

**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

	Present	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
	Regrets	Councillor Jody Christianson Councillor Greg Chaykowski
	Order	A quorum being present, Mayor Linnen called the meeting to order at 5:01 PM.
144-19	Agenda <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>
	Delegation	<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>
145-19	Correspondence <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">• S. Turnbull – provide response indicating upcoming maintenance measures• Pillar Systems - acknowledged <p style="text-align: right;"><u>Carried</u></p>
146-19	Accounts Payable <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>
147-19	Bank Reconciliation <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>
148-19	Minutes <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>
149-19	Fogg Compensation Request <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>
150-19	Library Caretaking Tender <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>

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151-19	Town Office Caretaking Tender <i>Fitch Sobchyshyn</i>	THAT the submitted bids from Tasha Jack, Cara Elphinstone, Fara Hals-Pinfold, and Leslie & 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.	<u>Carried</u>
152-19	Compost Collection Tender <i>Eliason Tokarchuk</i>	THAT the submitted bids from Northern Eavestrouthing & Construction, Cara Elphinstone, Mark & 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.	<u>Carried</u>
153-19	Perry Drive Playground <i>Tokarchuk Fitch</i>	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.	<u>Carried</u>
154-19	Rec Centre Concession Tender <i>Tokarchuk Sobchyshyn</i>	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.	<u>Carried</u>
155-19	Suspend Tax Enforcement – Roll 427 <i>Eliason Tokarchuk</i>	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.	<u>Carried</u>
156-19	Committee and Other Reports <i>Sobchyshyn Eliason</i>	THAT the following committee reports be recognized and received and any copies filed or disposed of as necessary: <ul style="list-style-type: none"> • Animal Control Report • CRLWMA • Public Works Committee 	<u>Carried</u>
157-19	Landfill Levy <i>Tokarchuk Fitch</i>	THAT the 2019 Landfill Levy be authorized for payment and that approval to pay in installments be requested of the CRLWMA Board.	<u>Carried</u>
158-19	Administrative Reports <i>Fitch Tokarchuk</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 • Public Works • Deputy CAO – CED Update 	<u>Carried</u>
159-19	Recreation Rates & Use Policy Amendment <i>Sobchyshyn Tokarchuk</i>	THAT the 2017-008 Recreation Rates & Use Policy be amended to clarify and add the following: <ul style="list-style-type: none"> • The fee for Private Swimming Lessons is as follows: <ul style="list-style-type: none"> ○ \$20 per 30-minute lesson ○ \$30 per 45-minute lesson ○ \$40 per 60-minute lesson • 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. • Private pool bookings can only be reserved between afternoon and evening public swim times and must be made at least one week in advance. • The Wadena Aquatic Centre capacity is 100 people. There must not be more than 100 people within the fence; and • Swimming Lesson policies as presented. 	<u>Carried</u>

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160-19	Playground Inspector Recertification <i>Tokarchuk Eliason</i>	THAT the Town cover the cost of Chad Glasser's recertification as a certified playground inspector.	<u>Carried</u>
161-19	Go Past 8:00pm <i>Fitch Sobchyshyn</i>	THAT the Council meeting be permitted to go past 8:00pm.	<u>Carried</u>
162-19	Aquatic Centre Policies <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>
163-19	First Aid & CPR Training <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>
164-19	Infrastructure Inventory & Condition Assessment Scope Change <i>Tokarchuk Sobchyshyn</i>	THAT the scope change received from Associated Engineering for the Infrastructure Inventory & Condition Assessment be approved.	<u>Carried</u>
165-19	Sign Corridor Application <i>Eliason Sobchyshyn</i>	THAT the Sign Corridor Application received from the Kelvington-Wadena Constituency office be approved.	<u>Carried</u>
166-19	Fire Ban Policy <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>
	Media	<i>Andy Labdon – Wadena News: Left prior to question period</i>	
167-19	In-Camera <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>
168-19	Resume Session <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>
169-19	Adjourn <i>Tokarchuk</i>	THAT the meeting be adjourned at 9:36 p.m.	<u>Carried</u>



[Signature]

Mayor

[Signature]

CAO

Agenda

May 6, 2019

January 8, 2018 5:00 p.m.

Municipal Office, 102 Main Street, Wadena, SK

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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 - Teneil & Travis Fogg
The Fogg's have requested to address Council with regard to their request for compensation as a result of a water main break in front of their property that caused flooding to the residence.
4. Accounts Payable
Approval of payments of accounts, bills and invoices.

Documents:

LIST OF ACCOUNTS FOR APPROVAL - DETAILED.PDF
5. Financial Statement
Approval of bank reconciliation for the March.

Documents:

BANK RECONCILIATION REPORT - MARCH 2019.PDF
6. Minutes Of Previous Meeting
Approval of the Minutes of the previous meeting of Council.

Documents:

2019-04-16 MINUTES.PDF
7. Unfinished Business
Items up for discussion that were previously discussed or tabled at a recent meeting of Council.
 - 7.I. Fogg Compensation Request
A request was before Council at the Mar 19, 2019 meeting from T. and T. Fogg regarding compensation resulting from a water break on Mar 8, 2019. A response was provided to the Fogg's indicating that when the letter of demand is received from their insurance company, it would be forwarded to Town's insurance company. The Town's copy of the response to the Fogg's insurer is attached.

Documents:

2019.03.18 FOGG REQUEST.PDF
2019.04.22 CRAWFORD DENIAL LETTER.PDF
2019.05.01 FOGG INVOICES.PDF
SEWER BACKUPS AND MUNICIPALITIES_WHO IS RESPONSIBLE_JULY 2016.PDF
 - 7.II. Awarding Tenders
The tenders have closed for Town Office Cleaning, Library Caretaking and Compost Collection. The proposals are attached for Council's consideration.
 - 7.II.i. Library Caretaking Tender

Documents:

2019 LIBRARY CARETAKING PROPOSALS.PDF
 - 7.II.ii. Town Office Caretaking Tender

Documents:

2019 TOWN OFFICE CARETAKING PROPOSALS.PDF
 - 7.II.iii. Compost Collection Tender

Documents:

2019 COMPOST COLLECTION PROPOSALS.PDF
 - 7.III. Perry Drive Playground
At the May 23, 2018 Council meeting, Council resolved that the existing playground equipment on Perry Dr be removed and replaced with equipment costing up to \$5,000 funded from the playground reserve and a plan put in place for development of the playground. A letter and quote for the new structure is attached.

Documents:

20

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7.IV. Rec Centre Concession Tender

The Parks & Recreation Committee has reviewed the attached documents for the tender of the Wadena Recreation Centre Concession for the 2019-2020 operating season.

Documents:

DRAFT CONCESSION TENDER PACKAGE.PDF

7.V. Suspend Tax Enforcement - Roll 427

At the Mar 19, 2019 Council meeting, Council authorized Administration to begin the proceedings to take title to a number of properties in arrears, including Lot 2, Block 41, Plan 60H03629. The property owner has since proposed a payment plan and requests that enforcement proceedings be suspended.

Documents:

SUSPEND TAX ENFORCEMENT - ROLL 427.PDF

8. Committee And Other Reports

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

8.I. Animal Control

Documents:

2019.04 ANIMAL CONTROL MONTHLY REPORT.PDF

8.II. CRLWMA

Documents:

CRLWMA AGM MINUTES APRIL 30 2018.PDF
CRLWMA MINUTES 03-23-2019.PDF
CRLWMA BUDGET FOR 2019.PDF
2019 TOWN OF WADENA LEVY.PDF

8.III. Public Works Committee

Documents:

2019-05-02 PUBLIC WORKS COMMITTEE MEETING NOTES.PDF

9. Administrative Reports

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

Documents:

PARKS AND REC REPORT FOR COUNCIL MAY 6, 2019.PDF
PUBLIC WORKS MAY 6TH 2019 COUNCIL REPORT.PDF
CED - UPDATE MAY 6, 2019.PDF

10. New Business

New items up for discussion at this meeting of Council.

10.I. Infrastructure Inventory & Condition Assessment Scope Change

A scope/budget change (attached) has been received from Associated Engineering detailing an increase in scope of inspection and reporting.

Documents:

PSC_03_WADENA_20190418.PDF

10.II. Sign Corridor Application

A sign corridor application has been received from the Kelvington-Wadena Constituency office, proposing a 4' x 8' sign made of dibond material (attached). Policy 2008-10 (attached) requires Council approval of all signs in the signing corridors.

Documents:

NERLIEN, 4 X 8 SIGN W PHOTO, 03MAR19 A.PDF
P2008-010 SIGNING CORRIDOR POLICY.PDF

10.III. Offer To Purchase - Dental Clinic

An offer to purchase 230 Main St N has been received for council's consideration.

Documents:

2019.04.24 OFFER TO PURCHASE 230 MAIN ST N.PDF
DENTAL CLINIC INFO ON TAXES AND UTILITIES.PDF

10.IV. Fire Ban

To declare a Fire Ban in the Town of Wadena, requests from the Fire Chief must be approved by council because the authority to declare a fire ban has not been appointed to the CAO. To

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promote efficiency and public safety, Administration is requesting that Council consider authorizing a policy or bylaw authorizing 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.

11. Correspondence

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

11.I. TURNBULL Water Discolouration

Documents:

2019.04.29 TURNBULL - WATER DISCOLOURATION.PDF

11.II. PILLAR SYSTEMS Asset Management

Documents:

2019.05.01 PILLAR SYSTEMS - ASSET MANAGEMENT.PDF

11.III. 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.

12. In Camera - Personnel & Legal Matters

13. Adjournment

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

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP-GENERAL - GENERAL BANK ACCOUNT					
Computer Cheques:					
21396	4/29/2019	Central Regional Landfill 658166	1/2 ton load - shop renos	10.00	10.00
21397	4/29/2019	C.U.P.E. Local #4335 Mar31-Apr13/19	Union dues	245.63	245.63
21398	4/29/2019	DJ's Yablonski Auto Body TW190410	Rambo's truck	839.04	839.04
21399	4/29/2019	Glasser, Chad 24 Apr 2019	Bldg Maint Course-Humboldt	206.28	206.28
21400	4/29/2019	Greenland Waste Disposal 181825 181826	Residential, March 2019 Commercial, March 2019	570.00 108.04	678.04
21401	4/29/2019	JJ Stitch Ltd 5279	Jacket - Animal Control	86.12	86.12
21402	4/29/2019	Labdon, Andrew 581	Reimburse handling course	304.50	304.50
21403	4/29/2019	Les' Small Motors 9368 9366 9367	Clutch cover, hand guard Hedge trimmer Battery saw	170.94 387.39 444.00	1,002.33
21404	4/29/2019	Saskatchewan Health Authority 3321302	Water testing fees	23.00	23.00
21405	4/29/2019	Neilson Trucking Limited 9987	Crushed gravel - shop	2,184.00	2,184.00
21406	4/29/2019	Raddysh, Clint 20 Apr 2019	Workboots - Clint	177.60	177.60
21407	4/29/2019	Richardson Pioneer Limited 93403811	Grass seed	462.00	462.00
21408	4/29/2019	Receiver General April 29, 2019	863899324RT0001	204.84	204.84
21409	4/29/2019	Sask. Urban Municipalities May 2019 #110 May 2019 #231	Group Benefits #110 Union Group Benefits - Mang #231	2,932.32 1,025.88	3,958.20
21410	5/03/2019	49North Code Consulting Corp. 0009004 0009006	B11-18 Rec Cent Addn-Report 5 B5-19 WadBapt-1of3	203.96 305.95	509.91
21411	5/03/2019	Advoco Consulting Ltd. 2019-187	Consult fee - HR matters	258.14	258.14
21412	5/03/2019	Canadian Pacific Railway 1000-0011110885	Shared flasher costs	248.00	248.00
21413	5/03/2019	Cutting Edge Electrical 892	Fitness centre lighting	1,387.50	1,387.50

18

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
21414	5/03/2019	Enviroway Detergent Mfg. Inc. IN036154	Floor stripper	748.96	748.96
21415	5/03/2019	Fedorowich Construction LTD 21925	22 tonne cold mix asphalt	3,438.34	3,438.34
21416	5/03/2019	Fer-Marc Equipment Ltd. 94982 95000 95026	Return zamboni gear motor Parts for sweeper Conveyor switch - sweeper	1,023.86- 1,130.46 56.91	163.51
21417	5/03/2019	Hrynychshyn Holdings Inc. 47-2019 03-2019 05-2019	Otterbox-PW phone Microphone cables Microphone	55.50 133.15 105.44	294.09
21418	5/03/2019	Konica Minolta Business 7134504	Copier contract	482.85	482.85
21419	5/03/2019	McDougall Gauley LLP 601305 601307	General matters Chad Glasser advice	3,420.14 299.15	3,719.29
21420	5/03/2019	Mikush, Dustin 12635	Reimburse-Reg Module Payt	100.00	100.00
21421	5/03/2019	Saskatchewan Health Authority 3321787	Water testing fees	23.00	23.00
21422	5/03/2019	R-J Sales & Service Ltd. 24599	Batteries - floor scrubber	633.41	633.41
21423	5/03/2019	R.C. Inspection Services 1197 1207 1222	B03-19, Koenig 1of4 B02-19, 1of3 B04-19 Haugerud deck, 1of2	307.55 262.50 52.50	622.55
21424	5/03/2019	Sask. Urban Municipalities INV-000088982 INV-000089005	Staples Office Products Career Posting - Dir of PW	92.52 157.50	250.02
21425	5/03/2019	Stevenson Refrigeration 17206	Shutdown plant	2,898.10	2,898.10
21426	5/03/2019	Technical Safety Auth of Sask. BR-00135545	Annual Lic to Operate	215.00	215.00
21427	5/03/2019	TG Electric Ltd. 1507	Wire heater-WTP	983.40	983.40
21428	5/03/2019	Waggin' Wheelz Vet Service 4143	Feral Cat#2	218.67	218.67
Other: 238-Man	4/26/2019	Receiver General for Canada April 1-30, 201	Payroll April 1-30 RP0002	1,196.01	1,196.01
				Total for AP-GENERAL:	28,772.33

Report Date
5/03/2019 2:35 PM

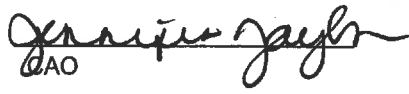
Town Of Wadena
List of Accounts for Approval
As of 5/03/2019
Batch: 2019-00049 to 2019-00054

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
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Approved by resolution of Council at the Regular Meeting of Council
on May 6, 2019



Mayor



CAO

Voucher No.	Date	Name	Amount
795	15-Apr-19	VELLACOTT, Bonny	\$ 260.00
796	18-Apr-19	BUHAY, Lawrence	\$ 1,336.69
797	18-Apr-19	CULL, Garrett	\$ 3,278.27
798	18-Apr-19	GLASSER, Chad	\$ 1,492.88
799	18-Apr-19	LABDON, Andy	\$ 276.92
800	18-Apr-19	LAZAR, Anna	\$ 1,094.98
801	18-Apr-19	MAGNAYE, Lovely	\$ 1,008.31
802	18-Apr-19	MCKINON, Alex	\$ 794.15
803	18-Apr-19	PROSOFISKY, Chris	\$ 1,066.05
804	18-Apr-19	RADDYSH, Clint	\$ 1,091.92
805	18-Apr-19	SCHESCHUK, Carson	\$ 722.09
806	18-Apr-19	SIMPSON, Joel	\$ 1,583.77
807	18-Apr-19	SIMPSON, Michele	\$ 1,179.48
808	18-Apr-19	TAYLOR, Jennifer	\$ 1,833.38
809	18-Apr-19	THEISEN, Jordan	\$ 1,355.38
810	18-Apr-19	THIEMANN, JoAnna	\$ 1,107.36
811	18-Apr-19	ZUBOT, Marshall	\$ 1,104.82
812	30-Apr-19	BAHT, Murray	\$ 1,000.00
813	30-Apr-19	CHAYKOWSKI, Greg	\$ 177.10
814	30-Apr-19	CHRISTIANSON, Jody	\$ 306.45
815	30-Apr-19	ELIASON, Conrad	\$ 490.00
816	30-Apr-19	FITCH, Shelley	\$ 326.83
817	30-Apr-19	LINNEN, Greg	\$ 897.16
818	30-Apr-19	MAGNAYE, Leslie	\$ 275.00
819	30-Apr-19	MAGNAYE, Lovely	\$ 275.00
820	30-Apr-19	MELSTED, Derek	\$ 633.46
821	30-Apr-19	SOBCHYSHYN, Sara	\$ 360.92
822	30-Apr-19	TOKARCHUK, Kelly	\$ 195.53
823	3-May-19	BUHAY, Lawrence	\$ 1,336.69
824	3-May-19	GLASSER, Chad	\$ 1,492.88
825	3-May-19	LABDON, Andy	\$ 276.92
826	3-May-19	LAZAR, Anna	\$ 1,063.08
827	3-May-19	MAGNAYE, Lovely	\$ 1,016.25
828	3-May-19	MCKINON, Alex	\$ 882.54
829	3-May-19	PROSOFISKY, Chris	\$ 1,077.99
830	3-May-19	RADDYSH, Clint	\$ 1,076.31
831	3-May-19	SCHESCHUK, Carson	\$ 933.84
832	3-May-19	SIMPSON, Joel	\$ 1,578.05
833	3-May-19	SIMPSON, Michele	\$ 1,127.15
834	3-May-19	TAYLOR, Jennifer	\$ 1,833.38
835	3-May-19	THEISEN, Jordan	\$ 1,581.46
836	3-May-19	THIEMANN, JoAnna	\$ 1,046.59
837	3-May-19	ZUBOT, Marshall	\$ 1,564.81

Total \$ 43,151.84