

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

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

March 4, 2019

	Present	Mayor, Greg Linnen Councillor Sara Sobchyshyn Councillor Kelly Tokarchuk (late 5:10 pm) Councillor Shelley Fitch Councillor Conrad Eliason Councillor Greg Chaykowski (late 6:05 pm) Councillor Jody Christianson Director of Parks & Rec Chad Glasser Director of CED Jennifer Taylor Director of Public Works Garrett Cull Chief Administrative Officer, Ferne Hebig
	Regrets	N/A
	Order	A quorum being present, Mayor Linnen called the meeting to order at 5:00 PM.
058-19	Agenda <i>Christianson</i> <i>Fitch</i>	THAT the March 4, 2019 agenda be approved as presented adding the Museum Board as a delegation, and a copy of the agenda be attached hereto. <p style="text-align: right;"><u>Carried</u></p>
	Delegation - Museum	<i>The delegation from the Wadena & District Museum Board presented Council with information regarding seasonal staffing positions, grants, Bryce House foundation issues and becoming Wadena's official Tourism Information Centre.</i>
	Delegation - Squires	<i>A. Squires of Wadena News presented to Council with concerns around the Town's social media pages and content, purchasing policy, and support of the local business community.</i>
059-19	Accounts Payable <i>Eliason</i> <i>Tokarchuk</i>	THAT payment of the accounts represented by cheques #21276 to #21306, online payment vouchers #186-Man to #197-Man totalling \$141,994.83 and payroll and contract direct deposit vouchers #711 to #738 totalling \$23,800.65 be approved as presented and the payment registers attached hereto. <p style="text-align: right;"><u>Carried</u></p>
060-19	Minutes <i>Fitch</i> <i>Sobchyshyn</i>	THAT the minutes of the regular meeting held Feb 11, 2019 be approved as presented. <p style="text-align: right;"><u>Carried</u></p>
061-19	Committee and Other Reports <i>Sobchyshyn</i> <i>Fitch</i>	THAT the following committee reports be recognized and received, and any copies filed or disposed of as necessary and the Library be informed we will consider their request in our budget discussions: <ul style="list-style-type: none">• Animal Control Report• Museum Minutes• Library Financial Report & Grant Request• Fire Report Verbal <p style="text-align: right;"><u>Carried</u></p>
062-19	Administrative Reports <i>Tokarchuk</i> <i>Fitch</i>	THAT the following administrative reports be acknowledged, and any copies filed or disposed of accordingly: <ul style="list-style-type: none">• Director of Parks & Rec• Director of Public Works & Utilities• Deputy CAO – CED Update• CAO <p style="text-align: right;"><u>Carried</u></p>

- 063-19 Private Lessons** THAT the Recreational Rates and Uses Policy be amended to increase Private Swimming Lessons from \$15 to \$20 per lesson.
Tokarchuk Sobchyshyn Carried
- 064-19 Lions Gun & Hobby Show / Kinsmen Draft Request** THAT the Kinsmen receive use of the court room & kitchen at no charge for their hockey draft fundraiser, and the Lions be given the club room, main hall and kitchen for \$472.50 for their Gun & Hobby Show.
Tokarchuk Chaykowski Carried
- 065-19 Subdivision - Referral** THAT the proposed commercial subdivision application for the land described as SE 20-34-13-W2M in the RM of Lakeview, be recommended for approval to the Ministry of Government Relations Community Planning Branch, with a reminder that no permanent structure may be built over the Town's easement.
Eliason Chaykowski Carried
- 066-19 Discretionary Use** THAT the discretionary use application # HOA024 for Cindy Rorquist Foot Care Services for a home-based nursing foot care service business, at 722 Portage Avenue based on its compliance with Town bylaws and compatibility with the residential character of the neighbourhood be approved as presented.
Christianson Tokarchuk Carried
- 067-19 Alert Draw** THAT Council approve Administration to run a draw for a free Town of Wadena water bill for people who update their contact information with the Town and subscribe to our alerting system.
Fitch Christianson Carried
- Media** *Andy Labdon – Wadena News: No questions.*
- 068-19 In-Camera** THAT we suspend the current meeting of council to proceed in camera as a Committee of the Whole to discuss legal matters and personnel.
Tokarchuk Sobchyshyn Carried
- 069-19 Resume** THAT we end our in-camera session as a Committee of the Whole and resume the regular meeting of Council in progress permitting going past 8:00 pm.
Tokarchuk Sobchyshyn Carried
- 070-19 Adjourn** THAT the meeting be adjourned at 8:31 p.m.
Tokarchuk Carried



Mayor



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Town of Wadena

Agenda

March 4, 2019 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 - Alison Squires - Wadena News
The delegation will be addressing Council on matters of concern regarding economic development.

Documents:

DELEGATION REQUEST - SQUIRES - MARCH 4, 2019.PDF

4. Accounts Payable
Approval of payments of accounts, bills and invoices.

Documents:

ACCOUNTS PAYABLE MARCH 4, 2019.PDF

5. Minutes Of Previous Meeting
Approval of the Minutes of the previous meeting of Council.

Documents:

2019-02-11 MINUTES.PDF

6. Unfinished Business
Items up for discussion that were previously discussed or tabled at a recent meeting of Council.

6.I. Volunteer Firefighter Insurance + EFAP

Review of the cost for adding the volunteer firefighters under Wadena's benefits plan (can be subject to condition of the cost being deducted from our annual levy). The Biggest benefits package available plus the EFAP (Employee & Family Assistance Plan (i.e. Counselling & other services)) is approx \$3400 a year to cover all first responders and fire fighters (approx \$1220 plus taxes and fees without the EFAP).

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

7.I. Animal Control - February 2019 Report

Documents:

FEBRUARY 2019 ANIMAL CONTROL MONTHLY REPORT.PDF

7.II. Museum January Minutes

Documents:

MUSEUM MINUTES JAN 2019.PDF

7.III. Library - Financial Statement And Grant Request

Documents:

LIBRARY 2018 FINANCIAL STATEMENT AND GRANT REQUEST.PDF

8. Administrative Reports
Reports from the heads of Departments including Administration, Public Works & Utilities, Parks & Recreation, Community & Economic Development.

8.I. Director Report - Public Works

Documents:

COUNCIL REPORT PUBLIC WORKS MARCH 4 2019.PDF

8.II. Director Of Parks & Rec - Report

Documents:

PARKS AND REC REPORT FOR COUNCIL MARCH 4, 2019.PDF

8.III. Community & Economic Development Report

Documents:

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8.IV. CAO - Report

Documents:

2019-03-04 CAO REPORT.PDF

9. New Business

New items up for discussion at this meeting of Council.

9.I. Subdivision Referral: SE 20-34-13-W2M

A subdivision application has been referred to the Town of Wadena for resolution of council.

Documents:

2019.03.04 SUBDIVISION REFERRAL SE 20-24-13-W2M.PDF

9.II. Discretionary Use - Cindy Rorquist Foot Care Services

A home occupation application is before Council for discretionary use consideration.

Documents:

2019.03.04 DISC USE CINDY RORQUIST FOOT CARE SERVICES.PDF

10. Alert Subscription - Draw

Administration requests authorization to run a draw for all those who subscribe to our Alert Centre for text and/or email alerts AND update their email address and phone number on account with the Town office, who will be entered to win a free utility billing!

11. DRAFT Investment & Reserves Policies

Documents:

DRAFT INVESTMENT POLICY.PDF
DRAFT RESERVES POLICY.PDF

12. Correspondence

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

13. 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.

14. In-Camera - Personnel & Legal Matters

15. Adjournment

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


Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP-GENERAL - GENERAL BANK ACCOUNT					
Computer Cheques:					
21276	2/12/2019	The Print Connection TOW 19-001	Door Signs	1,782.66	1,782.66
21277	2/21/2019	Rose Valley Karate Club Kids Sport	Kids Sport - Karate Lessons	508.00	508.00
21278	2/25/2019	Wadena Van Corporation February 2019	February Van Corp Grant	2,000.00	2,000.00
21279	2/28/2019	Associated Engineering Ltd. 811352	Modified Phase I ESA	4,994.84	4,994.84
21280	2/28/2019	BP Ag and Truck 1-67349 1-67350 1-67436 1-67632 1-67665 1-67734	Supplies, repair Supplies, repair Supplies, repair Supplies, repair Supplies, repair Supplies, repair	39.04 27.74 9.69 29.16 34.01 99.64	239.28
21281	2/28/2019	Canadian Playground 14950	CPSI online recert exam - Chad	420.00	420.00
21282	2/28/2019	Clartech Industries Inc. 779297 778619 181896JMH	2100Q Turb & DR800/DR900 Chlorine Liquified Gas Container Return Credit	338.55 2,120.05 1,732.50-	726.10
21283	2/28/2019	CNS Mechanical Inc. 3968	Leak on the gas line	94.35	94.35
21284	2/28/2019	Cogent 104751	Interim Billing for 2018 Audit	7,392.60	7,392.60
21285	2/28/2019	Commercial Cleaning Chemicals 14631	Hand Cleaner & Wipes	172.22	172.22
21286	2/28/2019	C.U.P.E. Local #4335 Feb 3 - Feb 16	Union dues	219.77	219.77
21287	2/28/2019	Cutting Edge Electrical 853 856	Door access proximity cards 2 bulb T8 ballast & 2 bulbs	1,134.42 120.99	1,255.41
21288	2/28/2019	Enviroway Detergent Mfg. Inc. IN034135	Purell Dispenser	126.95	126.95
21289	2/28/2019	Fer-Marc Equipment Ltd. 94014 94553 94549	77" Knife Gear Motor Vertical Auger Repairs	855.41 1,040.60 806.91	2,702.92
21290	2/28/2019	Fitness Warehouse Z003841	Belts for Bikes	703.58	703.58
21291	2/28/2019	Hebig, Ferne Feb Expense	Paint/SHRC Expenses	244.47	244.47

Town Of Wadena
List of Accounts for Approval
As of 3/01/2019
Batch: 2019-00013 to 2019-00020

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
21292	2/28/2019	Lakeshore Septic Services			
		1713	Septic Service Dec 4, 2018	136.50	
		1748	Clean Shop Pits Jan 25	136.50	273.00
21293	2/28/2019	Mammoth Exteriors & Renovation			
		Feb 22, 2019	Hall Kitchen Pantry Repair	2,886.00	
		Feb 26, 2019	Quote #K18-112 Hall Wall Damag	7,530.24	10,416.24
21294	2/28/2019	Saskatchewan Health Authority			
		3315999	Water testing fees	23.00	
		3316704	Water testing fees	23.00	
		3317183	Water testing fees	23.00	69.00
21295	2/28/2019	MuniSoft			
		2019/20-00078	PubWorks Seminar - Regina	399.00	399.00
21296	2/28/2019	CWB			
		18177441	Mar lease payment & Feb intere	679.14	679.14
21297	2/28/2019	Neilson Trucking Limited			
		9942	Snow removal Feb 4	2,165.64	
		9943	Screened sand for stockpile	231.00	
		9938	Snow removal - Jan 28	1,029.01	3,425.65
21298	2/28/2019	Prairieland Trucking			
		297312	Snow removal Feb 4	960.75	960.75
21299	2/28/2019	R.C. Inspection Services			
		1192	B01-19 Mallard 1/3	262.50	262.50
21300	2/28/2019	Sask. Parks & Recreation Assn.			
		2019	2019 SPRA Membership	115.00	115.00
21301	2/28/2019	Sask. Urban Municipalities			
		March Mang231	Group Benefits - Mang #231	2,179.54	
		March Union110	Group Benefits #110 Union	2,924.58	5,104.12
21302	2/28/2019	SPI Health and Safety Inc.			
		10458306-00	Altair 2x NO2 grey	726.30	726.30
21303	2/28/2019	Wadena Steel & Supply Ltd.			
		72668	Annual Cyliner Contract Renewa	396.90	396.90
21304	2/28/2019	Wadena Area Health Foundation			
		January 2019	January Clinic Expenses	322.27	322.27
21305	2/28/2019	Water World Industries			
		32868	Filters	45.50	
		32076	1/2" SB Caps	13.21	
		33004	Service Call - Roof Top	149.85	
		32485	Clean Furnace Vent	166.50	
		32800	Service Call on Furnace	199.80	
		32926	Valve & Brass woodherd	41.07	
		32972	4x20 10 micron sed filter	126.54	
		32435	Glue & bushing	9.93	
		32892	Bowl Kit & fill vavle	80.86	
		32405	Service Call on Furnace	99.90	
		33035	Sureflow	431.79	1,364.95

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
21306	2/28/2019	Webb's Office Equipment 29271	postage mach maintenance	2,609.61	2,609.61
Other:					
186-Man	1/31/2019	Crossroads Credit Union-Wadena January 2019	Street Sweeper Loan Payment	38,550.00	38,550.00
187-Man	1/31/2019	RBC - Royal Bank of Canada Moneris	Payment for moneris machine	22.15	22.15
188-Man	1/31/2019	Maxim Chemical International Jan 21, 2019	January 21 Dishwasher payment	132.09	132.09
189-Man	1/31/2019	Elavon January	Debit terminal and online	1,661.06	1,661.06
190-Man	1/31/2019	Sask. Power January 2019	Power	16,884.71	16,884.71
191-Man	1/31/2019	Sask. Energy January 2019	Energy	10,947.58	10,947.58
192-Man	1/31/2019	Sask. Power Jan 2019 Airpor	Power	46.05	46.05
193-Man	2/06/2019	Sask. Municipal Employees' Jan 20 - Feb 2	Pension plan	4,166.44	4,166.44
194-Man	2/06/2019	Receiver General for Canada Jan 20 - Feb 2	Payroll Jan 20 - Feb 2	7,394.46	7,394.46
195-Man	2/20/2019	Receiver General for Canada Feb 3 - Feb 16	Payroll Feb 3 - Feb 16	7,261.16	7,261.16
196-Man	2/20/2019	Sask. Municipal Employees' Feb 3 - Feb 16	Pension plan	4,089.46	4,089.46
197-Man	2/20/2019	Maxim Chemical International Feb 20, 2019	Feb 20 dish washer lease payme	132.09	132.09
Total for AP-GENERAL:					141,994.83

Approved by resolution of Council at the Regular Meeting of Council
on March 4, 2019



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Voucher No.	Date	Name	Amount
711	15-Feb-19	VELLACOTT, Bonny	\$ 260.00
712	22-Feb-19	BUHAY, Lawrence	\$ 1,336.69
713	22-Feb-19	CULL, Garrett	\$ 1,762.01
714	22-Feb-19	GLASSER, Chad	\$ 1,492.88
715	22-Feb-19	HEBIG, Ferne	\$ 1,741.47
716	22-Feb-19	LABDON, Andy	\$ 276.92
717	22-Feb-19	LAZAR, Anna	\$ 1,047.05
718	22-Feb-19	MAGNAYE, Lovely	\$ 1,073.53
719	22-Feb-19	PROSOFSKY, Chris	\$ 1,030.96
720	22-Feb-19	RADDYSH, Clint	\$ 1,051.00
721	22-Feb-19	SIMPSON, Michele	\$ 997.98
722	22-Feb-19	SIMPSON, Joel	\$ 1,851.99
723	22-Feb-19	TAYLOR, Jennifer	\$ 1,477.88
724	22-Feb-19	THEISEN, Jordan	\$ 1,378.92
725	22-Feb-19	THIEMANN, JoAnna	\$ 1,055.88
726	22-Feb-19	ZUBOT, Marshall	\$ 851.09
727	22-Feb-19	PROSOFSKY, Chris	\$ 24.69
728	22-Feb-19	SIMPSON, Michele	\$ 29.77
729	22-Feb-19	ZUBOT, Marshall	\$ 200.68
730	28-Feb-19	BAHT, Murray	\$ 1,000.00
731	28-Feb-19	CHAYKOWSKI, Greg	\$ 197.79
732	28-Feb-19	CHRISTIANSON, Jody	\$ 422.27
733	28-Feb-19	ELIASON, Conrad	\$ 375.00
734	28-Feb-19	FITCH, Shelley	\$ 383.40
735	28-Feb-19	LINNEN, Greg	\$ 1,273.52
736	28-Feb-19	MAGNAYE, Lovely	\$ 550.00
737	28-Feb-19	SOBCHYSHYN, Sara	\$ 429.34
738	28-Feb-19	TOKARCHUK, Kelly	\$ 487.94

Total \$ 23,800.65