

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

Council Chambers, Municipal Office

102 Main Street, Wadena, SK

June 3, 2019

	Present	Mayor, Greg Linnen Councillor Sara Sobchyshyn Councillor Shelley Fitch Councillor Conrad Eliason Councillor Kelly Tokarchuk Councillor Jody Christianson Councillor Greg Chaykowski (late 6:08pm) Director of Parks & Rec Chad Glasser Interim Chief Administrative Officer, Jennifer Taylor
	Regrets	Acting Director of Public Works & Utilities, Jordan Theisen
	Order	A quorum being present, Mayor Linnen called the meeting to order at 5:04pm.
191-19	Agenda <i>Tokarchuk</i> <i>Fitch</i>	THAT the June 3, 2019 agenda be approved, and a copy of the agenda attached hereto. <u>Carried</u>
	Delegation	<i>T. Byman appeared before Council to discuss the opportunity to tender for excavation projects with the Town.</i>
	Delegation	<i>D. Melsted, the Town's contracted Class 2 Water Treatment and Distribution Operator, informed Council of the operation of the water treatment facility and made several recommendations.</i>
192-19	Accounts Payable <i>Fitch</i> <i>Sobchyshyn</i>	THAT payment of the accounts represented by cheques #21442 to #21463, online payment vouchers #253-Man to #262-Man totalling \$57,122.90 and payroll and contract direct deposit vouchers #859 to #890 totalling \$29,240.07 be approved as presented and the payment registers attached hereto. <u>Carried</u>
193-19	Bank Reconciliation <i>Tokarchuk</i> <i>Eliason</i>	THAT the bank reconciliation report as of April 30, 2019 be approved. <u>Carried</u>
194-19	Stale-Dated Cheque Policy <i>Christianson</i> <i>Eliason</i>	THAT a policy be created regarding stale-dated cheques stating that cheques be voided after 12 months, and that a fee of \$25 be charged for reissuing a cheque. <u>Carried</u>
195-19	Minutes <i>Eliason</i> <i>Fitch</i>	THAT the minutes of the regular meeting held May 21, 2019 be approved. <u>Carried</u>
196-19	Fogg Compensation Request <i>Eliason</i> <i>Tokarchuk</i>	THAT the Fogg's request for compensation be denied based on advice received from SUMAssure. <u>Carried</u>
197-19	2018 Audited Financial Statements <i>Tokarchuk</i> <i>Sobchyshyn</i>	THAT the audited 2018 Financial Statements for the Town of Wadena, as prepared and presented by the municipal auditor, be approved as presented, AND FURTHERMORE, THAT there have been no subsequent events occur or contingencies arise, from December 31, 2018 to today's date that would have a material effect on the statements as approved. <u>Carried</u>

22
9/11

198-19	Committee and Other Reports <i>Tokarchuk</i> <i>Fitch</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"> • Animal Control Monthly Report - May 	<u>Carried</u>
199-19	Administrative Reports <i>Tokarchuk</i> <i>Fitch</i>	<p>THAT the following administrative reports be acknowledged, and any copies filed or disposed of accordingly:</p> <ul style="list-style-type: none"> • Director of Parks & Rec • Deputy CAO – CED/PW Update 	<u>Carried</u>
200-19	CAO Vacation <i>Sobchyshyn</i> <i>Tokarchuk</i>	THAT Jennifer Taylor's vacation request for June 14 and 28, July 2-5 and 19, and Aug 19-23 be approved.	<u>Carried</u>
201-19	Gravel Purchase <i>Eliason</i> <i>Christianson</i>	THAT Public Works be authorized to purchase up to 300 yards of road gravel.	<u>Carried</u>
202-19	Personnel Policy Amendment <i>Sobchyshyn</i> <i>Tokarchuk</i>	THAT the amendment to P2017-007 Personnel Policy regarding bereavement leave for out-of-scope employees be approved as presented.	<u>Carried</u>
203-19	Discretionary Use – Home Occupation <i>Christianson</i> <i>Eliason</i>	THAT discretionary use application # HOA026 for Revolution Plumbing and Heating, a plumbing, heating and air conditioning contractor, at 357 Main St N be approved based on its compliance with Town bylaws and compatibility with the residential character of the neighbourhood.	<u>Carried</u>
204-19	Discretionary Use – Home Occupation <i>Christianson</i> <i>Chaykowski</i>	THAT discretionary use application # HOA027 for Spine Drivers Inc o/a Spine Design, a home and yard maintenance business, at 201 2 nd Ave NE be denied based on its non-compliance with the Zoning Bylaw and incompatibility with the residential character of the neighbourhood.	<u>Carried</u>
205-19	Discretionary Use – Garage <i>Christianson</i> <i>Chaykowski</i>	THAT the discretionary use application for a detached garage at 57 3 rd St NE be denied based on its non-compliance with setback requirements of the Zoning Bylaw.	<u>Carried</u>
206-19	Request to Take Title <i>Sobchyshyn</i> <i>Chaykowski</i>	THAT the request to accept a voluntary transfer of title of Lot 13 Block 29 Plan BC6483 with all title transfer costs to be paid by the property owner be approved.	<u>Carried</u>
207-19	Correspondence <i>Sobchyshyn</i> <i>Fitch</i>	<p>THAT we recognize the following correspondence and it be disposed of or filed accordingly and administration send replies as indicated:</p> <ul style="list-style-type: none"> • MDSI L-DOG Sponsorship Request – provide voucher • Shamrock Horticultural Society – provide voucher • SK Central Acquired Brain Injury Outreach Team Information Request – reply with information • Lappi Line Thawing – investigate and report back to Council • Andry Tax Credit – provide credit 	<u>Carried</u>
208-19	MDSI L-DOG Sponsorship Request <i>Tokarchuk</i> <i>Sobchyshyn</i>	THAT the Town donate a silent auction prize in the form of a voucher allowing the winner to choose between a gym pass or swim pass of equal value.	<u>Carried</u>

Handwritten initials/signature

- 209-19 **Shamrock Horticultural Society Sponsorship Request** THAT the Town donate a raffle prize in the form of a voucher allowing the winner to choose between a gym pass or swim pass of equal value. Carried
*Eliason
Sobchyshyn*
- 210-19 **Go Past 8:00pm** THAT the Council meeting be permitted to go past 8:00pm. Carried
*Christianson
Fitch*
- 211-19 **Tax Credit Request** THAT the request from S. Andry for a credit of \$222.69 toward 2019 taxes for Roll#651 be approved. Carried
*Eliason
Sobchyshyn*
- Media** *Andy Labdon – Wadena News: No questions*
- 212-19 **In-Camera** THAT we suspend the current meeting of council to proceed in camera as a Committee of the Whole to discuss personnel and legal matters. Carried
*Tokarchuk
Sobchyshyn*
- 213-19 **Resume Session** THAT we end our in-camera session as a Committee of the Whole and resume the regular meeting of Council in progress. Carried
*Fitch
Chaykowski*
- 214-19 **Chief Administrative Officer** THAT Jennifer Taylor be hired as Chief Administrative Officer for the Town of Wadena as per the contract effective June 8, 2019. Carried
*Sobchyshyn
Christianson*
- 215-19 **Director of Public Works & Utilities Wage** THAT the starting wage for Alyshia Neuman, Director of Public Works and Utilities be \$65,000 per year. Carried
*Tokarchuk
Christianson*
- 216-19 **Adjourn** THAT the meeting be adjourned at 8:58pm. Carried
Tokarchuk


Mayor


CAO



ef gkt
June 3, 2019

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. Delegations

3.I. Delegation - Todd Byman, Prairieland Trucking & Excavating

T. Byman has requested to address Council regarding the opportunity to tender for excavation projects with the Town. Attached is the correspondence submitted to Council at the May 21, 2019 meeting.

Documents:

2019.05.16 BYMAN - WATER AND SEWER WORK.PDF

3.II. Delegation - Derek Melsted, Water Treatment & Distribution Operator

D. Melsted, the Town's contracted Class 2 Water Treatment and Distribution Operator, will inform Council of the operation of the water treatment facility.

4. Accounts Payable

Approval of payments of accounts, bills and invoices.

Documents:

LIST OF ACCOUNTS FOR APPROVAL - DETAILED.PDF

5. Financial Statement

Approval of Financial Statement for the previous period.

5.I. Bank Reconciliation

The Bank Reconciliation Report as of April 30, 2019 is attached for approval.

Documents:

2019 APRIL BANK RECONCILIATION REPORT.PDF

5.II. Stale-Dated Cheque Report

Administration has prepared a report and recommendations (attached) for Council's consideration regarding the handling of stale-dated cheques.

Documents:

2019.05.31 STALE-DATED CHEQUE REPORT.PDF

6. Minutes Of Previous Meeting

Approval of the Minutes of the previous meeting of Council.

Documents:

2019-05-21 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

T. and T. Fogg requested compensation resulting from a water main break that occurred on Mar 8, 2019 at the Mar 19, 2019 meeting. At the May 6, 2019 meeting, the Foggs addressed Council and a decision was tabled until after Council had met with SUMAssure.

Documents:

2019.03.18 FOGG REQUEST.PDF

2019.04.22 CRAWFORD DENIAL LETTER.PDF

2019.05.01 FOGG INVOICES.PDF

7.II. 2018 Audited Financial Statements

The 2018 Audited Financial Statements and auditor's letter for the Town of Wadena are attached for Council's review and approval. This items was tabled at the May 21, 2019 meeting.

Documents:

TOWN OF WADENA - 2018 DRAFT FINANCIAL STATEMENTS.PDF

TOWN OF WADENA - CLIENTS REPRESENTATION LETTER.PDF

ef gkt

8. Committee And Other Reports

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

8.I. Animal Control

Documents:

2019.05 ANIMAL CONTROL MONTHLY REPORT_REDACTED.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 JUNE 3 2019.PDF
CED PW - UPDATE JUNE 3, 2019.PDF

10. New Business

New items up for discussion at this meeting of Council.

10.I. Personnel Policy Amendment

An amendment to P2017-007 Personnel Policy regarding bereavement leave benefits for out-of-scope employees is attached for Council's consideration. The proposed amendment mirrors the benefits provided to CUPE Local 4335 employees of Town of Wadena.

Documents:

2019 DRAFT AMENDMENT P2017-007 PERSONNEL POLICY.PDF

10.II. Discretionary Use Applications

10.II.i. Discretionary Use - Revolution Plumbing & Heating

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

Documents:

2019.06.03 DISC USE REVOLUTION PLUMBING AND HEATING.PDF

10.II.ii. Discretionary Use - Spine Drivers Inc O/A Spine Design

A home occupation application is before Council for discretionary use consideration. Report to be attached Monday, June 3.

Documents:

2019.06.03 DISC USE SPINE DRIVERS INC.PDF

10.II.iii. Discretionary Use - Garage At 57 3rd St NE

A development application for a garage is before Council for discretionary use consideration. Report to be attached Monday, June 3.

Documents:

2019.06.03 DISC USE GARAGE 57 3RD ST NE.PDF

10.III. Request To Take Title

A request has been received from a property owner for the Town to take title.

Documents:

2019.06.03 REQUEST TO TAKE TITLE TURKENBURG.PDF

11. Correspondence

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

11.I. Sponsorship Requests

11.I.i. MDSI

MDSI's request for sponsorship of the L-DOG Golf Tournament is attached. In 2018, Council authorized a silent auction prize.

Documents:

2019.05.21 MDSI SPONSORSHIP REQUEST.PDF

11.I.ii. Shamrock Horticultural Society

A donation request from Shamrock Horticultural Society for their summer bus tour is attached.

Documents:

2019.05.22 SHAMROCK HORTICULTURAL SOCIETY SPONSORSHIP REQUEST.PDF

11.II. SK Central Acquired Brain Injury Outreach Team Information Request

Documents:

2019.05.24 SK CENTRAL ACQUIRED BRAIN INJURY OUTREACH TEAM
INFORMATION REQUEST.PDF

11.III. LAPPI Line Thawing

Documents:

2019.05.28 LAPPI LINE THAWING.PDF

11.IV. ANDRY Tax Credit Request

Documents:

2019.05.29 ANDRY REQUEST FOR CREDIT ON 2019 TAXES.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 & Legal Matters

14. Adjournment

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

af
af

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP-GENERAL - GENERAL BANK ACCOUNT					
Computer Cheques:					
21442	5/21/2019	Syrota, Marilyn Refund	Hall Deposit Refund	300.00	300.00
21443	5/28/2019	Novacor Holdings Inc May 2019	Novacore Settlement	650.00	650.00
21444	5/28/2019	Sask. Urban Municipalities June 2019 #110 June 2019 #231	Group Benefits #110 Union Group Benefits - Mang #231	2,766.44 1,513.00	4,279.44
21445	5/28/2019	Sowa, Carmen Refund	Swimming Lesson Refund	70.00	70.00
21446	5/28/2019	Spine Drivers Inc. 343861 343873	May 2019 Cemetery Contract Approved additional 5hrs	2,625.00 262.25	2,887.25
21447	6/03/2019	BP Ag and Truck 1-69382 1-69460 1-69707 1-69725 1-70206	Vbelt Oil Filters & Air Filters Hose clamp, hair pin & oil fil Oil Filter Oil Filter	9.64 156.80 52.93 9.32 25.04	253.73
21448	6/03/2019	Glasser, Chad WesternCycle	New home plate	144.29	144.29
21449	6/03/2019	Grant, Elizabeth May Expenses	Travel Expenses	98.85	98.85
21450	6/03/2019	Kidd, Delbert Refund	Water account refund	42.45	42.45
21451	6/03/2019	Norsask Hydro Vac Servies Ltd 652	6.5 hrs Hydro Vac Truck Servic	1,876.88	1,876.88
21452	6/03/2019	Sask. Urban Municipalities 89223	Paper, Post-it, Binding Cases	192.78	192.78
21453	6/03/2019	Taylor, Jennifer May Expense	KM's for Case Mang - Wynyard	42.00	42.00
21454	6/03/2019	TG Electric Ltd. 1430- 2nd payme	Remaining balance-ballast repa	20.11	20.11
21455	6/03/2019	Wadena Glass 1838 1845	Number 1-8: Section ID signs Waterslide Rules sign	22.20 826.18	848.38
21456	6/03/2019	Wadena News 46824 & 46744	Summer student & thank you	48.48	48.48
21457	6/03/2019	Wadena News 46688 46764 46801 46802	Cemetery Columbariam Ad April SK Lott,Coun High, Pub Work Pool, Tenders & Assessment Grant dealine June 1, 2019	86.00 485.84 609.42 220.50	


Handwritten initials/signature in blue ink.

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		46825	Council Highlights	203.70	
		46857	Team Visitation Books	113.22	1,718.68
21458	6/03/2019	Wadena Steel & Supply Ltd.			
		72975	5/8 HR Round	6.55	6.55
21459	6/03/2019	Voided by the print process			
21460	6/03/2019	Water World Industries			
		33308	Outside Hose - Dashney	33.25	
		33277	Chlorine Selinoid	318.57	
		32691	Waterline thawing equip	11.09	
		32702	Waterline thawing equip	17.36	
		33276	Bushing, sleeve etc	79.62	
		33120	Taoe, layflat hose	76.58	
		33304	Thermostat - highway shop	47.18	
		33098	Thaw circ line & install temp	528.92	
		33157	549 6th St NE - water line	260.98	
		33136	366 5th St NE - water line	208.01	
		33107	201 Main St N - water line	122.27	
		33095	Service call after hours	1,784.33	
		32729	Install unit heater	5,226.99	
		32663	Waterline thawing equip	48.07	
		33162	309 6th St NE - water line	212.85	
		33351	2 - CR - sink in council chamb	18.87	
		32740	Cutters for roto roter	110.89	
		33296	Urinal repair	410.70	
		32990	Service call - sewer smell	55.50	
		33201	Service call - repair leak	103.23	9,675.26
21461	6/03/2019	Yakowec, Louise			
		May Expense	Foam board, brushes, roller	37.47	37.47
21462	6/03/2019	VOID - paper not chq			
21463	6/03/2019	Zarowny, Donna			
		May 2019 Expen	Supplies & fundraising expense	507.28	507.28
Other:					
253-Man	4/30/2019	Maxim Chemical International			
		April 2019	Hall Dishwasher Lease	132.09	132.09
254-Man	4/30/2019	Elavon			
		Apr 2019 Termi	Debit Terminal Charges A	179.87	179.87
255-Man	4/30/2019	Elavon			
		Apr 2019 Online	Online Elavon Charges April	84.62	84.62
256-Man	4/30/2019	Sask. Power			
		Apr 2019 Airpor	Power	46.05	46.05
257-Man	5/17/2019	Sask. Energy			
		April 2019	Energy	3,674.10	3,674.10
258-Man	5/13/2019	Sask. Power			
		April 2019	Power	16,587.91	16,587.91

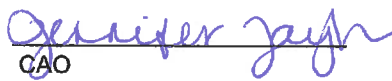
Handwritten initials/signature in blue ink.

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
259-Man	5/30/2019	Sask Tel Mobility May 2019	SaskTel Mobillity May 2019	352.71	352.71
260-Man	5/31/2019	Receiver General for Canada May12-25 RP0002	Payroll May 12 - 25	2,079.81	2,079.81
261-Man	5/31/2019	Receiver General for Canada May12-25 RP0001	Payroll May 12 - May 25	6,829.60	6,829.60
262-Man	5/31/2019	Sask. Municipal Employees' May 12 - May 25	Pension plan	3,456.26	3,456.26
				Total for AP-GENERAL:	57,122.90

Approved by resolution of Council at the Regular Meeting of Council
on June 3, 2019



Mayor



CAO

