

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

Council Chambers, Municipal Office
102 Main Street, Wadena, SK
March 19, 2019

	Present	Mayor, Greg Linnen Councillor Sara Sobchyshyn Councillor Kelly Tokarchuk Councillor Shelley Fitch Director of Parks & Rec Chad Glasser Director of CED Jennifer Taylor Chief Administrative Officer, Ferne Hebig
	Regrets	Councillor Conrad Eliason Councillor Greg Chaykowski Councillor Jody Christianson Director of Public Works Garrett Cull
	Delegation	<i>Delegation from Associated Engineering presented to Planning & Development Committee prior to Council meeting.</i>
	Order	A quorum being present, Mayor Linnen called the meeting to order at 6:08 PM.
072-19	Agenda <i>Tokarchuk Fitch</i>	THAT the March 19, 2019 agenda be approved and a copy of the agenda attached hereto. <u>Carried</u>
073-19	Accounts Payable <i>Tokarchuk Fitch</i>	THAT payment of the accounts represented by cheques #21307 to #21332, online payment vouchers #198-Man to #205-Man totalling \$125,607.48 and payroll and contract direct deposit vouchers #739 to #754 totalling \$20,046.75 be approved as presented and the payment registers attached hereto. <u>Carried</u>
074-19	Financial Statement <i>Sobchyshyn Tokarchuk</i>	THAT the unaudited financial statement including accounts receivable as at Feb 28, 2019 be approved and a summary attached hereto. <u>Carried</u>
075-19	Minutes <i>Tokarchuk Fitch</i>	THAT the minutes of the regular meeting held March 4, 2019 be approved as presented. <u>Carried</u>
076-19	Abate Town Property Tax <i>Tokarchuk Sobchyshyn</i>	THAT we abate the taxes owing on town-owned property located at Lots 27 to 28 Block 15 C2572 at 42 2 nd Street SW. <u>Carried</u>
077-19	Tax Enforcement – Title Proceedings <i>Tokarchuk Sobchyshyn</i>	THAT administration be authorized to begin the proceedings to take title to the following properties in arrears: <ul style="list-style-type: none">• Lot 21, Block 1, Plan C2572• Lot 1, Block 3, Plan C2572• Lot 2, Block 41, Plan 60H03629• Lot 7, Block 10, Plan P1509• Lot 8, Block 13, Plan 1509• Lot 9, Block 13, Plan 1509• Lot PTN 8, Block 28, Plan BC6483• Lot 13, Block 29, Plan BC6483

AND FURTHERMORE THAT due to substantial on-going
payment activity on the following accounts, administration
shall temporarily suspend enforcement proceedings on the
following properties subject to ongoing review by Council:

- Lot 10, Block 24, Plan G320
- Lot 10-11, Block 20, Plan 1509
- Lot 27, Block 19, Plan C2572

Carried

078-19

Museum Wireless

*Sobchyshyn
Fitch*

THAT administration be authorized to purchase and install a wireless router at the Museum for Wi-Fi access.

Carried

079-19

Committee and Other Reports

*Tokarchuk
Sobchyshyn*

THAT the following committee reports be recognized and received and any copies filed or disposed of as necessary:

- Museum Minutes

Carried

080-19

Administrative Reports

*Tokarchuk
Fitch*

THAT the following administrative reports be acknowledged, and any copies filed or disposed of accordingly:

- Director of Parks & Rec
- Deputy CAO – CED Update
- CAO (Verbal)

Carried

081-19

Appointment

*Tokarchuk
Fitch*

THAT in under the provisions of our Administrative Succession Plan Policy we hereby appoint Jennifer Taylor, Deputy CAO as interim CAO to fill the CAO vacancy until a permanent Chief Administrative Officer (CAO) is hired; FURTHERMORE THAT Jennifer Taylor be added as signing authority for all Town of Wadena accounts and investments effective immediately; FURTHERMORE THAT administration be authorized to set up new credit cards for both Jennifer Taylor, CAO and Mayor, Greg Linnen and cancel the existing CUETS account and credit cards once complete; FURTHERMORE THAT Ferne Hebig be removed from signing authority for all Town of Wadena accounts and investments effective March 24, 2019.

Carried

082-19

MDSI

*Tokarchuk
Sobchyshyn*

THAT we approve an amendment to the Recreation Rates & Uses Policy to allow Mallard Diversified Services Inc. (MDSI) to purchase a family season pass at regular price but that it allow an unlimited number of Mallard residents access under the pass, and that the pass will also allow entry for an accompanying person or aid for the residents without additional admission costs.

Carried

083-19

Admin Fees Request

*Tokarchuk
Sobchyshyn*

THAT the request from Roll #22 to waive part or all of the tax enforcement administration fees added to the account be tabled to the next meeting for further review.

Carried

084-19

District Board of Revision and Appeals

*Fitch
Tokarchuk*

THAT we recognize the November 2018 adopted minutes provided and levy letter as received; and FURTHERMORE THAT we authorize administration to sign the new agreement.

Carried

Mayor Linnen declares conflict of interest and appoints Councillor Tokarchuk as Chair and leaves the room.

085-19

Tax Concession

*Sobchyshyn
Tokarchuk*

THAT we approve the request from the new owners of Wadena Drugs for a tax concession (reduction in the municipal portion of property taxes) for the 2019 year in the amount of 35%, and for the 2020 year in amount of 20% under the commercial Tax Concession Policy section b)(ii)(2) subject to continued compliance with the listed requirements.

Carried

Handwritten initials and marks

Mayor Linnen returns to the room and resumes his duties as chair.

086-19

Correspondence
Sobchyshyn
Fitch

THAT we recognize the following correspondence and it be disposed of or filed accordingly and administration send replies as indicated:

- CRLWMA (Landfill) Loan Guarantee
- Legion Ad Rates: Reply not interested at this time.
- Martin Dashney – Water Filters: Reply further review of situation needed, discussing with Public Works, please update status for next meeting.
- Fogg – Basement Flooding: Reply that when letter of demand is received it will be forwarded to Town's insurance, please update status for next meeting.

Carried

Media

Andy Labdon – Wadena News: No Questions

087-19

In-Camera
Tokarchuk
Fitch

THAT we suspend the current meeting of council to proceed in camera as a Committee of the Whole to discuss personnel.

Carried

088-19

Resume Session
Sobchyshyn
Tokarchuk

THAT we end our in-camera session as a Committee of the Whole and resume the regular meeting of Council in progress.

Carried

089-19

Adjourn
Tokarchuk

THAT the meeting be adjourned at 7:57 p.m.

Carried

Mayor



CAO



Town of Wadena

Agenda

March 19, 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 - Bill Delaine, Associated Engineering

The delegation will be providing an update on the Development Levy project.

Documents:

DEVELOPMENT CHARGE BYLAW BACKGROUND REPORT DRAFT 20190213.PDF

4. Accounts Payable

Documents:

ACCOUNTS PAYABLE MARCH 19, 2019.PDF

5. Financial Statement

Approval of Financial Statement for the previous period.

Documents:

UNAUDITED DETAILED FINANCIAL STATEMENT FEB 28, 2019.PDF

6. Minutes Of Previous Meeting

Documents:

2019-03-04 MINUTES.PDF

7. Unfinished Business

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

7.I. Taxes - Town Owned Property

The Town accepted ownership to 42 2nd Street SW in 2018 but we failed to make a resolution to abate those taxes therefore it now appears we owe ourselves taxes, a resolution is now needed to clear the owing taxes on the account from the system as uncollectible.

7.II. Tax Enforcement - In Progress

Following through on the next step of tax enforcement for those who still owe 2016 or prior taxes. A resolution is needed to proceed with the next step in tax enforcement apply for title to the presented list of properties.

8. Committee And Other Reports

Reports of committees, boards and other agencies sent to Council.

8.I. Museum February Minutes

Documents:

MUSEUM FEBRUARY MINUTES.PDF

9. Administrative Reports

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

9.I. WTP Inspection Report

Documents:

20190306WADENACOMPLIANCEINSPECTIONHCU.PDF

9.II. Director Of Parks & Recreation Report

Documents:

PARKS AND REC REPORT FOR COUNCIL MARCH 19 2019.PDF

9.III. Community & Economic Development

Documents:

CED - UPDATE MAR 19, 2019.PDF

9.IV. Parks And Recreation Report

Documents:

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10. New Business

New items up for discussion at this meeting of Council.

10.I. Appoint Interim CAO

As the CAO's last day with office hours is March 22, 2019 and a new CAO has not yet been hired, Council will need to appoint Deputy CAO, Jennifer Taylor as the interim CAO with associated wage increase for the interim effective March 22, 2019.

10.II. Signing Authority

A resolution is needed to add Jennifer Taylor as signing authority over all Town of Wadena accounts effective immediately and remove signing authority for Ferne Hebig effective March 23, 2019.

10.III. Administrative Succession Policy

Proposed amendments to the Administrative Succession Policy.

10.IV. MDSI - Request - Aquatic Centre

Documents:

MDSI GROUP POOL RATE REQUEST.PDF

10.V. Tax Enforcement - Fees Request

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.

10.VI. District Board Of Revision - Agreement & Levy

Minutes, revised 2019 agreement and changes in Levy & Invoicing.

Documents:

2018 NOVEMBER ADOPTED MINUTES.PDF

LEVY LETTER.PDF

2019 DBRAA AGREEMENT.PDF

10.VII. Tax Concession Request

A request for a tax concession has been received from Wadena Drugs (attached) in accordance with a) of the Tax Concession Policy (attached). Wadena Drugs was purchased by a new owner and has been in operation for one full year, meeting the eligibility criteria of section b) ii) 2). All accounts with the Town, including tax, utilities and business licence, are current.

Documents:

WADENA DRUGS - TAX CONCESSION REQUEST.PDF

TAX CONCESSION POLICY.PDF

11. Correspondence

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

11.I. Correspondence - CRLWMA - Loan Release

Documents:

LOAN GUARANTEE RELEASE LETTER.PDF

11.II. Correspondence - Legion - Book Advertising

Documents:

LEGION AD RATES.PDF

11.III. Correspondence - Martin Dashney - Water Filter

Documents:

MARTIN DASHNEY - WATER FILTER.PDF

11.IV. Correspondence - Fogg - Basement Flooding

Documents:

FOGG - BASEMENT FLOODING.PDF

12. 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.

13. In-Camera - Personnel

14. Adjournment

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Report Date
3/15/2019 3:38 PM

Town Of Wadena
List of Accounts for Approval
As of 2/28/2019
Batch: 2019-00024 to 2019-00026

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP-GENERAL - GENERAL BANK ACCOUNT					
Computer Cheques:					
21307	3/12/2019	Wadena Bantam Softball Refund	Hall Rental-Refund of Deposit	300.00	300.00
21308	3/15/2019	Airmaster Sales Ltd. INV-48723	Speed, parking,exit&closed sig	4,554.65	4,554.65
21309	3/15/2019	Associated Engineering Ltd. 450429 450226	Development Levy 2018-4187.000 Development Levy 2018-4187.000	8,641.50 2,782.50	11,424.00
21310	3/15/2019	BP Ag and Truck 1-68479 1-68155 1-67965 1-67877 1-67890 1-67928	Supplies, repair Supplies, repair Supplies, repair Supplies, repair Supplies, repair Supplies, repair	4.69 75.91 12.31 77.15 147.58 167.56	485.20
21311	3/15/2019	Canadian Pacific Railway 1000-0011109239	Shared flasher costs	248.00	248.00
21312	3/15/2019	E C Carpet Cleaning 2019139	Flood Jan 1 - Drying Equip/Lab	3,163.50	3,163.50
21313	3/15/2019	EMCO Corporation 64914418-00	Waterline & Valve Supplies	10,705.64	10,705.64
21314	3/15/2019	Enviroway Detergent Mfg. Inc. IN034699 IN034722 IN034697 IN034824	H.D. Bowl Kleen Emerg Eyewash & Station Bottle Chlorine, Iron Reagent & Acid 'ST Potassium Permanganate	279.72 266.40 349.65 1,538.29	2,434.06
21315	3/15/2019	G.K. Esso Service February 2019	Fuel	1,665.85	1,665.85
21316	3/15/2019	Glasser, Chad March 11, 2019	Milage & Food Exp-Time Mang	369.05	369.05
21317	3/15/2019	Greenland Waste Disposal 177004 177040 174686 177843 177042 177041	Garbage/Recycle Disposal Jan Comm Landfill Fee for January Residential Landfill Fee Janua Garbage/Recycle Disposal Feb Commercial Landfill Fee - Feb Residential Landfill Fee - Feb	10,051.76 530.05 2,992.50 9,790.45 243.09 1,357.50	24,965.35
21318	3/15/2019	Konica Minolta Business 9005444243	Photocopies - quarterly	111.75	111.75
21319	3/15/2019	Lakeshore Septic Services 1759	Vac Truck Feb 15,16,20,21,25	4,709.25	4,709.25
21320	3/15/2019	Saskatchewan Health Authority 3317863	Water testing fees	23.00	

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Report Date
3/15/2019 3:38 PM

Town Of Wadena
List of Accounts for Approval
As of 2/28/2019
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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		3317662	Water testing fees	23.00	
		3317640	Water testing fees	23.00	
		3317382	Water testing fees	23.00	
		3317381	Water testing fees	23.00	115.00
21321	3/15/2019	MuniSoft 2019/20-00399	Accounts Receivable Webinar	114.45	114.45
21322	3/15/2019	CWB 18184461	April Gym Equip Lease	669.14	669.14
21323	3/15/2019	Neilson Trucking Limited 9952	1st St N.W dig Feb 14, 20,21	5,150.40	
		9953	Fitness Centre dig Feb 22	3,330.00	
		9954	3rd St SW Curb Stop Repair	832.50	
		9955	Kennedy Ave dig Feb28 Mar1	6,771.00	
		9956	2nd St NW dig Mar 4	222.00	
		9957	Nutrien dig Mar 5	3,774.00	
		9958	Screened Sand @ Shop	462.00	20,541.90
21324	3/15/2019	DPOC - NEOPOST March 13, 2019	Account #2603403	2,500.00	2,500.00
21325	3/15/2019	Nick's Place Mar 4, 2019	Council Supper Mar 4	99.90	99.90
21326	3/15/2019	Pattison Agriculture 2239395	Filters, Oil & Bristles	1,765.10	1,765.10
21327	3/15/2019	Receiver General March 12, 2019	863899324RT0001	538.61	538.61
21328	3/15/2019	SPI Health and Safety Inc. 10494577-00	Full face mask&multi filter	264.67	264.67
21329	3/15/2019	The Print Connection TOW 19-002	Door Sign & Gas Tax Sign	1,060.05	1,060.05
21330	3/15/2019	U.M.A.A.S J.Taylor	Application Fee - J. Taylor	210.00	210.00
21331	3/15/2019	Wadena News 46420	Columbarium Ad for Feb	68.80	
		46424	CAO Help Wanted	378.84	
		46474	Council Highlights	203.70	
		46500	Go Out & Play Challenge	80.07	731.41
21332	3/15/2019	Wadena Van Corporation March 2019	March Van Corp Grant	2,000.00	2,000.00
Other:					
198-Man	2/22/2019	Wadena Co-Op Assoc. Ltd. January 2019	Fuel and Supplies	5,743.40	5,743.40
199-Man	2/28/2019	Sask Tel January 2019	SaskTel Service	1,884.22	1,884.22
200-Man	2/28/2019	Sask Tel Mobility February 2019	SaskTel Mobility February	353.03	353.03

Report Date
3/15/2019 3:38 PM

Town Of Wadena
List of Accounts for Approval
As of 2/28/2019
Batch: 2019-00024 to 2019-00026

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
201-Man	2/28/2019	Receiver General for Canada			
		Adjust Feb 3-16	Payroll Adjust Feb 3-16	251.55	251.55
202-Man	2/28/2019	Receiver General for Canada			
		February 2019	Payroll February RP0002	1,062.00	1,062.00
203-Man	2/28/2019	Brendonn Holdings Ltd.			
		February 2019	Oil Supply, Grease & Washer FI	635.80	635.80
204-Man	2/28/2019	Sask. Power			
		February 2019	Power	12,864.05	12,864.05
205-Man	2/28/2019	CUETS Business Mastercard			
		February 2019	Master Card Payment - Feb	7,066.90	7,066.90
				Total for AP-GENERAL:	125,607.48

Approved by resolution of Council at the Regular Meeting of Council
on March 19, 2019

Mayor

CAO

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Town Of Wadena
Statement of Financial Activities - Summary
For the Period Ending February 28, 2019

	Current	Year To Date	Budget	Variance	%
Revenues					
Taxation	3,180.19	6,352.81	1,281,096.00	(1,274,743.19)	99.50-
Fees and Charges	12,539.53	45,896.82	195,422.00	(149,525.18)	76.51-
Maintenance and Development Charges	750.00	750.00	5,000.00	(4,250.00)	85.00-
Utilities	112.55	53.49	481,050.00	(480,996.51)	99.99-
Grants		500.00	352,629.00	(352,129.00)	99.86-
Grants in Lieu of Taxes	10,217.87	17,089.07	95,000.00	(77,910.93)	82.01-
Capital Asset Proceeds		(3,875.00)		(3,875.00)	
Land Sales - Gain					
Investment Income and Commissions	550.68	1,154.38	25,000.00	(23,845.62)	95.38-
Other Revenues	1,600.00	2,300.00	67,700.00	(65,400.00)	96.60-
Total Revenues:	28,950.82	70,221.57	2,502,897.00	(2,432,675.43)	97.19-
Expenditures					
General Government Services	61,773.64	162,403.08	646,000.00	483,596.92	74.86
Protective Services		1,610.00	130,200.00	128,590.00	98.76
Transportation Services	20,284.14	34,011.63	337,083.00	303,071.37	89.91
Environmental Health Services	553.84	1,440.52	229,177.00	227,736.48	99.37
Public Health and Welfare Services	2,604.96	4,604.96	38,554.00	33,949.04	88.06
Planning and Development Services	5,186.35	5,660.99	22,645.00	16,984.01	75.00
Recreation and Cultural Services	266,863.90	330,028.33	1,064,389.00	734,360.67	68.99
Utilities	22,995.32	47,888.54	204,621.00	156,732.46	76.60
Total Expenditures:	380,262.15	587,648.05	2,672,669.00	2,085,020.95	78.01
Change in Net Financial Assets	(351,311.33)	(517,426.48)	(169,772.00)	(347,654.48)	204.78-
Change in Non-Financial Assets					
Change in Net Assets	(351,311.33)	(517,426.48)	(169,772.00)	(347,654.48)	204.78-
Transfer to Capital Fund					
Transfer to Reserves			(17,654.00)	(17,654.00)	100.00-
Change in Surplus	(351,311.33)	(517,426.48)	(152,118.00)	(365,308.48)	240.15-

Account Balances

Cash

	Current	Year to Date	Balance
Cash - On Hand - Petty Cash			400.00
Cash - Petty Cash - Museum			199.32
Cash - Museum Surplus/Reserves		8.55	40,260.97
Cash - Petty Cash - POOL			150.00
Cash - Petty Cash - Playground Program			40.00
Cash - Bank - WADENA BUCKS		(599.90)	275.32
Cash - Bank - General	(301,650.76)	(612,885.45)	246,557.73
Cash - Bank - Cemetery Perpetual Care		5.07	24,005.99

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Town Of Wadena
Statement of Financial Activities - Summary
For the Period Ending February 28, 2019

	Current	Year To Date	Budget	Variance	%
Cash - Bank - Equity Account			5,000.00		
Cash - Bank - Special Savings			20.18		
Cash - Bank - RBC					
Cash - Bank - CIBC W&S		6.36	218,527.73		
Cash - Bank - CIBC - General		(18.22)	0.12		
In-Kind - Product/Item Donation - Museum					
In-Kind- Product/Item Donation - General		100.00	100.00		
Wadena Bucks / Gift Certificates Donated			216.00		
CIBC Wood Gundy - Water and Sewer		65.27	48,092.82		
Total Cash:	(301,650.76)	(613,318.32)	583,846.18		
Municipal Taxes Receivable					
Municipal Taxes Receivable - Current	(15,590.91)	(30,661.50)	175,117.72		
Municipal Taxes Receivable - Arrears	(7,122.15)	(18,330.06)	(42,824.14)		
Special Levies Receivable - Current					
Allowance for Uncollectible Taxes			(58,956.37)		
Total Municipal Taxes Receivable:	(22,713.06)	(48,991.56)	73,337.21		


Certified correct and in accordance with the records presented to council on

March 19 / 19

(Date)



Ernie Hebig
CAO



Greg Linner
Mayor

Accounts Receivable Summary

as at Feb 28, 2019

Accounts Receivable \$13,236
(rentals, fees, etc.)

Utilities -\$12,078

Taxes

Municipal \$130,219

HSD (School) \$25,035

Tax Enforcement \$2,074

GIL (Grant in Lieu) -\$139

Total Taxes \$157,190

Total **\$158,348**

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