried</u></p>
153-19	<b>Perry Drive Playground</b> <i>Tokarchuk</i> <i>Fitch</i>	<p>THAT the proposal from 1 Stop Playgrounds Ltd. for \$20,260 plus tax for playground equipment and supervised installation on Perry Dr be approved with the understanding that the volunteer group will continue to fundraise until \$15,260 has been raised.</p> <p style="text-align: right;"><u>Carried</u></p>
154-19	<b>Rec Centre Concession Tender</b> <i>Tokarchuk</i> <i>Sobchyshyn</i>	<p>THAT the Wadena Recreation Centre Concession Tender for the 2019-20 operating season be approved as presented subject to the minor edits discussed and advertised.</p> <p style="text-align: right;"><u>Carried</u></p>
155-19	<b>Suspend Tax Enforcement – Roll 427</b> <i>Eliason</i> <i>Tokarchuk</i>	<p>THAT due to the payment plan proposal submitted by the property owner, Administration shall temporarily suspend enforcement proceedings on Lot 2, Block 41, Plan 60H03629 subject to ongoing review by Council.</p> <p style="text-align: right;"><u>Carried</u></p>
156-19	<b>Committee and Other Reports</b> <i>Sobchyshyn</i> <i>Eliason</i>	<p>THAT the following committee reports be recognized and received and any copies filed or disposed of as necessary:</p> <ul style="list-style-type: none"> <li>• Animal Control Report</li> <li>• CRLWMA</li> <li>• Public Works Committee</li> </ul> <p style="text-align: right;"><u>Carried</u></p>
157-19	<b>Landfill Levy</b> <i>Tokarchuk</i> <i>Fitch</i>	<p>THAT the 2019 Landfill Levy be authorized for payment and that approval to pay in installments be requested of the CRLWMA Board.</p> <p style="text-align: right;"><u>Carried</u></p>
158-19	<b>Administrative Reports</b> <i>Fitch</i> <i>Tokarchuk</i>	<p>THAT the following administrative reports be acknowledged, and any copies filed or disposed of accordingly:</p> <ul style="list-style-type: none"> <li>• Director of Parks &amp; Rec</li> <li>• Public Works</li> <li>• Deputy CAO – CED Update</li> </ul> <p style="text-align: right;"><u>Carried</u></p>
159-19	<b>Recreation Rates &amp; Use Policy Amendment</b> <i>Sobchyshyn</i> <i>Tokarchuk</i>	<p>THAT the 2017-008 Recreation Rates &amp; Use Policy be amended to clarify and add the following:</p> <ul style="list-style-type: none"> <li>• The fee for Private Swimming Lessons is as follows: <ul style="list-style-type: none"> <li>○ \$20 per 30-minute lesson</li> <li>○ \$30 per 45-minute lesson</li> <li>○ \$45 per 60-minute lesson</li> </ul> </li> <li>• Aquatic Centre Season Passes are for immediate family only to a maximum of 4 people, and each additional family member is \$25 to a maximum of 2.</li> <li>• Private pool bookings can only be reserved between afternoon and evening public swim times and must be made at least one week in advance.</li> <li>• The Wadena Aquatic Centre capacity is 100 people. There must not be more than 100 people within the fence; and</li> <li>• Swimming Lesson policies as presented.</li> </ul> <p style="text-align: right;"><u>Carried</u></p>

<b>160-19</b>	<b>Playground Inspector Recertification</b> <i>Tokarchuk Eliason</i>	THAT the Town cover the cost of Chad Glasser's recertification as a certified playground inspector.	<u>Carried</u>
<b>161-19</b>	<b>Go Past 8:00pm</b> <i>Fitch Sobchyshyn</i>	THAT the Council meeting be permitted to go past 8:00pm.	<u>Carried</u>
<b>162-19</b>	<b>Aquatic Centre Policies</b> <i>Sobchyshyn Tokarchuk</i>	THAT Policy 2-2009 Pool – Safety Issues be repealed AND THAT Policy 214-2012 Pool – Age Restrictions Parents/Guardians Required be amended as presented.	<u>Carried</u>
<b>163-19</b>	<b>First Aid &amp; CPR Training</b> <i>Fitch Tokarchuk</i>	THAT two staff members from Parks & Recreation and two staff members from Public Works & Utilities be authorized to attend First Aid & CPR training.	<u>Carried</u>
<b>164-19</b>	<b>Infrastructure Inventory &amp; Condition Assessment Scope Change</b> <i>Tokarchuk Sobchyshyn</i>	THAT the scope change received from Associated Engineering for the Infrastructure Inventory & Condition Assessment be approved.	<u>Carried</u>
<b>165-19</b>	<b>Sign Corridor Application</b> <i>Eliason Sobchyshyn</i>	THAT the Sign Corridor Application received from the Kelvington-Wadena Constituency office be approved.	<u>Carried</u>
<b>166-19</b>	<b>Fire Ban Policy</b> <i>Tokarchuk Sobchyshyn</i>	THAT Administration be authorized to prepare a Fire Ban policy allowing the CAO to prohibit fires within the Town when in the opinion of the Fire Chief of the Wadena & District Fire Association, the prevailing environmental conditions give rise to an increase risk of a fire running out of control.	<u>Carried</u>
	<b>Media</b>	<i>Andy Labdon – Wadena News: Left prior to question period</i>	
<b>167-19</b>	<b>In-Camera</b> <i>Sobchyshyn Tokarchuk</i>	THAT we suspend the current meeting of council to proceed in camera as a Committee of the Whole to discuss personnel and legal matters.	<u>Carried</u>
<b>168-19</b>	<b>Resume Session</b> <i>Tokarchuk Sobchyshyn</i>	THAT we end our in-camera session as a Committee of the Whole and resume the regular meeting of Council in progress.	<u>Carried</u>
<b>169-19</b>	<b>Adjourn</b> <i>Tokarchuk</i>	THAT the meeting be adjourned at 9:36 p.m.	<u>Carried</u>

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO

## Wadena and District Museum Minutes – April 9, 2019

**Members Present:** Doug Fitch; Shelley Fitch; Elizabeth Grant; Grant Kerluke; Glen Smale; Lorraine Sobchyshyn; Preston Tolver; Richard Ueland; Louise Yakowec; Donna Zarowny.

**Call to Order:** Chairperson Louise called the meeting to order at 7:07 pm at the Town Office.

**Approval of Minutes from Previous Meeting:** The minutes of the previous meeting held March 12, 2019 were distributed.

**Moved:** Lorraine                      **Seconded:** Doug                      **Carried.**

### Business Arising From Minutes:

- 1) The Town Council agreed to cover 1 summer student each year until a grant can be applied.
- 2) The Town Council has asked Ty Tweidt to inspect the Brice House foundation.

### Treasurer's Report:

Lorraine presented a financial statement from the Town dated March 31, 2019.

Revenue: None

Donna Z. 557.66                      Louise Y. 37.44

Surplus Account: \$622.20 Wadena Drugs 17.70

Reserves: \$40,268.69 Wadena News 18.48

Bills to be paid: Lorraine Sobchyshyn - \$225.00 (fridge for museum)

Waterworld Ind. - \$721.45 (Station furnace repair) Coop 352.60

CMA Membership Fee - \$105.00

**Doug made the motion, seconded by Richard, that we submit these bills to the Town to be paid. Carried.**

### Communications:

- 1) Letter from CMA re: membership renewal
- 2) Mini-golf licence and operating agreement proposal
- 3) Seasonal staff policy draft

### Unfinished Business:

- 1) Mother's Day baskets are ready to go. Tickets are placed at several businesses around town. We will sit at the Co-op May 10-11.
- 2) Re: Mini-golf Agreement – the Committee will meet with MDSI to discuss changes then return it to the Town with corrections.
- 3) Seasonal Staff policy – Lorraine will talk to Jennifer Taylor about our questions re-grant writing and seasonal staff hiring.

- worried if they don't do our own grants, town doesn't know how to write one for the museum.  
- internet not working 1/2 of the time  
- made approx \$300 on mothers day baskets

- 4) Beth will attend the spring meeting of the Quill Plains Museum Network in Humboldt April 29.
- 5) Louise is considering attending the MAS mini-conference May 31 in Saskatoon.
- 6) George had indicated that we move the old cooler from the shed to the Wheatbelt Bldg. to be used for storage. **Richard made the motion, seconded by Donna, that we take the cooler to the dump. Carried.**
- 7) Sasktel came and installed WI-Fi in the Station House.

**New Business:**

- 1) We have received a request from Sheila Glennie on behalf of the Sask. Horticultural Society to bring a group of app. 50 people to the Museum grounds Monday July 15 from 4:30-6:30 pm. They would probably want tours. She also asked if the Museum Board would provide a supper for \$15-\$20 per person. **Richard made the motion, seconded by Beth, that we agree to provide access to the grounds, tours and a meal for app. 50 people. Fees to be determined. Carried.**
- 2) A fridge was purchased from Alvin and Lynn Lazar for \$225.00 to replace the one in the Station House. It needs to be moved here, and the old one moved out to the Shed kitchen.
- 3) The Town asked if we want the old brochure stand from the Town Office. After discussion, we decided it was too big for our space.
- 4) Waterworld Ind. came back to deal with a carbon monoxide build-up. They had to change the secondary burner. **Donna made the motion, seconded by Beth, that we ask them to move the exhaust pipe to the side of the building for ease of access in the winter. Carried.**
- 5) Beth suggested that we keep track of our volunteer hours throughout the year. She will set up a sheet.
- 6) **Beth made the motion, seconded by Richard, that the Museum Board hire Donna Zarowny as our Curator for the 2019 season. Carried.**

**Adjournment:** The meeting was adjourned at 8:32 pm. The next meeting will be held May 14 at the Museum.

Louise Yakowec, Chairperson

Lorraine Sobchshyn, Secretary-Treasurer

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**From:** [REDACTED]  
**To:** [wadrec@sasktel.net](mailto:wadrec@sasktel.net)  
**Subject:** Memorial Trees for Raymond Gutek and Sheri Zeleny  
**Date:** Tuesday, May 7, 2019 3:51:05 PM

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Council,

I am interested in planting 2 trees in Memorial in the park by the Rec Centre. One in memory of Raymond Gutek (my Dad) and one in memory of Sheri Zeleny (a friend and fellow Wildcat mom).

Couple of questions :

1. Can I plant a flowering ornamental tree such a a Schubert Chokecherry tree?
2. Would I do the planting or a town employee?
3. Who cares for the tree until it is established?

Thank you for your time,

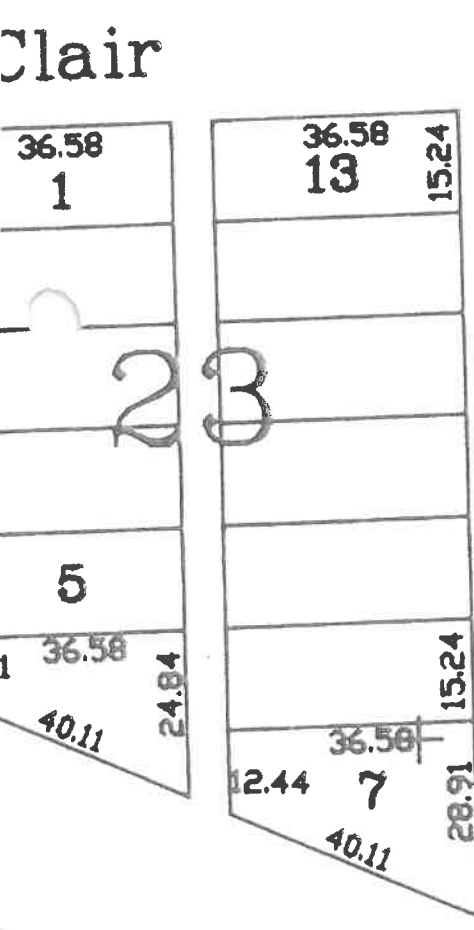
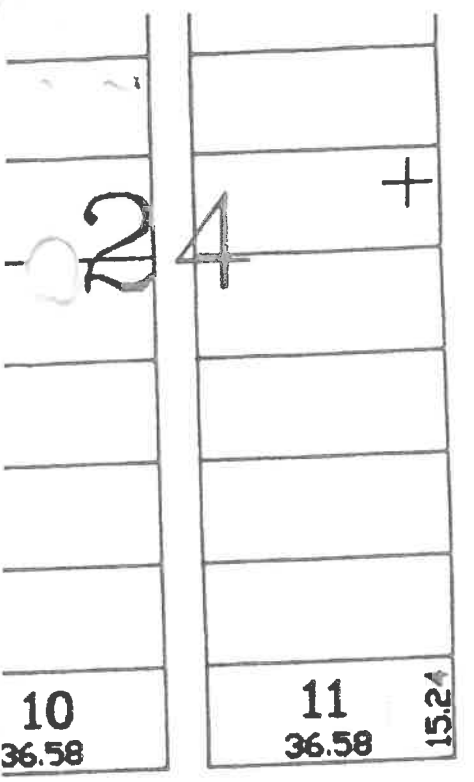
Lisa Ochitwa



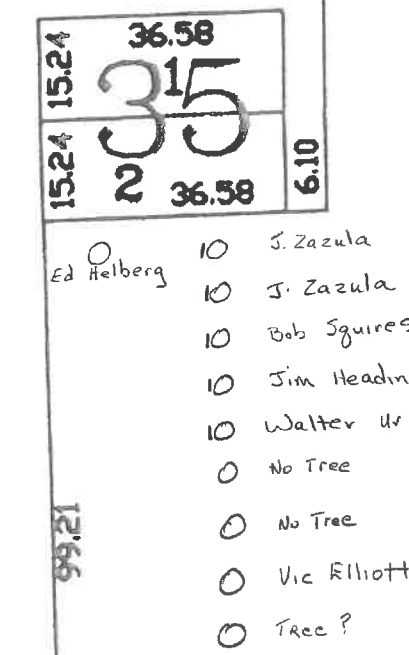
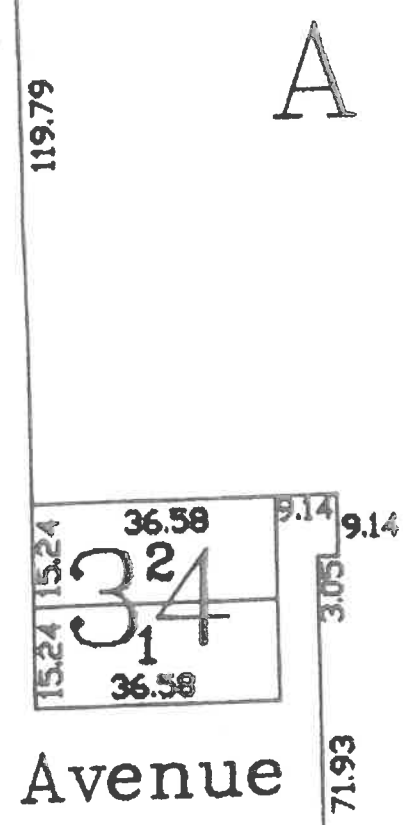
<b>TOWN OF WADENA</b>			
<b>POLICY TITLE</b> <b>MEMORIAL TREE PLANTING POLICY</b>		<b>ADOPTED BY</b> TOWN COUNCIL	<b>POLICY NO.</b> <i>P2002-001</i>
<b>EFFECTIVE DATE:</b> <b>July 15, 2002</b>		<b>Res. #264-02</b>	<b>PAGE #</b> <b>1 of 1</b>

### MEMORIAL TREE PLANTING POLICY

1. An area of the Recreation Centre Park shall be designated by Council as an area for planting of memorial trees.
2. Trees that may be planted include Manitoba Maple, Poplars, Ash or any other deciduous tree excluding shrubs. Coniferous trees such as pines, spruce, etc. shall not be permitted.
3. Individuals who wish to plant trees must make application in writing to Wadena Town Council stating their request.
4. Markers may be placed at the base of the tree provided they are placed flush with the ground. Markers shall not exceed 12" x 12" in size.
5. If a tree is planted without prior approval of Wadena Town Council, Council shall determine if and when the tree is to be removed and who shall bear the costs of removal.
6. Trees shall be maintained for one year by the individual who planted the tree. Thereafter, the Town of Wadena shall assume ownership and maintain the tree.
7. If the tree becomes unsightly within the one year period, the owner of the tree shall be notified to remedy the condition of the tree. Failure to do so will result in the Town remedying the condition of the tree at the owner's expense.

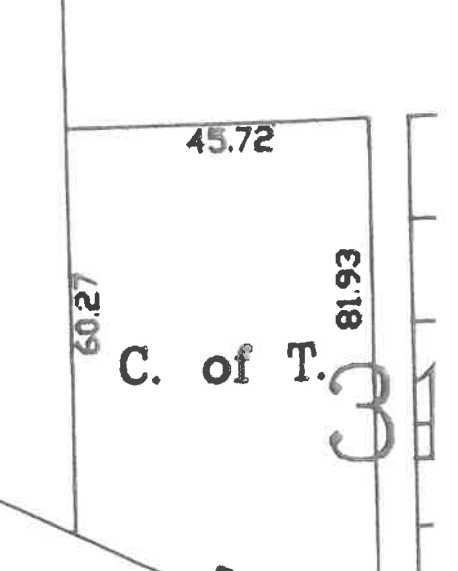
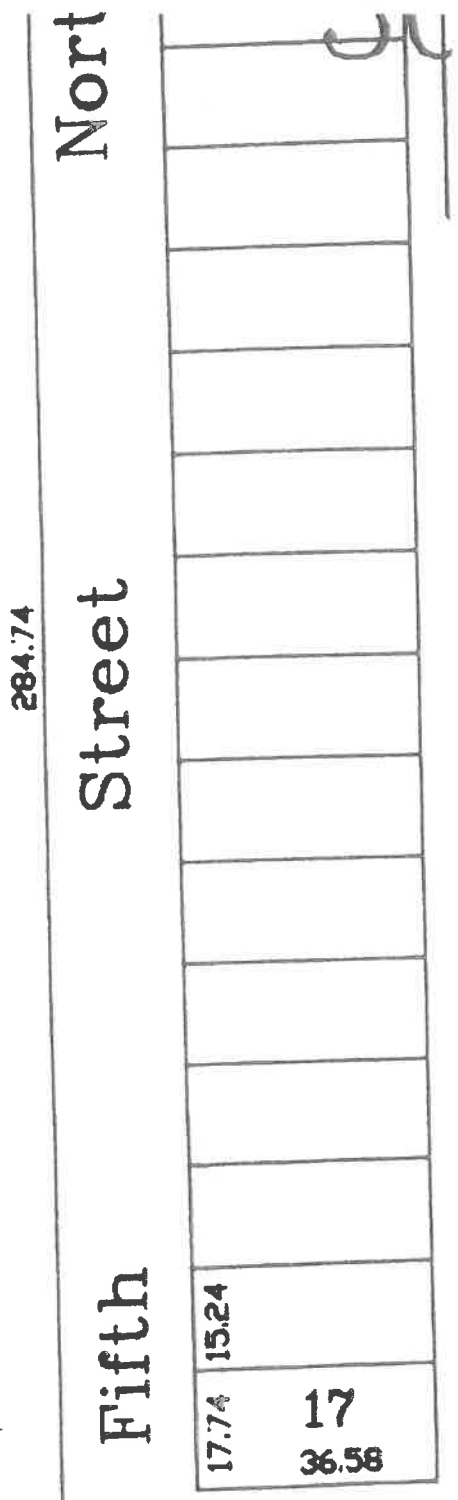


Street



- Ed Helberg
- 10 J. Zazula
  - 10 J. Zazula
  - 10 Bob Squires
  - 10 Jim Headington
  - 10 Walter Urbanoski
  - 0 No Tree
  - 0 No Tree
  - 0 Vic Elliott - no plaque yet
  - 0 Tree ?

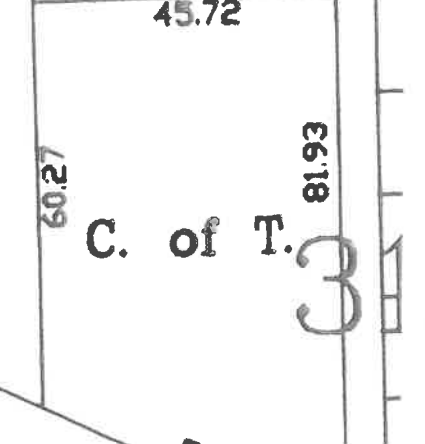
Jim Headington way

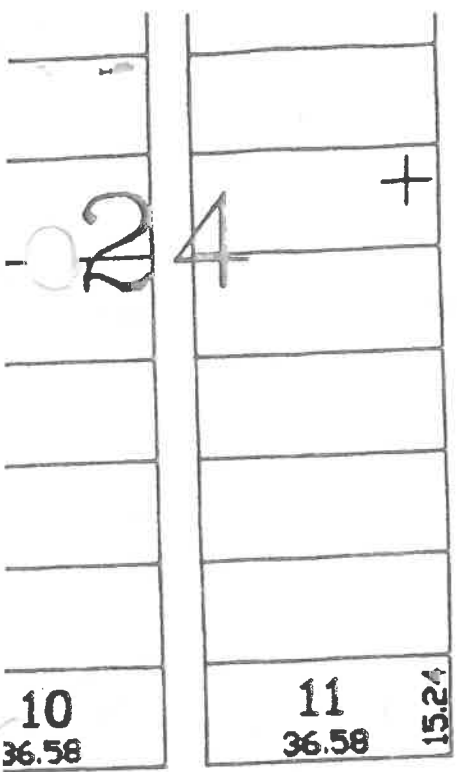


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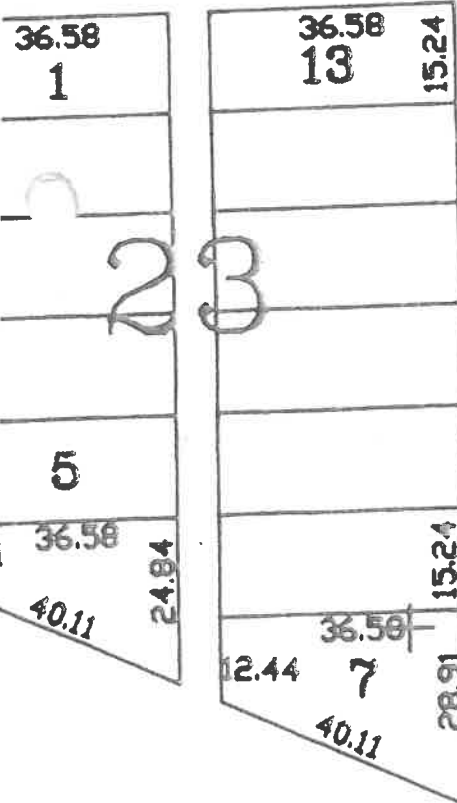
Street

Fifth

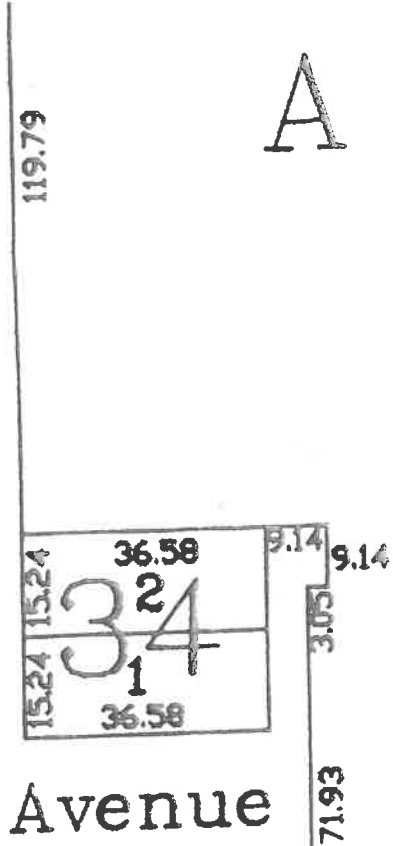




Clair

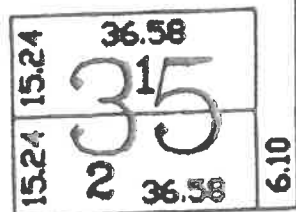


Street



Avenue

Jim Headington way

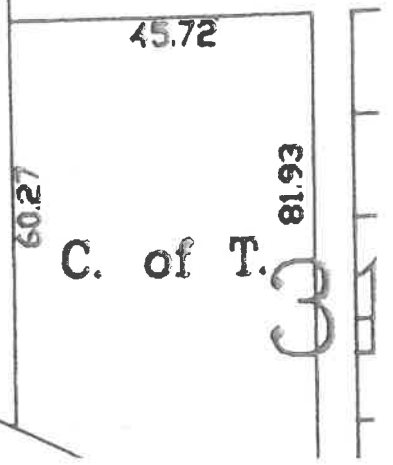


- Ed Helberg
- J. Zazula
- J. Zazula
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- Jim Headington
- Walter Urbanoski
- No Tree
- No Tree
- Vic Elliott - no plaque yet
- Tree ?

Nort

Street

Fifth



Avenue

## MEMORIAL TREE PLANTING POLICY

1. An area of the Recreation Centre Park shall be designated by Council as an area for planting of memorial trees.
2. Trees that may be planted include Manitoba Maple, Poplars, Ash or any other deciduous or ornamental tree excluding shrubs. Coniferous trees such as pines, spruce, etc. shall not be permitted. Trees must be a minimum of 6 feet tall.
3. Individuals who wish to plant trees must make application in writing to the Town of Wadena Parks and Recreation Department stating their request.
4. Markers may be placed at the base of the tree provided they are placed flush with the ground. Markers shall not exceed 12" x 12" in size.
5. If a tree is planted without prior approval of the Town of Wadena, the Parks and Recreation Department shall determine if and when the tree is to be removed and who shall bear the costs of removal.
6. .

Approved by Wadena Town Council July 15, 2002.

**TOWN OF WADENA**  
**Financial Statements**  
**Year Ended December 31, 2018**

*Draft for discussion purposes only*

**TOWN OF WADENA**  
**Index to Financial Statements**  
**Year Ended December 31, 2018**

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## Management's Responsibility

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The municipality's management is responsible for the preparation and presentation of the accompanying consolidated financial statements in accordance with Canadian public sector accounting standards (PSAS). The preparation of the statements necessarily includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgments and estimates by management are required.

In discharging its responsibilities for the integrity and fair presentation of the consolidated financial statements, management designs and maintains the necessary accounting, budget and other related internal controls to provide reasonable assurance that transactions are appropriately authorized and accurately recorded, that assets are properly accounted for and safeguarded, and that financial records are properly maintained to provide reliable information for the preparation of the consolidated financial statements.

The Council is composed of elected officials who are not employees of the municipality. The Council is responsible for overseeing management in the performance of its financial reporting responsibilities. The Council fulfils these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with external auditors. The Council is also responsible for recommending the appointment of the municipality's external auditors.

Cogent Chartered Professional Accountants LLP, an independent firm of Chartered Professional Accountants, is appointed by the Council to audit the consolidated financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the Council and management to discuss their audit findings.

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Jennifer Taylor  
Chief Administrative Officer (Interim)

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Greg Linnen, Mayor

Wadena, SK

Date: \_\_\_\_\_

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Town of Wadena

### *Opinion*

We have audited the financial statements of Town of Wadena (the Municipality), which comprise the statement of financial position as at December 31, 2018, and the statements of operations and cash flow for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Municipality as at December 31, 2018, and the results of its operations and its cash flow for the year then ended in accordance with Canadian public sector accounting standards.

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Other Matter*

The financial statements of the prior year were audited by another firm of Chartered Professional Accountants. They issued an unqualified opinion. The Auditor's Report was dated September 27, 2018.

### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Municipality's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Municipality or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Municipality's financial reporting process.

### *Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

(continues)



Independent Auditor's Report to the Members of Town of Wadena *(continued)*

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Rosthern, SK  
May 21, 2019

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Chartered Professional Accountants

*Draft for discussion purposes only*

**TOWN OF WADENA**  
**Statement of Financial Position**  
**As at December 31, 2018**

**Statement 1**

	2018	(Restated) 2017
<b>FINANCIAL ASSETS</b>		
Cash and Temporary Investments (Note 2)	\$ 1,752,249	\$ 1,293,465
Taxes Receivable - Municipal (Note 3)	105,717	148,019
Other Receivable (Note 4)	162,436	300,334
Land for Resale (Note 5)	203,779	143,741
Investments (Note 6)	452,458	823,123
Debt Charges Recoverable (Note 7)	-	-
Other	-	-
<b>Total Financial Assets</b>	<b>2,676,639</b>	<b>2,708,682</b>
<b>LIABILITIES</b>		
Bank indebtedness (Note 8)	-	-
Accounts Payable	295,720	65,412
Accrued Liabilities Payable	26,951	29,979
Deposits	89,305	86,980
Deferred Revenue (Note 9)	130,487	189,530
Accrued Landfill Costs (Note 10)	-	-
Liability for Contaminated Sites (Note 11)	-	-
Other Liabilities	-	-
Long term debt (Note 12)	745,658	110,900
Lease Obligations (Note 13)	-	-
<b>Total Liabilities</b>	<b>1,288,121</b>	<b>482,801</b>
<b>NET FINANCIAL ASSETS</b>	<b>1,388,518</b>	<b>2,225,881</b>
<b>NON-FINANCIAL ASSETS</b>		
Tangible Capital Assets(Schedule 6, 7)	4,575,973	3,856,812
Prepayments and Deferred Charges	823	61,898
Stock and Supplies	40,421	34,622
Other (Note 14)	-	-
<b>Total Non-Financial Assets</b>	<b>4,617,217</b>	<b>3,953,332</b>
<b>ACCUMULATED SURPLUS (Schedule 8)</b>	<b>\$ 6,005,735</b>	<b>\$ 6,179,213</b>

**TOWN OF WADENA**  
**Statement of Operations**  
**Year Ended December 31, 2018**

**Statement 2**

	2018 Budget	2018	(Restated) 2017
<b>REVENUES</b>			
Taxes and Other Unconditional Revenue (Schedule 1)	\$ 1,144,910	\$ 1,688,059	\$ 1,606,540
Fees and Charges (Schedule 4, 5)	459,970	489,950	888,758
Conditional Grants (Schedule 4, 5)	155,730	50,458	49,997
Tangible Capital Assets Sales - Gain (Loss) (Schedule 4, 5)	-	(33,176)	(29,639)
Land Sales - Gain (Loss) (Schedule 4, 5)	2,500	9,167	-
Investment Income and Commissions (Schedule 4, 5)	45,500	61,979	51,672
Other Revenues (Schedule 4, 5)	70,800	59,746	66,378
<b>Total Revenues</b>	<b>1,879,410</b>	<b>2,326,183</b>	<b>2,633,706</b>
<b>EXPENSES</b>			
General Government Services (Schedule 3)	606,240	641,747	470,256
Protective Services (Schedule 3)	127,630	127,667	132,256
Transportation Services (Schedule 3)	413,100	403,544	419,750
Environmental and Public Health Services (Schedule 3)	389,800	352,850	462,217
Planning and Development Services (Schedule 3)	73,160	64,603	72,215
Recreation and Cultural Services (Schedule 3)	1,570,530	963,443	886,965
Utility Services (Schedule 3)	635,010	308,329	445,444
<b>Total Expenses</b>	<b>3,815,470</b>	<b>2,862,183</b>	<b>2,889,103</b>
<b>Surplus (Deficit) of Revenues over Expenses before Other Capital Contributions</b>	<b>(1,936,060)</b>	<b>(536,000)</b>	<b>(255,397)</b>
Provincial/Federal Capital Grants and Contributions (Schedule 4, 5)	308,100	362,522	170,144
<b>Surplus (Deficit) of Revenues over Expenses</b>	<b>(1,627,960)</b>	<b>(173,478)</b>	<b>(85,253)</b>
Accumulated Surplus (Deficit), Beginning of Year	6,264,466	6,179,213	6,264,466
<b>ACCUMULATED SURPLUS - END OF YEAR</b>	<b>\$ 4,636,506</b>	<b>\$ 6,005,735</b>	<b>\$ 6,179,213</b>

TOWN OF WADENA

Statement of Change in Net Financial Assets

Year Ended December 31, 2018

Statement 3

	2018 Budget	2018	(Restated) 2017
<b>Surplus (Deficit)</b>	\$ -	\$ (173,478)	\$ (85,253)
(Acquisition) of tangible capital assets	-	(986,484)	(407,749)
Amortization of tangible capital assets	-	242,015	212,236
Proceeds on disposal of tangible capital assets	-	1,300	-
Loss (gain) on the disposal of tangible capital assets	-	24,009	29,639
<b>Surplus (Deficit) of capital expenses over expenditures</b>	-	(719,160)	(165,874)
(Acquisition) of supplies inventories	-	(5,799)	-
(Acquisition) of prepaid expense	-	-	-
Consumption of supplies inventory	-	-	-
Use of prepaid expense	-	61,074	960
<b>Surplus (Deficit) of expenses of other non-financial over expenditures</b>	-	55,275	960
<b>Increase(Decrease) in Net Financial Assets</b>	-	(837,363)	(250,167)
<b>Net Financial Assets (Debt) - Beginning of Year</b>	2,225,881	2,225,881	2,476,048
<b>Net Financial Assets (Debt) - End of Year</b>	\$ 2,225,881	\$ 1,388,518	\$ 2,225,881

Draft for discussion purposes only

**TOWN OF WADENA**  
**Statement of Cash Flow**  
**Year Ended December 31, 2018**

**Statement 4**

	2018	2017
<b>Cash provided by (used for) the following activities</b>		
<b>Operating:</b>		
Surplus (Deficit)	\$ (173,478)	\$ (85,253)
Amortization	242,015	212,236
Loss (gain) on disposal of tangible capital assets	24,009	29,639
	<u>92,546</u>	<u>156,622</u>
Change in assets/liabilities		
Taxes Receivable - Municipal	42,302	(47,338)
Other Receivables	137,899	35,428
Land for Resale	(60,039)	-
Accrued Liabilities Payable	(3,026)	588
Accounts Payable	230,305	(86,406)
Deferred Revenue	(59,043)	91,099
Prepayments and Deferred Charges	61,075	959
Stock and Supplies	(5,799)	-
Deposits	2,325	3,960
	<u>345,999</u>	<u>(1,710)</u>
<b>Cash provided by operating transactions</b>	<u>438,545</u>	<u>154,912</u>
<b>Capital:</b>		
Acquisition of capital assets	(986,484)	-
Proceeds from disposal of capital assets	1,300	-
Acquisition of capital assets	-	(407,749)
<b>Cash applied to capital transactions</b>	<u>(985,184)</u>	<u>(407,749)</u>
<b>Investing:</b>		
Investments	370,665	107,446
Other investments	-	-
<b>Cash provided by (applied to) investing transactions</b>	<u>370,665</u>	<u>107,446</u>
<b>Financing:</b>		
Debt charges recovery	-	-
Long-term debt issued	669,981	110,900
Long-term debt repaid	(35,223)	-
Other financing	-	-
<b>Cash provided by (applied to) financing transactions</b>	<u>634,758</u>	<u>110,900</u>
<b>Change in Cash and Temporary Investments during the year</b>	<u>458,784</u>	<u>(34,491)</u>
<b>Cash and Temporary Investments - Beginning of Year</b>	<u>1,293,465</u>	<u>1,327,956</u>
<b>Cash and Temporary Investments - End of Year (Note 2)</b>	<u>\$ 1,752,249</u>	<u>\$ 1,293,465</u>

# TOWN OF WADENA

## Notes to Financial Statements

Year Ended December 31, 2018

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### 1. Significant accounting policies

The financial statements of the municipality have been prepared by management in accordance with Canadian public sector accounting standards (PSAS) as recommended by the Chartered Professional Accountants of Canada (CPA Canada). Significant aspects of the accounting policies adopted by the municipality are as follows:

**Basis of accounting:** The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting requires revenues to be recognized as they become available and measurable and expenses are recognized as they are incurred and measurable as a result of the receipt of goods and services and the creation of a legal obligation to pay.

(a) **Reporting Entity:**

The financial statements consolidates the assets, liabilities and flow of resources of the municipality. The entity is comprised of all of the organizations that are owned or controlled by the municipality and are, therefore, accountable to the Council for the administration of their financial affairs and resources. Entities included in these financial statements are as follows: None

All inter-organizational transactions and balances have been eliminated.

(b) **Collection of funds for other authorities:**

Collection of funds by the municipality for the school board, municipal hail and conservation and development authorities are collected and remitted in accordance with relevant legislation.

(c) **Government Transfers:**

Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return. Government transfers are recognized as revenue in the period that the events giving rise to the transfer occurred, as long as:

- a) the transfers are authorized
- b) any eligibility criteria have been met; and
- c) reasonable estimates of the amounts can be made.

Unearned government transfer amounts received will be recorded as deferred revenue. Earned government transfer amounts not received will be recorded as an amount receivable.

(d) **Deferred Revenue - Fees and Charges:**

Certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred or services performed.

(e) **Local Improvement Charges:**

Local improvement projects financed by frontage taxes recognize any prepayment charges as revenue in the period assessed.

(f) **Net Financial Assets:**

Net Financial Assets at the end of an accounting period are the net amount of financial assets less liabilities outstanding. Financial assets represent items such as cash and those other assets on hand which could provide resources to discharge existing liabilities or finance future operations. These include realizable assets which are convertible to cash and not intended for consumption in the normal course of operations.

(g) **Non-Financial Assets:**

Tangible capital and other non-financial assets are accounted for as assets by the government because they can be used to provide government services in future periods. These assets do not normally provide resources to discharge the liabilities of the government unless they are sold.

(h) **Appropriated Reserves:**

Reserves are established at the discretion of Council to designate surplus for future operating and capital transactions. Amounts so designated are described on Schedule 8.

*(continues)*

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**TOWN OF WADENA**

**Notes to Financial Statements**

**Year Ended December 31, 2018**

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**1. Significant accounting policies (continued)**

**(i) Property Tax Revenue:**

Property tax revenue is based on assessments determined in accordance with Saskatchewan Legislation and the formulas, principles, and rules in the Saskatchewan Assessment Manual. Tax mill rates are established annually by council following the guidance of the Government of Saskatchewan. Tax revenues are recognized when the tax has been authorized by bylaw and the taxable event has occurred. Requisitions operate as a flow through and are excluded from municipal revenue.

**(j) Investments:**

Portfolio investments are valued at the lower of cost, less any provisions for other than temporary impairment. Investments with terms of 91 days to one year have been classified as other short-term investments and investments with terms longer than one year have been classified as other long-term investments concurrent with the nature of the investment. The long term investments in the Saskatchewan Association of Rural Municipalities - Self insurance fund are accounted for on the equity basis.

**(k) Inventories:**

Inventories of materials and supplies expected to be used by the municipality are valued at the lower of cost or replacement cost. Inventories of land, materials and supplies held for resale are valued at the lower of cost or net realizable value. Cost is determined by the average cost method. Net realizable value is the estimated selling price in the ordinary course of business.

**(l) Tangible Capital Assets:**

All tangible capital asset acquisitions or betterments made throughout the year are recorded at their acquisition cost. Initial costs for tangible capital assets that were acquired and developed prior to 2009 were obtained via historical cost information or using current fair market values discounted by a relevant inflation factor back to the point of acquisition. Donated tangible capital assets received are recorded at their fair market value at the date of contribution. The cost of these tangible capital assets less any residual value are amortized over the asset's useful life using the straight-line method of amortization. The tangible capital assets that are recognized at a nominal value are disclosed on Schedule 6. The municipality's tangible capital asset useful lives are estimated as follows:

<b><u>Asset</u></b>	<b><u>Useful Life</u></b>
<b><i>General Assets</i></b>	
Land	Indefinite
Land Improvements	5 to 20 Years
Buildings	10 to 50 Years
Vehicles & Equipment	
Vehicles	5 to 10 Years
Machinery and Equipment	5 to 10 Years
<b><i>Infrastructure Assets</i></b>	
Water & Sewer	15 and 40 Years
Road Network Assets	15 and 40 Years
Sidewalks	15 Years
Culverts & Storm Drains	35 Years

**Government contributions:** Government contributions for the acquisition of capital assets are reported as capital revenue and do not reduce the cost of the related asset.

**Works of Art:** Assets that have a historical or cultural significance, which include works of art, monuments and other cultural artifacts are not recognized as tangible capital assets because a reasonable estimate of future benefits associated with this property cannot be made.

**Capitalization of Interest:** The municipality does not capitalize interest incurred while a tangible capital asset is under construction.

**Leases:** All leases are recorded on the financial statements as either a capital or operating lease. Any lease that transfers substantially all of the benefits and risk associated with the leased asset is classified as a capital lease and recorded as a tangible capital asset. At the inception of a capital lease, an asset and a payment obligation are recorded at an amount equal to the lesser of the present value of the minimum lease payments and the asset's fair market value. Assets under capital leases are amortized on a straight-line basis, over their estimated useful lives (lease term). Any other lease not meeting the before mentioned criteria is classified as an operating lease and rental payments are expensed as incurred.

*(continues)*

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# TOWN OF WADENA

## Notes to Financial Statements

Year Ended December 31, 2018

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### 1. Significant accounting policies *(continued)*

#### (m) **Landfill liability:**

The municipality does not maintain a waste disposal site.

#### (n) **Trust Funds:**

Funds held in trust for others are neither included in the municipality's assets or equity. They are disclosed in Note 18.

#### (o) **Employee benefit plans:**

Contributions to the municipality's defined benefit plans are expensed when contributions are made. Under the defined benefit plan, the municipality's obligations are limited to their contributions.

#### (p) **Liability for Contaminated Sites:**

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of contaminated sites is recognized when all the following criteria are met:

- a) an environmental standard exists;
- b) contamination exceeds the environmental standard;
- c) The municipality:
  - i. is directly responsible; or
  - ii. accepts responsibility;
- d) it is expected that future economic benefits will be given up; and
- e) a reasonable estimate of the amount can be made.

#### (q) **Measurement Uncertainty:**

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditures during the period. Accounts receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where considered necessary.

The measurement of materials and supplies are based on estimates of volume and quality. The 'Opening Asset costs' of tangible capital assets have been estimated where actual costs were not available. Amortization is based on the estimated useful lives of tangible capital assets.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary they are reported in earnings in the periods in which they become known.

#### (r) **Basis of segmentation/Segment report:**

The municipality follows the Public Sector Accounting Board's recommendations requiring financial information to be provided on a segmented basis. Municipal services have been segmented by grouping activities that have similar service objectives (by function). Revenues that are directly related to the costs of the function have been attributed to each segment. Interest is allocated to functions based on the purpose of specific borrowings.

The segments (functions) are as follows:

**General Government:** Provides for the administration of the municipality.

**Protective Services:** Comprised of expenses for Police and Fire protection.

**Transportation Services:** Responsible for the delivery of public works services related to the development and maintenance of roadway systems and street lighting.

**Environmental and Public Health:** The environmental segment provides waste disposal and other environmental services. The public health segment provides for expenses related to public health services in the municipality.

**Planning and Development:** Provides for neighbourhood development and sustainability.

**Recreation and Culture:** Provides for community services through the provision of recreation and leisure services.

**Utility Services:** Provides for delivery of water, collecting and treating of wastewater and providing collection and disposal of solid waste.

*(continues)*

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**TOWN OF WADENA**

**Notes to Financial Statements**

**Year Ended December 31, 2018**

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1. **Significant accounting policies** *(continued)*

**Budget Information:**

Budget information is presented on a basis consistent with that used for actual results. The budget was approved by Council on May 23, 2018.

**New Accounting Standards:**

Effective January 1, 2018, the municipality adopted the following Canadian public sector accounting standards. The description of these changes and their impact on the financial statements is summarized:

PS 2200 Related Party Disclosures defines a related party and establishes disclosures required for related party transactions. Disclosure of information about related party transactions and the relationship underlying them is required when they have occurred at a value different from that which would have been arrived at if the parties were unrelated, and they have, or could have, a material financial effect on the financial statements.

The adoption of this standard has not resulted in any disclosure change.

PS 3210 Assets provides additional guidance for applying the definition of assets and establishing disclosure requirements for assets. Disclosure about the major categories of assets that are not recognized is required. When an asset is not recognized because a reasonable estimate cannot be made, the reason(s) for this should be disclosed.

The adoption of this standard has no impact on the financial statements.

PS 3320 Contingent Assets defines and establishes disclosure standards on the reporting and disclosure of possible assets that may arise from existing conditions or situations involving uncertainty. Disclosure is required when the occurrence of the confirming future event is likely.

The municipality does not have any reportable contingent assets.

PS 3380 Contractual Rights defines and establishes disclosure standards on contractual rights. Contractual rights are rights to economic resources arising from contracts or agreements that will result in both an asset and revenue in the future.

The municipality does not have any reportable contractual rights.

PS 3420 Inter-Entity Transactions establishes standards on how to account for and report transactions between public sector entities that comprise a government's reporting entity from both a provider and recipient perspective.

The municipality did not have inter-entity transactions in the reporting period.

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2. **Cash and Temporary Investments**

	<u>2018</u>	<u>2017</u>
Cash	\$ 1,574,615	\$ 1,293,465
Temporary Investments	177,634	-
Restricted Cash	-	-
<b>Total Cash and Temporary Investments</b>	<b>\$ 1,752,249</b>	<b>\$ 1,293,465</b>

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Cash and temporary investments include balances with banks, term deposits, marketable securities and short-term investments with maturities of three months or less. Cash subject to restrictions that prevent its use for other than specific current purposes is included in restricted cash.

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**TOWN OF WADENA**

**Notes to Financial Statements**

**Year Ended December 31, 2018**

**3. Taxes Receivable - Municipal**

	<u>2018</u>	<u>2017</u>
<u>Municipal</u>		
- current	\$ 82,774	\$ 118,156
- arrear	<u>98,510</u>	<u>88,820</u>
	181,283	206,976
Less - allowance for uncollectibles	<u>(75,568)</u>	<u>(58,956)</u>
Total municipal taxes receivable	<u>105,716</u>	<u>148,020</u>
<u>School</u>		
- current	14,812	33,228
- arrear	<u>20,754</u>	<u>-</u>
Total school taxes receivable	<u>35,566</u>	<u>33,228</u>
Other	<u>-</u>	<u>-</u>
Total taxes and grants in lieu receivable	105,716	148,020
Deduct taxes receivable to be collected on behalf of other organizations	<u>(35,565)</u>	<u>(33,229)</u>
<b>Total Taxes Receivable - Municipal</b>	<b><u>\$ 105,717</u></b>	<b><u>\$ 148,019</u></b>

**4. Other Accounts Receivable**

	<u>2018</u>	<u>2017</u>
Federal Government	\$ 41,679	\$ 60,512
Provincial Government	-	6,321
Local Government	-	-
Utility	52,540	85,032
Trade	18,892	7,397
Other (Special Levies)	<u>52,686</u>	<u>144,673</u>
Total Other Accounts Receivable	165,797	303,935
Less: allowance for uncollectibles	<u>(3,361)</u>	<u>(3,601)</u>
<b>Net Other Accounts Receivable</b>	<b><u>\$ 162,436</u></b>	<b><u>\$ 300,334</u></b>

**5. Land for Resale**

	<u>2018</u>	<u>2017</u>
Tax Title Property	\$ 130,165	\$ 45,543
Allowance for market value adjustment	<u>(3,767)</u>	<u>(3,767)</u>
Net Tax Title Property	<u>126,398</u>	<u>41,776</u>
Land for Resale	77,381	101,965
Allowance for market value adjustment	<u>-</u>	<u>-</u>
Net Other Land	<u>77,381</u>	<u>101,965</u>
Total Land for Resale	<b><u>\$ 203,779</u></b>	<b><u>\$ 143,741</u></b>

**TOWN OF WADENA**

**Notes to Financial Statements**

**Year Ended December 31, 2018**

**6. Investments**

	2018	2017
<b>Short-term Investments</b>		
 <b>Long-term Investments</b>		
	\$ -	\$ -
Term deposits	452,458	823,123
Shares in private corporations	132,373	132,373
Allowance for loss on shares in private corporations	(132,373)	(132,373)
<b>Total Investments</b>	<b>\$ 452,458</b>	<b>\$ 823,123</b>

Term deposits are reported at acquisition cost plus accrued interest.

**7. Debt Charges Recoverable**

This note does not pertain to this municipality.

**8. Bank Indebtedness**

Credit Arrangements

At December 31, 2018, the Municipality had lines of credit totaling \$50,000, none of which were drawn. The following has been collateralized in connection with this line of credit:

- General security agreement.

**9. Deferred Revenue**

	2018	2017
Deferred Gas Tax Revenue	\$ 113,559	\$ 169,220
Deposits - Fitness Centre	4,190	2,279
Deposits - Facilities	2,250	2,650
Deferred Revenue - Local Improvement	1,388	4,679
Deferred Revenue - Wadena Bucks	1,026	740
Deferred Revenue - Building Permits	1,000	2,000
Deferred Revenue - Wadena Sports Kids	6,419	7,057
Donations - Piano Fund	655	655
Suspense	-	250
<b>Total Deferred Revenue</b>	<b>\$ 130,487</b>	<b>\$ 189,530</b>

**10. Accrued Landfill Costs**

The Town of Wadena does not have a direct accrued landfill liability, as its landfill needs are met by Central Regional Landfill Waste Management Authority Inc., of which the Town of Wadena is a member. Central Regional Landfill Waste Management Authority Inc. is funding its future estimated total landfill closure and post-closure care expenses through the annual levies to its members.

**11. Liability for Contaminated Sites**

The municipality does not currently have a liability for any contaminated sites in the community. All properties that have environmentally risky histories are still under the ownership of the corporation or individual that operated on the property. There is currently one property in arrears on its property tax which would be considered a contaminated site. As no liability is currently able to be assessed on this property, no amount has been recorded as an asset or a liability.

**12. Long-term Debt**

Bank loans are repayable as follows:

Crossroads Credit Union #1 - Principal balance of \$669,981 repayable in annual blended payments of \$130,000, bearing interest at a rate of 3.99% per annum. The debenture matures on June 1, 2030.

Crossroads Credit Union #2 - Principal balance of \$75,677 repayable in semi-annual blended payments of \$38,550, bearing interest at a rate of 3.95% per annum. The loan matures on July 31, 2019.

*(continues)*

**TOWN OF WADENA**  
**Notes to Financial Statements**  
**Year Ended December 31, 2018**

**12. Long-term Debt (continued)**

	Principal	2018	2017	
Future principal and interest payments are as follows:				
Year	Principal	Interest	2018	2017
2019	\$ 110,938	\$ 19,062	\$ 130,000	\$ -
2020	107,667	22,333	130,000	-
2021	111,963	18,037	130,000	-
2022	116,430	13,570	130,000	-
2023	121,076	8,924	130,000	-
Thereafter	101,907	4,781	106,688	-
Balance	<b>669,981</b>	<b>86,707</b>	<b>756,688</b>	-
Crossroads Credit Union #2				
Year	Principal	Interest	2018	2017
2019	75,677	1,423	77,100	-
	<b>\$ 745,658</b>	<b>\$ 88,130</b>	<b>\$ 833,788</b>	<b>\$ -</b>

**13. Lease Obligations**

This note does not pertain to this municipality.

**14. Other Non-financial Assets**

This note does not pertain to this municipality.

**15. Contingent Liabilities**

This note does not pertain to this municipality.

**16. Pension Plan**

The municipality is an employer member of the Municipal Employee Pension Plan (MEPP), which is a multi-employer defined benefit pension plan. The Commission of MEPP, representing plan member employers, is responsible for overseeing the management of the pension plan, including investment of assets and administration of benefits. The municipality pension expense in 2018 was \$ 45,753. The benefits accrued to the municipality's employees from MEPP are calculated using the following: pensionable years of service, highest average salary, and the plan accrual rate.

**17. Comparative Figures**

Certain of the prior year comparative figures may have been restated to conform to the current year's presentation.

**18. Trusts Administered by the Municipality**

This note does not pertain to this municipality.

**19. Related Parties**

There were no related parties in 2018.

**20. Contingent Assets**

Contingent assets are not recorded in the financial statements.

**21. Contractual Rights**

This note does not pertain to this municipality.

**TOWN OF WADENA**

**Notes to Financial Statements**

**Year Ended December 31, 2018**

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**22. Contractual Obligations and Commitments**

This note does not pertain to this municipality.

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**TOWN OF WADENA**

**Schedule of Taxes and Other Unconditional Revenue**

**Year Ended December 31, 2018**

**Schedule 1**

	2018 Budget	2018	2017
<b>TAXES</b>			
General municipal tax levy	\$ 1,298,120	\$ 1,292,797	\$ 1,211,110
Abatements and adjustments	(5,000)	(1,383)	(2,297)
Discount on current year taxes	(32,000)	(30,601)	(28,027)
<b>Net Municipal Taxes</b>	<b>1,261,120</b>	<b>1,260,813</b>	<b>1,180,786</b>
Potash tax share	-	-	-
Trailer license fees	2,500	2,562	2,379
Penalties on tax arrears	19,000	38,977	18,949
Special tax levy	-	-	-
Other	(513,000)	-	8,708
<b>Total Taxes</b>	<b>769,620</b>	<b>1,302,352</b>	<b>1,210,822</b>
<b>UNCONDITIONAL GRANTS</b>			
Revenue Sharing	257,290	257,381	276,026
Organized Hamlet	-	-	-
Other -	-	-	-
<b>Total Unconditional Grants</b>	<b>257,290</b>	<b>257,381</b>	<b>276,026</b>
<b>GRANTS IN LIEU OF TAXES</b>			
Federal	13,000	17,715	12,983
Provincial			
S.P.C. Electrical	71,000	71,236	77,198
SaskEnergy Gas	16,000	20,416	10,908
Transgas	-	-	-
Central Services	-	-	-
SaskTel	18,000	18,959	18,603
Other - Highways	-	-	-
Local/Other			
Housing Authority	-	-	-
C.P.R. Mainline	-	-	-
Treaty Land Entitlement	-	-	-
Other	-	-	-
Other Government Transfers			
S.P.C. Surcharge	-	-	-
Sask Energy Surcharge	-	-	-
Other - Liquor Board	-	-	-
<b>Total Grants in Lieu of Taxes</b>	<b>118,000</b>	<b>128,326</b>	<b>119,692</b>
<b>TOTAL TAXES AND OTHER UNCONDITIONAL REVENUE</b>	<b>\$ 1,144,910</b>	<b>\$ 1,688,059</b>	<b>\$ 1,606,540</b>

**TOWN OF WADENA**

**Schedule of Operating and Capital Revenue by Function**

**Year Ended December 31, 2018**

**Schedule 2 - 1**

	2018 Budget	2018	2017
<b>GENERAL GOVERNMENT SERVICES</b>			
<b>Operating</b>			
Other Segmented Revenue			
Fees and charges	\$ 14,450	\$ 13,666	\$ 11,189
- Custom work	-	-	-
- Sales of supplies	250	4,457	180
- Other - Insurance	-	-	-
Total Fees and Charges	14,700	18,123	11,369
- Tangible capital asset sales - gain (loss)	-	(22,446)	-
- Land sales - gain (loss)	2,500	9,167	-
- Investment income and commissions	45,500	61,979	51,672
- Other - donations	-	-	-
Total Other Segmented Revenue	62,700	66,823	63,041
Conditional Grants			
- Student Employment	-	-	-
- Rentals	10,200	9,867	14,494
Total Conditional Grants	10,200	9,867	14,494
<b>Total Operating</b>	<b>72,900</b>	<b>76,690</b>	<b>77,535</b>
<b>Capital</b>			
Conditional Grants			
- Federal Gas Tax	-	-	-
- Canada/Sask Municipal Rural Infrastructure Fund	-	-	-
- Provincial Disaster Assistance	-	-	-
- Other	-	-	-
<b>Total Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total General Government Services</b>	<b>72,900</b>	<b>76,690</b>	<b>77,535</b>
<b>PROTECTIVE SERVICES</b>			
<b>Operating</b>			
Other Segmented Revenue			
Fees and charges	16,000	8,490	14,876
- Other - Fire Protection Board	-	-	-
Total Fees and Charges	16,000	8,490	14,876
- Tangible capital asset sales - gain (loss)	-	-	-
- Other	-	250	410
Total Other Segmented Revenue	16,000	8,740	15,286
Conditional Grants			
- Student Employment	-	-	-
- Local government	-	-	-
- Other	-	-	-
Total Conditional Grants	-	-	-
<b>Total Operating</b>	<b>16,000</b>	<b>8,740</b>	<b>15,286</b>
<b>Capital</b>			
Conditional Grants			
- Federal Gas Tax	-	-	-
- Provincial Disaster Assistance	-	-	-
- Local government	-	-	-
- Other	-	-	-
<b>Total Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Protective Services</b>	<b>\$ 16,000</b>	<b>\$ 8,740</b>	<b>\$ 15,286</b>

See notes to financial statements

TOWN OF WADENA

Schedule of Operating and Capital Revenue by Function

Year Ended December 31, 2018

Schedule 2 - 2

	2018 Budget	2018	2017
<b>TRANSPORTATION SERVICES</b>			
<b>Operating</b>			
Other Segmented Revenue			
Fees and Charges	\$ -	\$ -	\$ -
- Custom work	800	13,705	1,326
- Sales of supplies	-	409	-
- Road Maintenance and Restoration Agreements	14,510	14,508	14,508
- Frontage	-	-	-
- Other	-	4,817	4,564
Total Fees and Charges	15,310	33,439	20,398
- Tangible capital asset sales - gain (loss)	-	(10,730)	-
- Other - Donations	-	-	-
Total Other Segmented Revenue	15,310	22,709	20,398
Conditional Grants			
- MREP (CTP)	-	-	-
- Student Employment	-	-	-
- Other - Airport Maintenance	-	-	-
Total Conditional Grants	-	-	-
<b>Total Operating</b>	15,310	22,709	20,398
<b>Capital</b>			
Conditional Grants			
- Federal Gas Tax	-	-	-
- Canada/Sask Municipal Rural Infrastructure Fund	-	-	-
- Heavy Haul	-	-	-
- MREP (Heavy Haul, CTP, Municipal Bridges)	-	-	-
- Provincial Disaster Assistance	-	-	-
- Other, Airport upgrade	-	-	-
<b>Total Capital</b>	-	-	-
<b>Total Transportation Services</b>	15,310	22,709	20,398
<b>ENVIRONMENTAL AND PUBLIC HEALTH SERVICES</b>			
<b>Operating</b>			
Other Segmented Revenue			
Fees and Charges	3,000	10,300	4,000
- Waste and Disposal Fees	300	1,692	101,282
- Other	150	463	2,965
Total Fees and Charges	3,450	12,455	108,247
- Tangible capital asset sales - gain (loss)	-	-	-
- Other - Housing Surplus	-	-	2,653
Total Other Segmented Revenue	3,450	12,455	110,900
Conditional Grants			
- Student Employment	1,930	-	-
- Local government	10,000	3,572	7,730
- Sask Housing	-	-	-
Total Conditional Grants	11,930	3,572	7,730
<b>Total Operating</b>	15,380	16,027	118,630
<b>Capital</b>			
Conditional Grants			
- Federal Gas Tax	-	-	-
- TAPD	-	-	-
- Transit for Disabled	-	-	-
- Provincial Disaster Assistance	-	-	-
- Other	15,000	14,499	3,030
<b>Total Capital</b>	15,000	14,499	3,030
<b>Total Environmental and Public Health Services</b>	\$ 30,380	\$ 30,526	\$ 121,660

See notes to financial statements



**TOWN OF WADENA**

**Schedule of Operating and Capital Revenue by Function**

**Year Ended December 31, 2018**

**Schedule 2 - 3**

	2018 Budget	2018	2017
<b>PLANNING AND DEVELOPMENT SERVICES</b>			
<b>Operating</b>			
Other Segmented Revenue			
Fees and Charges	\$ -	\$ -	\$ -
- Maintenance and Development Charges	-	-	-
- Other	-	-	-
Total Fees and Charges	-	-	-
- Tangible capital asset sales - gain (loss)	-	-	-
- Other	-	-	-
Total Other Segmented Revenue	-	-	-
Conditional Grants			
- Student Employment	-	-	-
- Other	-	-	-
Total Conditional Grants	-	-	-
<b>Total Operating</b>	-	-	-
<b>Capital</b>			
Conditional Grants			
- Federal Gas Tax	-	-	-
- Provincial Disaster Assistance	-	-	-
- Other	-	-	-
<b>Total Capital</b>	-	-	-
<b>Total Planning and Development Services</b>	-	-	-
<b>RECREATION AND CULTURAL SERVICES</b>			
<b>Operating</b>			
Other Segmented Revenues			
Fees and Charges	124,610	120,805	167,982
- Other	5,000	10,690	1,043
Total Fees and Charges	129,610	131,495	169,025
- Tangible capital asset sales - gain (loss)	-	-	(29,639)
- Rentals	70,800	58,994	63,164
Total Other Segmented Revenue	200,410	190,489	202,550
Conditional Grants			
- Student Employment	50,000	3,339	1,930
- Local Government	13,300	10,300	10,050
- Donations	69,500	8,225	15,793
- Other - Sask Lotto & Other Provincial	800	15,155	-
Total Conditional Grants	133,600	37,019	27,773
<b>Total Operating</b>	334,010	227,508	230,323
<b>Capital</b>			
Conditional Grants			
- Federal Gas Tax	-	-	-
- Local government	-	-	-
- Provincial Disaster Assistance	-	-	-
- Other	11,900	10,046	82,081
<b>Total Capital</b>	11,900	10,046	82,081
<b>Total Recreation and Cultural Services</b>	\$ 345,910	\$ 237,554	\$ 312,404

TOWN OF WADENA

Schedule of Operating and Capital Revenue by Function

Year Ended December 31, 2018

Schedule 2 - 4

	2018 Budget	2018	2017
<b>UTILITY SERVICES</b>			
<b>Operating</b>			
Other Segmented Revenue			
Fees and Charges	\$ -	\$ -	\$ -
- Water	180,300	186,196	373,705
- Sewer	100,000	98,399	184,235
- Other	600	1,353	6,903
Total Fees and Charges	280,900	285,948	564,843
- Tangible capital asset sales - gain (loss)	-	-	-
- Sales of supplies	-	502	151
Total Other Segmented Revenue	280,900	286,450	564,994
Conditional Grants			
- Student Employment	-	-	-
- Other - SIGI Interest	-	-	-
Total Conditional Grants	-	-	-
<b>Total Operating</b>	280,900	286,450	564,994
<b>Capital</b>			
Conditional Grants			
- Federal Gas Tax	80,000	135,457	85,033
- Clean Water and Wastewater Fund	-	-	-
- Provincial Disaster Assistance	-	-	-
- Other	201,200	202,520	-
<b>Total Capital</b>	281,200	337,977	85,033
<b>Total Utility Services</b>	562,100	624,427	650,027
<b>TOTAL OPERATING AND CAPITAL REVENUE BY FUNCTION</b>	\$ 1,042,600	\$ 1,000,646	\$ 1,197,310

**SUMMARY**

Total Other Segmented Revenue	\$ 578,770	\$ 587,666	\$ 977,169
Total Conditional Grants	155,730	50,458	49,997
Total Capital Grants and Contributions	308,100	362,522	170,144
<b>TOTAL OPERATING AND CAPITAL REVENUE BY FUNCTION</b>	\$ 1,042,600	\$ 1,000,646	\$ 1,197,310

**TOWN OF WADENA**

**Total Expenses by Function**

**Year Ended December 31, 2018**

**Schedule 3 - 1**

	2018 Budget	2018	2017
<b>GENERAL GOVERNMENT SERVICES</b>			
Council remuneration and travel	\$ 25,500	\$ 21,784	\$ 27,564
Wages and benefits	237,240	236,263	193,178
Professional/Contractual services	299,350	211,538	115,560
Utilities	13,500	14,614	13,838
Maintenance, materials and supplies	19,150	25,293	17,790
Grants and contributions			
- operating	9,800	4,299	320
- capital	-	-	-
Amortization	-	3,581	3,581
Allowance for uncollectibles	-	18,109	37,138
Other	1,700	106,266	61,287
<b>Total General Government Services</b>	<b>606,240</b>	<b>641,747</b>	<b>470,256</b>
<b>PROTECTIVE SERVICES</b>			
<b>Police Protection</b>			
Wages and benefits	-	-	-
Professional/Contractual Services	92,000	95,026	91,928
Utilities	-	-	-
Maintenance, materials and supplies	-	-	-
Grants and contributions			
- operating	-	-	-
- capital	-	-	-
Other	-	-	-
<b>Fire Protection</b>			
Wages and benefits	-	-	-
Professional/Contractual Services	2,600	2,042	99
Utilities	-	-	-
Maintenance, materials and supplies	-	-	-
Grants and contributions			
- operating	32,030	29,960	40,229
- capital	-	-	-
Amortization	-	-	-
Interest	-	-	-
Other - Fire Protection Board	1,000	639	-
<b>Total Protective Services</b>	<b>127,630</b>	<b>127,667</b>	<b>132,256</b>
<b>TRANSPORTATION SERVICES</b>			
Wages and benefits	107,000	80,026	120,934
Professional/Contractual services	117,700	96,792	83,210
Utilities	43,100	43,171	42,855
Maintenance, materials and supplies	130,300	88,669	79,762
Gravel	15,000	13,509	10,374
Grants and contributions			
- operating	-	-	-
- capital	-	-	-
Amortization	-	77,385	82,027
Interest	-	3,992	588
Other	-	-	-
<b>Total Transportation Services</b>	<b>\$ 413,100</b>	<b>\$ 403,544</b>	<b>\$ 419,750</b>

**TOWN OF WADENA**

**Total Expenses by Function**

**Year Ended December 31, 2018**

**Schedule 3 - 2**

	2018 Budget	2018	2017
<b>ENVIRONMENTAL AND PUBLIC HEALTH SERVICES</b>			
Wages and benefits	\$ -	\$ -	\$ -
Professional/Contractual services	227,300	<b>200,321</b>	311,439
Utilities	-	-	-
Maintenance, materials and supplies	14,000	<b>7,947</b>	3,214
Grants and contributions			
- operating	-	-	-
Waste disposal	118,500	<b>118,144</b>	118,144
Public Health	18,000	<b>20,410</b>	24,554
- capital	-	-	-
Waste disposal	-	-	-
Public Health	-	-	-
Amortization	-	<b>6,028</b>	4,866
Interest	-	-	-
Other	12,000	-	-
<b>Total Environmental and Public Health Services</b>	<b>389,800</b>	<b>352,850</b>	462,217
<b>PLANNING AND DEVELOPMENT SERVICES</b>			
Wages and benefits	41,500	<b>40,631</b>	39,814
Professional/Contractual services	29,660	<b>23,403</b>	32,401
Grants and contributions			
- operating	2,000	<b>376</b>	-
- capital	-	-	-
Amortization	-	<b>193</b>	-
Interest	-	-	-
Other - memberships/tax loss comp.	-	-	-
<b>Total Planning and Development Services</b>	<b>73,160</b>	<b>64,603</b>	72,215
<b>RECREATION AND CULTURAL SERVICES</b>			
Wages and benefits	319,050	<b>357,790</b>	278,980
Professional/Contractual services	33,360	<b>29,392</b>	46,822
Utilities	104,500	<b>115,975</b>	98,408
Maintenance, materials, and supplies	192,620	<b>286,261</b>	255,751
Grants and contributions			
- operating	33,000	<b>28,680</b>	64,347
- capital	810,000	<b>3,724</b>	-
Amortization	-	<b>116,459</b>	111,728
Interest	-	<b>4,130</b>	-
Allowance for uncollectibles	-	-	-
Other - insurance repairs	78,000	<b>21,032</b>	30,929
<b>Total Recreation and Cultural Services</b>	<b>\$ 1,570,530</b>	<b>\$ 963,443</b>	\$ 886,965

TOWN OF WADENA

Total Expenses by Function

Year Ended December 31, 2018

Schedule 3 - 3

	2018 Budget	2018	2017
<b>UTILITY SERVICES</b>			
Wages and benefits	\$ 126,420	\$ 152,831	\$ 160,023
Professional/Contractual services	122,450	36,492	55,196
Utilities	60,000	49,644	56,991
Maintenance, materials and supplies	73,640	30,883	56,668
Grants and contributions			
- operations	-	-	-
- capital	-	-	-
Amortization	-	38,369	10,034
Interest	-	-	-
Allowance For Uncollectibles	500	50	201
Other	252,000	60	106,331
<b>Total Utility Services</b>	<b>635,010</b>	<b>308,329</b>	<b>445,444</b>
<b>TOTAL EXPENSES BY FUNCTION</b>	<b>\$ 3,815,470</b>	<b>\$ 2,862,183</b>	<b>\$ 2,889,103</b>

Draft for discussion purposes only

**TOWN OF WADENA**

**Schedule of Segment Disclosure by Function**

**Year Ended December 31, 2018**

**Schedule 4**

	<b>General Government</b>	<b>Protective Services</b>	<b>Transportation Services</b>	<b>Environmental &amp; Public Health</b>	<b>Planning and Development</b>	<b>Recreation and Culture</b>	<b>Utility Services</b>	<b>Total</b>
<b>Revenues (Schedule 2)</b>								
Fees and Charges	\$ 18,123	\$ 8,490	\$ 33,439	\$ 12,455	\$ -	\$ 131,495	\$ 285,948	\$ 489,950
Tangible Capital Asset Sales - Gain (Loss)	(22,446)	-	(10,730)	-	-	-	-	(33,176)
Land Sales - Gain (Loss)	9,167	-	-	-	-	-	-	9,167
Investment Income and Commissions	61,979	-	-	-	-	-	-	61,979
Other Revenues	-	250	-	-	-	58,994	502	59,746
Grants - Conditional	9,867	-	-	3,572	-	37,019	-	50,458
- Capital	-	-	-	14,499	-	10,046	337,977	362,522
<b>Total Revenues</b>	<b>76,690</b>	<b>8,740</b>	<b>22,709</b>	<b>30,526</b>	<b>-</b>	<b>237,554</b>	<b>624,427</b>	<b>1,000,646</b>
<b>Expenses (Schedule 3)</b>								
Wages and Benefits	258,047	-	80,026	-	40,631	357,790	152,831	889,325
Professional/Contractual Services	211,538	97,068	96,792	200,321	23,403	29,392	36,492	695,006
Utilities	14,614	-	43,171	-	-	115,975	49,644	223,404
Maintenance Material and Supplies	25,293	-	102,178	7,947	-	286,261	30,883	452,562
Grants and Contributions	4,299	29,960	-	138,554	376	32,404	-	205,593
Amortization	3,581	-	77,385	6,028	193	116,459	38,369	242,015
Interest	-	-	3,992	-	-	4,130	-	8,122
Allowance for Uncollectibles	18,109	-	-	-	-	-	50	18,159
Other	106,266	639	-	-	-	21,032	60	127,997
<b>Total Expenses</b>	<b>641,747</b>	<b>127,667</b>	<b>403,544</b>	<b>352,850</b>	<b>64,603</b>	<b>963,443</b>	<b>308,329</b>	<b>2,862,183</b>
<b>Surplus (Deficit) by Function</b>	<b>(565,057)</b>	<b>(118,927)</b>	<b>(380,835)</b>	<b>(322,324)</b>	<b>(64,603)</b>	<b>(725,889)</b>	<b>316,098</b>	<b>(1,861,537)</b>
Taxes and other unconditional revenue (Schedule 1)								<u>1,688,059</u>
<b>Net Surplus (Deficit)</b>								<u>\$ (173,478)</u>

See notes to financial statements

**TOWN OF WADENA**

**Schedule of Segment Disclosure by Function**

Year Ended December 31, 2017

Schedule 5

	General Government	Protective Services	Transportation Services	Environmental & Public	Planning and Development	Recreation and Culture	Utility Services	Total
<b>Revenues (Schedule 2)</b>								
Fees and Charges	\$ 11,369	\$ 14,876	\$ 20,398	\$ 108,247	\$ -	\$ 169,025	\$ 564,843	\$ 888,758
Tangible Capital Asset Sales - Gain (Loss)	-	-	-	-	-	(29,639)	-	(29,639)
Land Sales - Gain (Loss)	-	-	-	-	-	-	-	-
Investment Income and Commissions	51,672	-	-	-	-	-	-	51,672
Other Revenues	-	410	-	2,653	-	63,164	151	66,378
Grants - Conditional	14,494	-	-	7,730	-	27,773	-	49,997
- Capital	-	-	-	3,030	-	82,081	85,033	170,144
<b>Total Revenues</b>	<b>77,535</b>	<b>15,286</b>	<b>20,398</b>	<b>121,660</b>	<b>-</b>	<b>312,404</b>	<b>650,027</b>	<b>1,197,310</b>
<b>Expenses (Schedule 3)</b>								
Wages and Benefits	220,742	-	120,934	-	39,814	278,980	160,023	820,493
Professional/ Contractual Services	115,560	92,027	83,210	311,439	32,401	46,822	55,196	736,655
Utilities	13,838	-	42,855	-	-	98,408	56,991	212,092
Maintenance Material and Supplies	17,790	-	90,136	3,214	-	255,751	56,668	423,559
Grants and Contributions	320	40,229	-	142,698	-	64,347	-	247,594
Amortization	3,581	-	82,027	4,866	-	111,728	10,034	212,236
Interest	-	-	588	-	-	-	-	588
Allowance for Uncollectibles	37,138	-	-	-	-	-	201	37,339
Other	61,287	-	-	-	-	30,929	106,331	198,547
<b>Total Expenses</b>	<b>470,256</b>	<b>132,256</b>	<b>419,750</b>	<b>462,217</b>	<b>72,215</b>	<b>886,965</b>	<b>445,444</b>	<b>2,889,103</b>
<b>Surplus (Deficit) by Function</b>	<b>(392,721)</b>	<b>(116,970)</b>	<b>(399,352)</b>	<b>(340,557)</b>	<b>(72,215)</b>	<b>(574,561)</b>	<b>204,583</b>	<b>(1,691,793)</b>
Taxes and other unconditional revenue (Schedule 1)								<u>1,606,540</u>
<b>Net Surplus (Deficit)</b>								<u>\$ (85,253)</u>

See notes to financial statements

**TOWN OF WADENA**

**Schedule of Tangible Capital Assets by Object**

**As at December 31, 2018**

**Schedule 6**

	General Assets					Infrastructure Assets	General/Infrastructure	2018 Total	2017 Total
	Land	Land Improvements	Buildings	Vehicles	Machinery & Equipment	Linear Assets	Assets Under Construction		
<b>Asset cost</b>									
Opening Asset costs	\$ 11,032	\$ 248,225	\$ 3,312,094	\$ -	\$ 1,498,245	\$ 6,090,035	\$ 11,220	\$ 11,170,851	\$ 10,826,865
Additions during the year	16,451	-	-	-	17,500	-	952,533	986,484	407,749
Disposals and write-downs during the year	(11,032)	-	-	-	(35,700)	-	-	(46,732)	(63,763)
Transfers (from) assets under construction	-	-	-	-	-	-	-	-	-
<b>Closing Asset Costs</b>	<b>16,451</b>	<b>248,225</b>	<b>3,312,094</b>	<b>-</b>	<b>1,480,045</b>	<b>6,090,035</b>	<b>963,753</b>	<b>12,110,603</b>	<b>11,170,851</b>
<b>Accumulated Amortization Cost</b>									
Opening Accumulated Amortization Costs	-	114,026	1,623,942	-	355,086	5,220,985	-	7,314,039	7,135,935
Add: Amortization taken	-	13,291	78,969	-	107,651	42,100	-	242,011	212,236
Less: Accumulated amortization on disposals	-	-	-	-	(21,420)	-	-	(21,420)	(34,132)
<b>Closing Accumulated Amortization Costs</b>	<b>-</b>	<b>127,317</b>	<b>1,702,911</b>	<b>-</b>	<b>441,317</b>	<b>5,263,085</b>	<b>-</b>	<b>7,534,630</b>	<b>7,314,039</b>
<b>Net Book Value</b>	<b>\$ 16,451</b>	<b>\$ 120,908</b>	<b>\$ 1,609,183</b>	<b>\$ -</b>	<b>\$ 1,038,728</b>	<b>\$ 826,950</b>	<b>\$ 963,753</b>	<b>\$ 4,575,973</b>	<b>\$ 3,856,812</b>

1. Total contributed donated assets received in 2018: \$ -
2. List of assets recognized at nominal value in 2018 are:
  - a) Infrastructure Assets \$ -
  - b) Vehicles \$ -
  - c) Machinery and Equipment \$ -
3. Amount of interest capitalized in 2018: \$ -

See notes to financial statements



**TOWN OF WADENA**

**Schedule of Tangible Capital Assets by Function**

**As at December 31, 2018**

**Schedule 7**

	General Government	Protective Services	Transportation Services	Environmental & Public Health	Planning & Development	Recreation & Culture	Water & Sewer	2018 Total	2017 Total
<b>Asset cost</b>									
Opening Asset costs	\$ 33,872	\$ 88,130	\$ 6,246,102	\$ 241,077	\$ 3,850	\$ 3,420,740	\$ 1,137,080	\$ 11,170,851	\$ 10,826,865
Additions during the year	16,451	-	-	-	-	970,033	-	986,484	407,749
Disposals and write-downs during the year	(11,032)	-	(35,700)	-	-	-	-	(46,732)	(63,763)
<b>Closing Asset Costs</b>	<b>39,291</b>	<b>88,130</b>	<b>6,210,402</b>	<b>241,077</b>	<b>3,850</b>	<b>4,390,773</b>	<b>1,137,080</b>	<b>12,110,603</b>	11,170,851
<b>Accumulated Amortization Cost</b>									
Opening Accumulated Amortization Costs	15,924	87,510	5,233,410	83,418	1,155	1,460,886	431,736	7,314,039	7,135,935
Add: Amortization taken	3,581	-	77,380	6,028	193	116,459	38,370	242,011	212,236
Less: Accumulated amortization on disposals	-	-	(21,420)	-	-	-	-	(21,420)	(34,132)
<b>Closing Accumulated Amortization Costs</b>	<b>19,505</b>	<b>87,510</b>	<b>5,289,370</b>	<b>89,446</b>	<b>1,348</b>	<b>1,577,345</b>	<b>470,106</b>	<b>7,534,630</b>	7,314,039
<b>Net Book Value</b>	<b>\$ 19,786</b>	<b>\$ 620</b>	<b>\$ 921,032</b>	<b>\$ 151,631</b>	<b>\$ 2,502</b>	<b>\$ 2,813,428</b>	<b>\$ 666,974</b>	<b>\$ 4,575,973</b>	<b>\$ 3,856,812</b>

See notes to financial statements

**TOWN OF WADENA**

**Schedule of Accumulated Surplus**

**Year Ended December 31, 2018**

**Schedule 8**

	2017	Changes	2018
<b>UNAPPROPRIATED SURPLUS</b>	<b>\$ 501,068</b>	<b>\$ 168,307</b>	<b>\$ 669,375</b>
<b>APPROPRIATED RESERVES</b>			
Playground Equipment	8,000	(5,000)	3,000
Unspecified Equipment	244,656	(133,000)	<b>111,656</b>
	<b>252,656</b>	(138,000)	114,656
Public Reserve	104,300	(30,000)	<b>74,300</b>
Capital Trust	54,000	-	<b>54,000</b>
Utility	769,723	-	<b>769,723</b>
Other - Other reserves	5,600	(5,600)	-
Other - Bust statue perpetual care	3,133	15	<b>3,148</b>
Other - Community Hall	39,620	(15,000)	<b>24,620</b>
Other - Curling rink	43,411	-	43,411
Other - Emergency planning and preparedness	5,000	-	5,000
Other - Fire Department	195,074	-	<b>195,074</b>
Other - Health care	44,470	(20,000)	<b>24,470</b>
Other- Landfill	46,345	-	<b>46,345</b>
Other - Municipal reserve properties	916	-	<b>916</b>
Other - Museum	13,073	(13,073)	-
Other- Perpetual care	101,547	(8,501)	<b>93,046</b>
Other - Recreation capital	47,682	(47,159)	<b>523</b>
Other - Recreation Center	38,110	(38,110)	-
Other - Swimming pool	50,563	-	<b>50,563</b>
Other - Tourism	6,250	-	<b>6,250</b>
Other- Unspecified future expenditures	110,760	(110,760)	-
<b>Total Appropriated</b>	<b>1,932,233</b>	<b>(426,188)</b>	<b>1,506,045</b>
<b>ORGANIZED HAMLETS</b>			
Organized Hamlet of	-	-	-
<b>Total Organized Hamlets</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET INVESTMENT IN TANGIBLE CAPITAL ASSETS</b>			
Tangible capital assets (Schedule 6)	3,856,812	719,161	<b>4,575,973</b>
Less: Related debt	(110,900)	(634,758)	<b>(745,658)</b>
<b>Net Investment in Tangible Capital Assets</b>	<b>3,745,912</b>	<b>84,403</b>	<b>3,830,315</b>
<b>Total Accumulated Surplus</b>	<b>\$ 6,179,213</b>	<b>\$ (173,478)</b>	<b>\$ 6,005,735</b>

**TOWN OF WADENA**  
**Schedule of Mill Rates and Assessments**  
**Year Ended December 31, 2018**

**Schedule 9**

	PROPERTY CLASS						Total
	Agriculture	Residential	Residential Condominium	Seasonal Residential	Commercial & Industrial	Potash Mine(s)	
<b>Taxable Assessment</b>	\$ 350,330	\$ 56,360,160	\$ -	\$ -	\$ 10,446,300	\$ -	\$ 67,156,790
<b>Regional Park Assessment</b>	-	-	-	-	-	-	-
<b>Total Assessment</b>	350,330	56,360,160	-	-	10,446,300	-	67,156,790
<b>Mill Rate Factor(s)</b>	0.9800	0.3998	-	-	1.0996	-	-
<b>Total Base/Minimum Tax (generated for each property class)</b>	2,525	582,700	-	-	89,040	-	674,265
Total Municipal Tax Levy (include base and/or minimum tax and special levies)	\$ 8,705	\$ 988,290	\$ -	\$ -	\$ 295,802	\$ -	\$ 1,292,797

**MILL RATES:**

Average Municipal \*  
Average School  
Potash Mill Rate  
Uniform Municipal Mill Rate

MILLS
19.2504
4.4407
-
18.0000

\* Average Mill Rates (multiply the total tax levy for each taxing authority by 1000 and divide by the total assessment for the taxing authority)

TOWN OF WADENA

Schedule of Council Remuneration

Year Ended December 31, 2018

Schedule 10

	Name	Remuneration	Reimbursed Costs	Total
<b>Position</b>				
<b>Mayor</b>	Greg Linnen	\$ 5,000	\$ 741	\$ 5,741
Councillor	Greg Chaykowski	1,800	586	<b>2,386</b>
Councillor	Jody Christianson	2,140	611	<b>2,751</b>
Councillor	Conrad Eliason	2,180	-	<b>2,180</b>
Councillor	Shelley Fitch	2,210	-	<b>2,210</b>
Councillor	Sara Sobchyshyn	2,810	1,121	<b>3,931</b>
Councillor	Kelly Tokarchuk	2,460	125	<b>2,585</b>
<b>Total</b>		<b>\$ 18,600</b>	<b>\$ 3,184</b>	<b>\$ 21,784</b>

*Draft for discussion purposes only*

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# TOWN OF WADENA

Box 730  
Wadena, SK S0A 4J0

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May 16, 2019

Cogent Chartered Professional Accountants LLP  
200 - 533 Victoria Avenue  
Regina, SK S4N 0P8

Dear Sir / Madam:

This representation letter is provided in connection with your audit of the financial statements of Town of Wadena for the year ended December 31, 2018, for the purpose of you expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with Canadian public sector accounting standards.

In making the representations outlined below, we took the time necessary to appropriately inform ourselves on the subject matter through inquiries of entity personnel with relevant knowledge and experience, and, where appropriate, by inspecting supporting documentation.

We confirm that (to the best of our knowledge and belief):

## 1. Financial Statements

We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated January 19, 2019 for:

- a. Preparing and fairly presenting the financial statements in accordance with Canadian public sector accounting standards;
- b. Providing you with:
  - i. Access to all information of which we are aware that is relevant to the preparation of the financial statements, such as:
    - A. Accounting records, supporting data and other relevant documentation,
    - B. Minutes of meetings (such as Council and related committees) or summaries of actions taken for which minutes have not yet been prepared, and
    - C. Information on any other matters, of which we are aware, that is relevant to the preparation of the financial statements;
  - ii. Additional information that you have requested from us for the purpose of the audit; and
  - iii. Unrestricted access to persons within the entity from whom you determine it necessary to obtain audit evidence.
- c. Ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements; and
- d. Designing and implementing such internal control as we determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We have also communicated to you any deficiencies in the design and implementation or the maintenance of internal control over financial reporting of which management is aware.

## 2. Fraud and Non Compliance

We have disclosed to you:

- a. All of our knowledge in relation to actual, alleged or suspected fraud affecting the entity's financial statements involving:
  - i. Management;
  - ii. Employees who have significant roles in internal control; or
  - iii. Others where the fraud could have a material effect on the financial statements;
- b. All of our knowledge in relation to allegations of fraud or suspected fraud communicated by employees, former employees, analysts, regulators or others;

## **2. Fraud and Non Compliance** *(continued)*

- c. All known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements that should be considered when preparing the financial statements;
- d. All known, actual, or possible litigation and claims that should be considered when preparing the financial statements; and
- e. The results of our risk assessments regarding possible fraud or error in the financial statements.

## **3. Related Parties**

We have disclosed to you the identity of all of the municipality's related-party relationships and transactions of which we are aware. This includes sales, purchases, loans, transfers of assets, liabilities and services, leasing agreements, guarantees, non-monetary transactions, and transactions for no consideration for the period ended as well as related balances due to or from such parties at the period end.

All related-party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Canadian public sector accounting standards.

## **4. Estimates**

We acknowledge our responsibility for determining the accounting estimates required for the preparation of the financial statements in accordance with Canadian public sector accounting standards. Those estimates reflect our judgment based on our knowledge and experience of past and current events, and on our assumptions about conditions we expect to exist and courses of action we expect to take. We confirm that the significant assumptions and measurement methods used by us in making accounting estimates, including those measured at fair value, are reasonable.

## **5. Subsequent Events**

All events subsequent to the date of the financial statements and for which Canadian public sector accounting standards requires adjustment or disclosure have been adjusted or disclosed.

## **6. Commitments and Contingencies**

There are no commitments, contingent liabilities/assets or guarantees (written or oral) that should be disclosed in the financial statements. This includes liabilities arising from contract terms, illegal acts or possible illegal acts, and environmental matters that would have an impact on the financial statements.

## **7. Adjustments**

We have reviewed, approved and recorded all of your proposed adjustments to our accounting records. This includes journal entries, changes to account coding, classification of certain transactions and preparation of, or changes to, certain accounting records.

## **8. Misstatements**

The effects of uncorrected misstatements are immaterial, individually and in aggregate, to the financial statements as a whole. A list of the uncorrected misstatements, including the reasons why they were not corrected, is attached to this letter.

## **9. Accounting policies**

All significant accounting policies are disclosed in the financial statements and are consistent with those used in the previous period.

## **10. Contractual compliance**

We have complied with the terms and conditions of all contractual agreements that could have a material effect, in the event of non-compliance, on the financial statements.

## **11. Direct liabilities**

We have recorded in the accounts all known liabilities of our municipality as at December 31, 2018 except for trivial amounts.

## **12. Fair values**

We confirm that the significant assumptions used in arriving at the fair values of financial instruments as measured and disclosed in the financial statements are reasonable and appropriate in the circumstances.

## **13. Financial instruments**

We have properly recorded all financial assets of equity instruments quoted on an active market at fair value.

Off-balance sheet derivative financial instruments (e.g., futures, options and swaps), including outstanding commitments to purchase or sell securities, assets and/or commodities under forward placement and standby commitments, and information regarding the terms and conditions, interest rate risk, credit risk and foreign exchange risk of financial instruments held at period end have been properly recorded and, when appropriate, adequately disclosed within the financial statements. We confirm that the significant assumptions used in arriving at the fair values of financial instruments, as measured and disclosed (when required) in the financial statements, are reasonable and appropriate in the circumstances.

We have evaluated whether there are indicators of impairment for all financial assets measured at cost or amortized cost, and where there has been a significant adverse change in the expected timing or amount of future cash flows from a financial asset or group of similar financial assets, we have assessed whether a reduction in the carrying value is necessary.

When an impairment is necessary, the carrying amount of the asset, or group of assets, has been reduced to the highest of the cash flows expected to be generated by holding the asset, the amount that could be realized by selling the asset and the amount that the entity expects to realize by exercising any right to collateral held to secure repayment of the asset net of all costs necessary to exercise those rights. The amount of the decline in fair value has been included in net income in the period incurred.

## **14. Future plans**

We have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities reflected in the financial statements.

## **15. Impairment of long-lived assets**

We have evaluated long-lived assets for recoverability whenever events or circumstances indicate that the carrying amount of an asset may not be recoverable. Management acknowledges that when the long-lived asset is not recoverable, an impairment loss is recognized in earnings at the amount by which the carrying amount exceeds its fair value.

## **16. Journal entries**

We have approved all journal entries and other adjustments proposed by you, and they have been included in our financial statements.

## **17. Liabilities and contingencies**

All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.

## **18. Investments**

All investments owned by our municipality are recorded in the accounts. The investments are valued using the equity method, and an appropriate impairment loss has been recognized in earnings when a significant adverse change in the expected timing or amount of future cash flows from investments has been identified. When the extent of such an impairment has decreased, a reversal of the previously recognized impairment loss has been recognized in earnings.

All income earned for the period ended December 31, 2018 on those investments has been recorded in the accounts.

## **19. Material measurement uncertainties**

The nature of all material measurement uncertainties has been appropriately disclosed in the financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the financial statements.

## **20. Pension costs, assets and obligations**

All of our pension plans and provisions of each plan have been fully disclosed to you.

The source data used by the actuary is complete and accurate, and all the assumptions used by the actuary in the preparation of the accrued benefits obligation are our best estimates of the most likely set of conditions affecting future events.

All plan assets are taken into account at their fair value in determining the net pension asset or liability.

## **21. Tangible capital assets**

Tangible capital assets are recorded at cost. We have good and valid title to all items of property and equipment reflected in the accounts relating thereto, and there are no liens or encumbrances on our assets. During the period ended December 31, 2018, no material amounts relating to additions or improvements of tangible capital assets were charged to expense. The provision for amortization is based on the cost and expected economic useful lives of the property using the straight-line method.

The property, leasehold improvement and equipment accounts, and the related allowances for amortization have been adjusted for all important items of such assets that were idle, obsolete, sold, dismantled, abandoned or otherwise disposed of for the period ended December 31, 2018 and for all prior periods.

We have evaluated tangible capital assets for recoverability in accordance with the provisions of the CPA Canada Handbook – Accounting, Part II, Section 3063 (Impairment of Long-Lived Assets). Impairment losses have been recognized in earnings when required.

## **22. Receivables**

The accounts receivable reflected in the accounts constitute valid claims against customers and other debtors. They do not include amounts for goods shipped on consignment, approval or under repurchase commitments, or for goods shipped after December 31, 2018.

No abnormal returns have been made by customers since December 31, 2018 or are expected.

Receivables known to be uncollectible have been written off, and adequate provision has been made for anticipated adjustments or losses in connection with the collection of receivables.

## **23. Regulatory compliance**

We are up to date with all corporate filings and annual returns. This includes all Canada Revenue Agency and HST/GST/PST returns.

## **24. Revenue recognition**

Property tax revenue is based on assessments determined in accordance with Saskatchewan Legislation and the formulas, principles, and rules in the Saskatchewan Assessment Manual. Tax mill rates are established annually by council following the guidance of the Government of Saskatchewan. Tax revenues are recognized when the tax has been authorized by bylaw and the taxable event has occurred. Requisitions operate as a flow through and are excluded from municipal revenue.

Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return. Government transfers are recognized as revenue in the period that the events giving rise to the transfer occurred, as long as:

- a. the transfers are authorized;
- b. any eligibility criteria have been met; and
- c. reasonable estimates of the amounts can be made.

Unearned government transfer amounts received will be recorded as deferred revenue. Earned government transfer amounts not received will be recorded as an amount receivable.

## **25. Subsequent events**

There have been no events between the balance sheet date and the date of this letter that would require recognition or disclosure in the financial statements.

There have been no events subsequent to the balance sheet date of the comparative financial statements that would require adjustment or disclosure in the current financial statements.



**26. Proceeds of Crime (Money Laundering) and Terrorist Financing Act**

We hereby acknowledge that Cogent Chartered Professional Accountants LLP have made us aware of your legal obligations under the Proceeds of Crime (Money Laundering) and Terrorist Financing Act. We hereby acknowledge that we are aware of potential conflict of interest that may arise as a result of your legal obligations under this Act and authorize Cogent Chartered Professional Accountants LLP to release and disclose information about Town of Wadena as required by statute.

**27. None of the members were in debt to the municipality**

None of the council members or staff were in debt to the municipality, other than in the ordinary course of business at the year-end or at any time during the year.

**28. Management fees, wages or bonuses paid to (or accrued on behalf of) related parties**

All management fees, bonuses or other remuneration paid to or accrued on behalf of members or related parties represent the fair market value of services performed for, or goods provided to, the municipality.

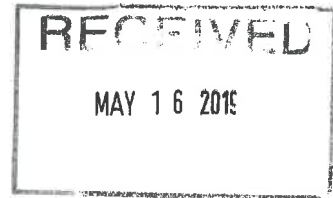
Acknowledged and agreed on behalf of Town of Wadena by:

\_\_\_\_\_

\_\_\_\_\_

Date signed

*Draft for discussion purposes only*



May 16 2019

To Whom it may concern;

I Todd Byman of wadena would like the oppritunity to assist the town of wadena in exavation work that may be required.


I feel that its important to the residence and the town to have more than one contractor that is familiar with the town lay and in the sewer and water division.

I look forward to hearing from you.

Thank you,


Todd Byman

**PRAIRIELAND TRUCKING  
AND EXCAVATING**



Box 475  
Wadena, Sk  
S0A 4J0

**TODD BYMAN**



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