



**TOWN OF WHITEWOOD  
REGULAR COUNCIL MEETING  
May 2, 2023**

A regular meeting of Council was held on May 2, 2023 at 7:00 pm

**Present:**

Mayor  
Councilors

Rhett Parks  
Chris Ashfield  
Chad Kelly  
Shawna Stradeski  
Glenn Mantei  
Donna Beutler  
Brian Waynert

CAO  
WTP  
Foreman

Lisa Istace  
Kevan Stryker 7:00pm – 7:03pm  
Trent Merkel 7:00pm – 7:07pm

**Order**

A quorum being present Mayor Parks called the meeting order at 7:00 pm.

**Agenda  
992/2023**

Ashfield, Mantei – That the amended agenda be accepted as a guide for the meeting  
Carried

**Minutes  
993/2022**

Waynert, Beutler – That the minutes of April 11, 2023 council meeting are accepted  
Carried

**WTP's  
Report  
994/2023**

Stradeski, Mantei - That we accept the WTP's Report as presented  
Carried

**Foreman  
Report  
995/2023**

Kelly, Waynert - That we accept the Foreman's Report as presented  
Carried

**CAO's  
Report  
996/2023**

Beutler, Stradeski – That we accept the CAO's Report as presented  
Carried

**Council  
Report  
997/2023**

Ashfield, Waynert – That we accept the Council Report as presented  
Carried

**Jr  
Report  
998/2023**

Waynert, Stradeski – That we accept the Junior's Report as presented

Carried

*[Signature]*

|                             |                                                                                                                                                                                                                       |         |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| <i>Accounts</i><br>999/2023 | Kelly, Mantei – That accounts #21721 – 21759 void cheque #21724&21758<br>\$128,415.36 Credit Card \$6,559.71 Online Banking \$40,744.80<br>Totaling \$175,719.87<br>copy is attached and form a part of these minutes | Carried |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|

|                                  |                                                                                               |         |
|----------------------------------|-----------------------------------------------------------------------------------------------|---------|
| <i>4-H Donation</i><br>1000/2023 | Kelly, Beutler – Motion to approve \$100 sponsorship to Whitewood 4-H<br>Regional Show & Sale | Carried |
|----------------------------------|-----------------------------------------------------------------------------------------------|---------|

**AMEND BYLAW NO. 2/93 AGREEMENT RESPECTING INTER-MUNICIPAL FIRE PROTECTION**

|                                   |                                                                                           |         |
|-----------------------------------|-------------------------------------------------------------------------------------------|---------|
| <i>First Reading</i><br>1001/2023 | Kelly, Beutler – Amend Bylaw No 2/93 Agreement Respecting Inter-Municipal Fire Protection | Carried |
|-----------------------------------|-------------------------------------------------------------------------------------------|---------|

|                                    |                                                                                             |         |
|------------------------------------|---------------------------------------------------------------------------------------------|---------|
| <i>Second Reading</i><br>1002/2023 | Ashfield, Mantei – Amend Bylaw No 2/93 Agreement Respecting Inter-Municipal Fire Protection | Carried |
|------------------------------------|---------------------------------------------------------------------------------------------|---------|

|                        |                                                                                             |         |
|------------------------|---------------------------------------------------------------------------------------------|---------|
| <i>Consent Reading</i> | Stradeski, Kelly – Amend Bylaw No 2/93 Agreement Respecting Inter-Municipal Fire Protection | Carried |
|------------------------|---------------------------------------------------------------------------------------------|---------|

|                                   |                                                                                             |         |
|-----------------------------------|---------------------------------------------------------------------------------------------|---------|
| <i>Third Reading</i><br>1003/2023 | Beutler, Waynert – Amend Bylaw No 2/93 Agreement Respecting Inter-Municipal Fire Protection | Carried |
|-----------------------------------|---------------------------------------------------------------------------------------------|---------|

**AMEND BYLAW NO. 2/01 AGREEMENT RESPECTING DISPATCH SERVICES WITH CRESTVUE AMBULANCE SERVICE**

|                                   |                                                                                  |         |
|-----------------------------------|----------------------------------------------------------------------------------|---------|
| <i>First Reading</i><br>1004/2023 | Ashfield, Stradeski – Amend Bylaw No 2/01 Agreement Respecting Dispatch Services | Carried |
|-----------------------------------|----------------------------------------------------------------------------------|---------|

|                                    |                                                                             |         |
|------------------------------------|-----------------------------------------------------------------------------|---------|
| <i>Second Reading</i><br>1005/2023 | Kelly, Beutler – Amend Bylaw No 2/01 Agreement Respecting Dispatch Services | Carried |
|------------------------------------|-----------------------------------------------------------------------------|---------|

|                        |                                                                              |         |
|------------------------|------------------------------------------------------------------------------|---------|
| <i>Consent Reading</i> | Mantei, Waynert – Amend Bylaw No 2/01 Agreement Respecting Dispatch Services | Carried |
|------------------------|------------------------------------------------------------------------------|---------|

|                                   |                                                                                  |         |
|-----------------------------------|----------------------------------------------------------------------------------|---------|
| <i>Third Reading</i><br>1006/2023 | Stradeski, Ashfield – Amend Bylaw No 2/01 Agreement Respecting Dispatch Services | Carried |
|-----------------------------------|----------------------------------------------------------------------------------|---------|

*K.P.*

**BYLAW NO. 04/2023 AGREEMENT FOR DISPATCH WITH CANADIAN PUBLIC SAFETY OP ORG.**

*First Reading*  
1007/2023 Ashfield, Stradeski – Bylaw No 04/2023 Agreement for Dispatch with Canadian Public Safety OP ORG. Carried

*Second Reading*  
1008/2023 Kelly, Beutler – Bylaw No 04/2023 Agreement for Dispatch with Canadian Public Safety OP ORG. Carried

*Consent Reading* Waynert, Mantei – Bylaw No 04/2023 Agreement for Dispatch with Canadian Public Safety OP ORG. Carried

*Third Reading*  
1009/2023 Waynert, Beutler – Bylaw No 04/2023 Agreement for Dispatch with Canadian Public Safety OP ORG. Carried

*World Spectator Grad ad*  
1010/2023 Stradeski, Waynert – Motion to approve 2023 graduation ad at \$110 Carried

*Abate Taxes*  
1011/2023 Ashfield, Kelly – Motion to abate back taxes on 714 Lalonde St, 503 3<sup>rd</sup>, 801 Lalonde, 400 Lalonde totaling \$15,357.42 and pay EPT on 714 Lalonde, 503 3<sup>rd</sup>, 801 Lalonde, 400 Lalonde totaling \$7,266.88 Carried

*In-Camera*  
1012/2023 Ashfield, Stradeski - That Council having issues to discuss regarding personnel, land legal matters and negotiations which are exempted from public discussion under the *Local Authority Freedom of Information and Protection of Privacy Act and the Municipalities Act* go in camera at 7:54 pm.

Present: Mayor Parks, Councilors Kelly, Ashfield, Mantei, Stradeski, Beutler, Waynert and CAO Istace

Carried

*Regular Mtg*  
1013/2023 Waynert, Mantei - That Council resumes the regular meeting at 8:21 pm Carried

Present: Mayor Parks, Councilors Kelly, Ashfield, Mantei, Stradeski, Beutler, Waynert and CAO Istace

**BYLAW NO. 05-2023, WATER AND SEWER BYLAW**

*First Reading*  
1014/2023 Kelly, Ashfield – That Bylaw No. 05-2023 Water and Sewer Bylaw Carried

*Second Reading*  
1015/2023 Beutler, Stradeski – That Bylaw No. 05-2023 Water and Sewer Bylaw Carried



*Adjourn*  
1016/2023

Beutler – Moved the meeting to adjourn at 8:22 pm



Chief Administrative Officer



Mayor



**TOWN OF WHITEWOOD  
EDC MEETING  
May 8, 2023**

A meeting of Council was held on May 8, 2023 at 7:00 pm

Present: Mayor Rhett Parks at 7:35pm  
Councillors Donna Beutler  
Chad Kelly  
Shawna Stradeski  
Chris Ashfield

CAO Lisa Istace

*Order* A quorum being present Deputy Mayor Beutler called the meeting to order at 7:02 pm

*In-Camera* Kelly, Beutler - That Council having issues to discuss regarding personnel, 1017/2023 land legal matters and negotiations which are exempted from public discussion under the *Local Authority Freedom of Information and Protection of Privacy Act and the Municipalities Act* go in camera at 7:02 pm.

Present: Councillors Kelly, Beutler, Stradeski, Ashfield CAO Lisa Istace  
Carried

Mayor Parks at 7:35pm

*Regular Mtg* Kelly, Beutler - That Council resumes the regular meeting at 8:38 pm 1018/2023 Carried

Present: Mayor Parks, Councillors Kelly, Beutler, Stradeski, Ashfield CAO Lisa Istace

*Adjourn* Beutler – Moved the meeting to adjourn at 8:22 pm 1019/2023



Chief Administrative Officer

  
Mayor

# Monthly Facility Manager Report

May 2023

- Prep for floor replacement
  - Baseboards removed
  - Bleacher chairs removed
  - Sanding
  - Kitchen equipment moved out and in
  - Assisted contractor where and when needed
- Prep and paint bleachers (lobby complete, rink ongoing)
- Met with Colton with Minor baseball – set rink parameters for rink floor use
- Attended Improving Volunteer Connections Webinar on April 19 @ 7pm
- Working on Farmer and Friends Grant Applications
- Reviewed/revised Aquatic Safety Plan
- TSASK Elevator inspection
  - Order to corrected
  - Had annual maintenance completed and OtC’s corrected
- Playground raked
- Replaced crash bar assembly on one main rink door
- Receive 2 new keys for old vending machine
  - Retrieved funds
  - Retrieved and disposed of expired product
- Met with Minor Hockey Managers on May 3<sup>rd</sup> to discuss kitchen operations.
- Ball diamond maintenance
  - Diamond 1 – regular
  - Diamond 2 – add shale and sand
  - Diamond 3 – improved backstop, added shale, added temporary home run fence
- Completed Leadership Development Grant 2022-2023 follow-up
- Continuing to work on Sask Lotteries 22-23 follow-up
- Had current campground washrooms/showers leaks repaired
- Completed and received license for campground
- New Zamboni arrived
  - Working on sponsorships
- Created a Draft Equipment Rental Agreement
- Completing Certified Pool Operator Course week of May 15 (four half days)
- Monthly Southeast Rec Coffee and Talk
  - SaskPower Adjusting Demand Charge Calculation to Provide Relief for Seasonal Customers (Rinks)
  - Aquatic Talk, Zoom Monday May 29 at 7:00 p.m.
  - The SPRA AGM will be held virtually on October 17, 2023 without a Conference.
  - Discussion topics:
    - What type of orientation/training do you offer for your summer program staff (students)? – is there a need for orientation manual templates? Or other supports needed? ---
    - How are groups utilizing their empty arenas and ice surfaces
- Working with Greenwave to revitalize their proposed project
- Seeking funding, pricing and design ideas for playground equipment
- Ongoing build maintenance/repairs

EQUIPMENT RENTAL AGREEMENT

THIS EQUIPMENT RENTAL AGREEMENT (this "Agreement") dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

BETWEEN:

Town of Whitewood, 509 3<sup>rd</sup> Ave. Whitewood SK S0G 5C0  
(the "Lessor")

OF THE 1<sup>ST</sup> PART

- AND -

\_\_\_\_\_ of \_\_\_\_\_  
(the "Lessee")

OF THE SECOND PART

(the Lessor and Lessee are collectively the "Parties")

IN CONSIDERATION OF the mutual covenants and promises in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Lessor leases the Equipment to the Lessee, and the Lessee leases the Equipment from the Lessor on the following terms:

**Definitions**

1. The following definitions are used but not otherwise defined in this Agreement:

- 1) "Casualty Value" means the market value of the Equipment at the end of the term or when in relation to a Total loss, the market value the Equipment would have had at the end of the Term but for the Total loss. The casualty Value may be less than but will not be more than the original purchase price of the Equipment.
- 2) "Equipment means:  
Chairs which have an approximate value of \$90.00 each;  
Tables which have an approximate value of \$200.00 each, and;  
Backdrop curtains which have an approximate value of ~~\$400.00~~ per section. *400 per section - Full section*
- 3) "Total loss" means any loss or damage that is not repairable or that would cost more to repair than the market value of the Equipment.

**Lease**

2. The Lessor agrees to lease the Equipment to the Lessee, and the Lessee agrees to lease the Equipment from the Lessor in accordance with the terms set out in this Agreement.

**Term**

3. The Agreement commences on \_\_\_\_\_ and will continue to \_\_\_\_\_, 20\_\_\_\_.

**Deposit and Rent**

4. The Lessee will pay a deposit of \$500.00 (the "Deposit") before taking possession of the Equipment. Lessor will refund the deposit to the Lessee at the end of the term provided that the Lessee has performed all of the Lessee's obligations under this Agreement.
5. For Terms longer than one \_\_\_\_\_, the rent, inclusive of GST and PST, will be paid in installments of \$ \_\_\_\_\_ beginning on \_\_\_\_\_, 20\_\_\_\_ and will be paid each succeeding period through the Term (the "Rent")

**Use of Equipment**

6. The Lessee will use the Equipment for the purpose for which it was designed and not for any other purpose.
7. Unless the Lessee obtains the prior written consent of the Lessor, the Lessee will not alter, modify or attach anything to the Equipment unless the alteration, modification or attachment is removable without damaging the functional capabilities, or original cosmetics, or economic value of the Equipment.

**Repairs and Maintenance**

8. The Lessee's own expense, keep the Equipment in good repair, appearance and condition, normal and reasonable wear and tear excepted. The Lessee will supply all parts that are that are necessary to keep the Equipment in such a state.
9. If the Equipment is not in good repair, appearance and condition when it is returned to the Lessor, the Lessor may make such repairs or may cause such repairs to be made as are necessary to put the Equipment in a state of good repair, appearance, and condition, normal and reasonable wear and tear excepted. The Lessor will make the said repairs within reasonable time of taking possession of the Equipment and will give the the Lessee written notice of and invoices for the repair. Upon receipt of such invoices, the Lessee will immediately reimburse the Lessor for the actual expense of those repairs.
10. The Lessee may, but is not obligated to enforce any warranty that the Lessor has against the supplier or manufacturer of the Equipment. The Lessee will enforce such warranty or indemnity in its own name and at its own expense.

### **Warranties**

11. The equipment will be in good working order and good condition upon delivery.
12. The Equipment is of merchantable quality and fit for the purpose it is ordinarily used.

### **Loss and Damage**

13. To the extent permitted by law, the Lessee will be responsible for the risk of loss, theft, damage or destruction to the Equipment from any and every cause.
14. If the Equipment is lost or damaged, the Lessee will continue paying Rent, will provide the Lessor with prompt written notice of such loss or damage and will, if the Equipment is repairable, put or cause the Equipment to be put in a state of good repair, appearance and condition.
15. In the event of Total Loss of the Equipment, the Lessee will provide the Lessor with prompt written notice of such loss and will pay the Lessor all unpaid Rent for the Term plus the Casualty Value of the Equipment, at which point ownership of the Equipment passes to the Lessee.

### **Ownership, Right to Lease and Quiet Enjoyment**

16. The Equipment is the property of the Lessor and will remain the property of the Lessor.
17. The Lessee will not encumber the Equipment or allow the Equipment to be encumbered or pledge the Equipment as security in any manner.
18. The Lessor warrants that the Lessor has the right to lease the Equipment according to the terms in this Agreement.
19. The Lessor warrants that as long as no Event of Default has occurred, the Lessor will not disturb the Lessee's quiet and peaceful possession of the Equipment or the Lessee's unrestricted use of the Equipment for the purpose for which the Equipment was designed.

### **Insurance**

20. No insurance coverage for the Equipment is required under this Agreement.

### **Indemnity**

21. The Lessee will indemnify and hold harmless the Lessor against any and all claims, actions, suits, proceedings, costs, expenses, damage and liabilities, including attorney's fees and costs, arising out of or related to the Lessee's use of the Equipment

### **Default**

22. The occurrence of any one or more of the following events will constitute an event of default ("Event of Default") under this Agreement.
  1. The Lessee fails to pay any amount provided for in this Agreement when such amount is due or otherwise breaches the Lessee's obligations under this Agreement.
  2. The Lessee becomes insolvent and makes an agreement of rights of property for the benefit of creditors or files for or as bankruptcy proceedings instituted against the Federal bankruptcy law of Canada or another competent jurisdiction.
  3. A writ of attachment or execution is levied on the Equipment and is not released or satisfied within 10 days.

### **Remedies**

23. On the occurrence of an Event of Default, the Lessor will be entitled to pursue any one of the following remedies (the "Remedies")
  1. Declare the entire amount of the rent for the Term immediately due and payable without notice or demand to the Lessee.
  2. Apply the Deposit toward any amount owing to the Lessor.
  3. Commence legal proceedings to recover the Rent and other obligations accrued before and after the Event of default.
  4. Take possession of the Equipment without demand or notice, whenever same may be located, without any court order or other process of the law. The Lessee waives any and all damage occasioned by such taking of possession.
  5. Terminate this Agreement immediately upon written notice to the Lessee.
  6. Pursue any order remedy available in law or equity.

### **Assignment**

24. THE LESSEE WILL NOT ASSIGN THIS AGREEMENT, THE LESSEE'S INTEREST IN THIS AGREEMENT OR THE LESSEE'S INTEREST IN THE EQUIPMENT WITHOUT THE PRIOR WRITTEN CONSENT OF THE LESSOR.
25. If the Lessee assigns this Agreement, the Lessee's interest in the Agreement or the Lessee's interest in the equipment without prior written consent of the Lessor, Lessor will have the recourse to the Remedies and will be entitled to all damages caused by the assignment.

### **Additional Clauses**

26. The town of Whitewood requires a 33.33% NON-refundable booking deposit to secure the item and place it on hold for you. This can be done by Cheque, credit Card, e-transfer (at the Town office) or Cash

### **Entire Agreement**

27. This Agreement will constitute the entire agreement between the parties. Any prior understanding or representation of any kind preceding the date of this Agreement will not be binding on either Party except to the extent incorporated in this Agreement.

**Address for Notice**

28. Service of all notices under this Agreement will be delivered personally or sent by registered mail or courier to the following address:

Lessor: Town of Whitewood, 509 3rd Ave, Whitewood SK S0G 5C0

Lessee: \_\_\_\_\_

**Payment**

29. All dollar amounts in this agreement refer to Canadian dollars, and all payments required to be paid under this Agreement will be paid in Canadian dollars unless the Parties agree otherwise.

**Interpretation**

30. Headings are inserted for the convenience of the parties only and are not to be considered when interpreting this Agreement. Words in the singular mean and include the plural and vice versa.

**Governing Law**

31. It is the intention of the Parties to this Agreement that this Agreement and the performance under this Agreement, and all suits and special proceedings under this Agreement, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the Laws of the Province of Saskatchewan without regard to the jurisdiction in which action or special proceeding may be instituted.

**Severability**

32. If there is a conflict between any provisions of this Agreement and the applicable legislation of the province of Saskatchewan ("the Act"), the Act will prevail and such provisions of the Agreement will be amended or deleted as necessary in order to comply with the Act. Further, any provisions that are required by the Act are incorporated into this Agreement.

33. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, those provisions to the extent enforceable and all other provisions will nevertheless continue to be valid and enforceable as though the invalid or unenforceable parts had not been included in this Agreement and the remaining provisions had been executed by both Parties subsequent to the expungement of the invalid provision.

**General Terms**

34. This Agreement may be executed in counterparts. Facsimile signatures are binding and are considered to be original signatures.
35. Time is of the essence in this Agreement.
36. This Agreement will extend to and be binding upon and inure to the benefit of the respective heirs, executors, administrators, successors and assigns, as the case may be, of each Party to this Agreement.
37. Neither Party will be liable in damages or have the right to terminate this Agreement for any delay or default in performance if such delay or default is caused by conditions beyond its control including, but not limited to Acts of God, Government restrictions, wars, insurrections, natural disasters, such as earthquakes, hurricanes or floods and any other cause beyond the reasonable control of the Party whose performance is affected.

**Notice of Lease**

38. **NOTICE TO THE LESSEE:** THIS IS A LEASE. You are not buying the Equipment. Do not sign this Agreement before you read it. You are entitled to a complete copy of this Agreement when you sign it.

**IN WITNESS WHEREOF**

\_\_\_\_\_ has duly affixed its signature under hand and seal and Town of  
Whitewood has affixed its signature by duly authorized officer under seal on this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
(print)

Town of Whitewood

\_\_\_\_\_  
(c/s)

\_\_\_\_\_  
Lessee



## WHITEWOOD

**TO:** Mayor and Council  
**From:** Lisa Istace  
**Re:** CAO Report

**Date:** May 16, 2023

- Completed updating of Bylaws ☺
- Complete tasks from council meetings
- Weekly meetings with staff
- Bank reconciliations finish up March 2023
- Work on April 2023 bank rec
- Payroll
- Train office staff on payroll
- Month end; PVSD, Payroll remittance, MEPP
- Continue to Update Bylaws
- Met with RM admins – go over Common Fire costs Agreement
- EDC Meeting
- Set up/Organize Pool Schedule with Tim
- Finish up email/questions with MNP to complete 2022-year end
- Organize SK Lotteries pay out with Tim
- Organize swim lessons
- Call and awaiting quotes
- Order showers and organize material pick up for campground washrooms
- Met Michael with WSA; go through inspection report
- Organize summer students to organize/clean basement
- Away May 17-June 1/2



Town Office  
731 Lalonde Street • Box 129  
Whitehead, SK • S0G 5C0



Town Office: 306-735-2210  
Recreation: 306-735-4415  
Fax: 306-735-2262



Town: [general@townofwhitehead.ca](mailto:general@townofwhitehead.ca)  
Recreation: [recreation@townofwhitehead.ca](mailto:recreation@townofwhitehead.ca)  
Website: [www.townofwhitehead.ca](http://www.townofwhitehead.ca)

Town of Whitewood  
Payment Register

Batch: 2023-00029 to 2023-00031

Bank Code: AP - AP GENERAL

| Payment #                  | Vendor                                | Date       | Amount     |
|----------------------------|---------------------------------------|------------|------------|
| Computer Cheque            |                                       |            |            |
| 21760                      | Fer-Marc Equipment Ltd                | 05/03/2023 | 129,870.00 |
| 21761                      | Eveleigh Tim                          | 05/16/2023 | 122.38     |
| 21762                      | Whitewood 4-H Reg Show & Sale         | 05/16/2023 | 100.00     |
| 21763                      | Aquifer Regina                        | 05/16/2023 | 1,918.32   |
| 21764                      | Air Liquid Canada Inc.                | 05/16/2023 | 50.13      |
| 21765                      | Cascadia Sport Systems                | 05/16/2023 | 814.15     |
| 21766                      | Borderland Co-Operative Ltd.          | 05/16/2023 | 4,084.29   |
| 21767                      | Core Industrial Services L.P.         | 05/16/2023 | 3,944.99   |
| 21768                      | Drop Solutions Inc.                   | 05/16/2023 | 6,229.32   |
| 21769                      | Evan Casselman                        | 05/16/2023 | 644.39     |
| 21770                      | Whitewood Volunteer Fire Dept.        | 05/16/2023 | 2,762.18   |
| 21771                      | Grasslands News Group                 | 05/16/2023 | 1,064.52   |
| 21772                      | Lisa Istace                           | 05/16/2023 | 450.00     |
| 21773                      | Jaimie Jordan                         | 05/16/2023 | 638.56     |
| 21774                      | Konica Minolta                        | 05/16/2023 | 241.90     |
| 21775                      | Laurie's Construction 2007            | 05/16/2023 | 14,923.95  |
| 21776                      | Linde Canada Inc                      | 05/16/2023 | 63.78      |
| 21777                      | Loraas Disposal South Ltd             | 05/16/2023 | 2,721.12   |
| 21778                      | Maximum Welding                       | 05/16/2023 | 388.50     |
| 21779                      | NAPA                                  | 05/16/2023 | 618.04     |
|                            | Issued to: 101244475 Sask Ltd         |            |            |
| 21780                      | Nelson Granite                        | 05/16/2023 | 597.45     |
| 21781                      | OK Tire & Auto Service                | 05/16/2023 | 1,067.41   |
| 21782                      | Pattison Agriculture                  | 05/16/2023 | 447.17     |
| 21783                      | Professional Building Inspect.        | 05/16/2023 | 1,219.02   |
| 21784                      | Saskatchewan Health Authority         | 05/16/2023 | 300.00     |
| 21785                      | Security Key & Lock Service           | 05/16/2023 | 656.13     |
| 21786                      | Souris Valley Industries (1977) Ltd.  | 05/16/2023 | 3,994.14   |
| 21787                      | Technical Safety Authority SK         | 05/16/2023 | 390.00     |
| 21788                      | Sask. Worker's Compensation Bd        | 05/16/2023 | 107.65     |
| 21789                      | Whitewood & District                  | 05/16/2023 | 1,000.00   |
| 21790                      | Wolseley Canada Inc                   | 05/16/2023 | 767.76     |
| 21791                      | Whitewood Recreation Assoc.           | 05/16/2023 | 10,774.00  |
| Total for Computer Cheque: |                                       |            | 192,971.25 |
| Credit Card                |                                       |            |            |
| 5012023                    | Pioneer Hotel & Motel                 | 05/01/2023 | 244.20     |
| 5022023                    | Amazon                                | 05/02/2023 | 269.93     |
| 5022023                    | SGL Motor Vehicle Division            | 05/01/2023 | 114.68     |
| 5102023                    | Canadian Tire                         | 05/10/2023 | 24.40      |
| 5102023                    | The Home Depot                        | 05/10/2023 | 1,239.95   |
| 5112023                    | The Home Depot                        | 05/11/2023 | 510.49     |
| Total for Credit Card:     |                                       |            | 2,403.65   |
| Online Banking             |                                       |            |            |
| OL                         | MEPP                                  | 05/16/2023 | 7,405.20   |
| OL                         | Konica Minolta                        | 05/16/2023 | 114.26     |
| OL                         | Gov't of Sask - Education Property Ta | 05/16/2023 | 5,651.50   |
| OL                         | SaskTel CMR                           | 05/16/2023 | 72.10      |
| OL                         | Access Communications                 | 05/16/2023 | 155.35     |

**Town of Whitewood**  
**Payment Register**

Batch: 2023-00029 to 2023-00031

| Payment #                 | Vendor      | Date       | Amount     |
|---------------------------|-------------|------------|------------|
| OL                        | SaskPower   | 05/16/2023 | 9,568.70   |
| OL                        | Sask Energy | 05/16/2023 | 5,649.25   |
| Total for Online Banking: |             |            | 28,616.36  |
| Total for AP:             |             |            | 223,991.26 |

Payments Printed: 45

# Progress Report Town of Whitewood

## CED Plan

CAO: Lisa Istace

[cao@townofwhitewood.ca](mailto:cao@townofwhitewood.ca)

306-735-2210



To April 30<sup>th</sup>, 2023



100-106 Main St. | Carlyle, SK | S0C0R0 | 306-575-8330 | [gems@sasktel.net](mailto:gems@sasktel.net)

04/03/23:

- I asked Lisa about funding for their portion of the ICIP project (lagoon), she indicated they haven't secured borrowing yet, but that their portion of the grant (\$856,107) could be covered through reserves.
- Sent a response to Allan to that effect.
- Uploaded tender for rec park engineering to SaskTenders.

04/04/23:

- Received email from Kathryn McCudden interested in the WW rec park tenders. She is looking for a call to discuss the project. [kmccudden@croshanna.ca](mailto:kmccudden@croshanna.ca)

04/05/23:

- Talked to Lisa about the RRM grant. Council views the rink flooring as a priority in the budget, so we are going to use this grant for the flag garden instead.
- Rescheduled Kathryn and Laureen to April 12th at 2:30.
- Uploaded addendum #1 for the rec park tendering as there was a discrepancy in deadlines.

04/12/23:

- Lorri met with 4 ladies on Zoom from Crosby Hanna & Associates to clarify some components of the project.

04/13/23:

- Applied to Affinity CU grant for upgrades to the flag garden.
- Received a list of questions regarding the RFP for WW park project from Brad Wilson @ Stantec.

04/20/23:

- Received update from ICIP:
  - Based on the information provided, INFC is of the opinion that there are no requirements under the impact assessment act with respect to this project.
  - INFC reviewed the consultation package re: indigenous peoples and did not identify any additional indigenous groups for notification beyond the groups identified by our office for early engagement. INFC considers the requirement to notify Canada's Indigenous Peoples for this project to be met.
  - The final step in obtaining full approval for the project is signing the URA, and we should receive that shortly for signature. Once the URA is duly signed, we will be able to start claiming costs for the project.

04/21/23:

- Received the URA from Allan Hall at ICIP. Reviewed and noted the document calls the project a sports facility. We emailed back to see if this would cause us an issue in the future due to the fact that our project is an outdoor park, not a sports facility.

04/24/23:

- Submitted flag garden project to the red river mutual fund grant.
- Received response from Allan that the "sports facility" category will be fine for the rec park project.
- Sent URA to Lisa for signature. Received.
- Received follow up email from Brad Wilson at Stantec.

04/25/23:

- Sent signed URA to Allan at ICIP.

**Dear members of Council,**

**Friends, this should be a quick overview of some aspects of the SUMA convention 2023.**

**There were 976 delegates at convention. Along with those, their were special guests from various organizations and other jurisdictions, plus probably close to a 1000 people working in the 200 plus booths at the Trade Show. All in all, this was a convention that was well worth the time and money to attend.**

**Education sessions were varied and aimed at members from a wide variety of sizes. In addition, there were two educational excursions that delegates could choose to attend.**

**The Dialogue with SUMA was again well received. This, plus the Resolution are a main means that your community can let SUMA know what your advocacy needs are. The resolutions process is being looked at to see how it can be improved.**

**The Governance Review was again discussed. Delegates has opportunity to ask questions and to respond with their input. If your council has not yet weighed in on the proposed changes, please do. Email with to me or to the SUMA office at [suma@suma.org](mailto:suma@suma.org).**

**Social events were well attended, due in part to having tickets included in the price of registration. Awards for long service either on council or as a staff member were given out. If you have person(s) in either category who have 20 plus years of service, please consider recognizing them.**

**The Trade Show is our opportunity as council members (and staff through a pedal admission) to connect with suppliers that we need for goods and services for our communities. If you have not signed up for Kinetic GPO (at no cost), please consider it. As group purchasers, they save our communities money, plus, as a partner,**

**SUMA benefits financially. Call 1-306-525-3727 and speak with Carl Macdonald.**

**I have had some people speak to me about the cost of attending the convention. We are aware that it can be a costly venture to have an entire council attend every year. That said, we, as council members, are only as good as the education and connections that we have. As the Provincial Government changes the rules and regulations for many of the procedures that we MUST follow and as they increase the things that we have to do, getting more education is becoming even more important. Please seriously consider budgeting for at least some of your council to attend Convention 2024. It will be in Regina - much closer to our end of the province!**

**Remember, if you need assistance from SUMA, you can contact the office in Regina or give me a call at 306-736-8676.**

**Pat Jackson  
SUMA Southeast Director  
Mayor - Town of Kipling**



# Waterworks Compliance Inspection - Source

System Name:

WHITEWOOD WATERWORKS

Approval No:

00002577-06-00

Date:

11-MAY-2023 11:00

Remote Inspection ID:

1191546

## Wells

| Well # | Depth (m) | Diameter (mm) | When Each Well Is Used | Depth to Water (m) | Pump Level | Condition of Well Pumphouse & Equipment | Adequacy of Well Protection | Pitless Adapter | Water Well Driller Report # |
|--------|-----------|---------------|------------------------|--------------------|------------|-----------------------------------------|-----------------------------|-----------------|-----------------------------|
| 3      | 17.33     | 200.00        | CONTINUOUS             | 8.33               | 9.00       | EXCELLENT                               | FAIR                        | Y               | 223219                      |
| 2A     | 22.20     | 200.00        | CONTINUOUS             | 1.47               | 15.00      | EXCELLENT                               | POOR                        | Y               | 229220                      |

## Well data continued:

| Well # | Static Depth to Water Periodically Recorded | Totalizing Flow Metering Devices Installed on Raw Water | Redundancy for Pumps | Land Use Around Well | Soil Type Around Well | Proper Well Maintenance Procedures | Connections to Raw Water Line (#) |
|--------|---------------------------------------------|---------------------------------------------------------|----------------------|----------------------|-----------------------|------------------------------------|-----------------------------------|
| 3      | Y                                           | Y                                                       | Y                    | AGRICULTURAL         | CLAY                  | Y                                  | 1                                 |
| 2A     | Y                                           | Y                                                       | Y                    | AGRICULTURAL         | CLAY                  | Y                                  | 1                                 |

## Well Location Data

| Well Number | Latitude  | Longitude   | Comments                                                                                                                                                                 |
|-------------|-----------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3           | 501254    | -1021216.92 | IT IS HIGHLY RECOMMENDED THAT SOURCE WATER PROTECTION PLAN BE IMPLEMENTED. ENVIRONMENT OFFICER WILL PROVIDE DOCUMENT TEMPLATE TO ESTABLISH A PLAN.                       |
| 2A          | 501220.52 | -1021228.8  | IT IS HIGHLY RECOMMENDED THAT A SOURCE WATER PROTECTION PLAN BE IMPLEMENTED. CLAY NEEDS TO BE BROUGHT IN AND PLACED AROUND THE WELLHEAD TO PREVENT THE PONDING OF WATER. |

(EPO signature)



# Waterworks Compliance Inspection - Human Consumptive Use

System Name: WHITEWOOD WATERWORKS Remote Inspection ID: 1191542

Approval No: 00002577-06-00

Population: 944

Announced: Yes

Date: 11-MAY-2023 09:00

Person Interviewed: ISTACE, LISA

## General Section

Water Supplies in Service : GROUNDWATER System Classification: TWO WT ONE WD

# of Service Connections: 500 System Type: MUNICIPAL SYSTEM

Service Connection Metering: Yes Source Inspection Completed: No

Comments:  
THE OPERATOR IS DOING A GREAT JOB. EXCELLENT RECORDS. KEEP UP THE GOOD WORK.

## Contacts

| Name             | Position                      | Phone / Fax              | Email                          |
|------------------|-------------------------------|--------------------------|--------------------------------|
| ISTACE, LISA     | ADMINISTRATOR                 | Business: (306) 735-2210 | CAO@TOWNOFWHITEWOOD.CA         |
| SHA, WEYBURN     | OTHER - HEALTH REGION         | Phone: (306) 842-8618    | PUBHEALTHINSPECTION@SCHR.SK.CA |
| KARDASH, MICHAEL | ENVIRONMENTAL PROJECT OFFICER | Phone: (306) 529-3265    | MICHAEL.KARDASH@WSASK.CA       |
| STRYKER, KEVAN   | CERTIFIED OPERATOR            | Cell: (306) 515-2265     | WATERPLANT@TOWNOFWHITEWOOD.CA  |

## Complaints:

N/A

**Operator Certification Section**

| Operator Name  | Certification Levels |                 | Expiry Date | Operator is a Supervisor |
|----------------|----------------------|-----------------|-------------|--------------------------|
|                | Water Distribution   | Water Treatment |             |                          |
| STRYKER, KEVAN | ONE                  | THREE           | 15-JUN-2023 | No                       |

**Test Results**

| Station #  | Sample ID  | Location/Comments                        | Variable         | Measurement     |
|------------|------------|------------------------------------------|------------------|-----------------|
|            |            |                                          | CHLORINE (FREE)  | 0.730 mg/l      |
|            | 2023068119 | WATER TREATMENT PLANT                    | CHLORINE (TOTAL) | 0.810 mg/l      |
|            |            |                                          | CONDUCTANCE      | 223.000 USIE/CM |
|            |            |                                          | PH               | 7.780 PH Units  |
|            |            |                                          | TURBIDITY        | 0.100 NTU       |
|            |            |                                          | CHLORINE (FREE)  | 0.590 mg/l      |
|            | 2023068120 | 1206 HWY #1 - COOP C STORE               | CHLORINE (TOTAL) | 0.600 mg/l      |
|            |            |                                          | TURBIDITY        | 0.100 NTU       |
| SK05JM0017 |            |                                          | CHLORINE (FREE)  | 0.690 mg/l      |
|            | 2023068121 | 1014 SOUTH RAILWAY STREET - LIFT STATION | CHLORINE (TOTAL) | 0.750 mg/l      |
|            |            |                                          | TURBIDITY        | 0.120 NTU       |
|            |            |                                          | CHLORINE (FREE)  | 0.590 mg/l      |
|            | 2023068122 | 708 5TH AVE - SCHOOL                     | CHLORINE (TOTAL) | 0.640 mg/l      |
|            |            |                                          | TURBIDITY        | 0.080 NTU       |
|            |            |                                          | CHLORINE (FREE)  | 0.720 mg/l      |
|            | 2023068123 | 731 LALONDE STREET - TOWN OFFICE         | CHLORINE (TOTAL) | 0.730 mg/l      |
| SK05JM0019 |            |                                          | TURBIDITY        | 0.110 NTU       |
|            | 2023068124 | RO2 COMBINED PERMEATE                    | CONDUCTANCE      | 14.300 USIE/CM  |
|            |            |                                          | TURBIDITY        | 0.060 NTU       |
|            |            |                                          | CHLORINE (FREE)  | 0.660 mg/l      |
| N/A        | N/A        | OPERATOR SPLIT SAMPLE - TOWN OFFICE      | CHLORINE (TOTAL) | 0.720 mg/l      |
|            |            |                                          | TURBIDITY        | 0.140 NTU       |

**Equipment Validation**

**Turbidity**

| Equipment Type                          | Equipment Name/Number | STD1(L)<br>(Expected, Test) | STD2<br>(Expected, Test) | STD3<br>(Expected, Test) | STD4<br>(Expected, Test) | Result | Gel Standard |
|-----------------------------------------|-----------------------|-----------------------------|--------------------------|--------------------------|--------------------------|--------|--------------|
| HACH 2100P                              | N/A                   | (10.00, 10.00)              | (20.00, 20.10)           | (100.00, 103.00)         | (800.00, 790.00)         | GOOD   | N/A          |
| Comment                                 |                       |                             |                          |                          |                          |        |              |
| UNIT SERVICED BY THIRD PARTY JULY 2022. |                       |                             |                          |                          |                          |        |              |

**Chlorine**

| Equipment Type                          | Equipment Name/Number | STD1 (Expected, Test) | STD2 (Expected, Test) | STD3 (Expected, Test) | Result |
|-----------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------|
| DR890                                   | N/A                   | (0.23, 0.18)          | (0.88, 0.86)          | (1.58, 1.54)          | GOOD   |
| Comment                                 |                       |                       |                       |                       |        |
| UNIT SERVICED BY THIRD PARTY JULY 2022. |                       |                       |                       |                       |        |

**Human Consumptive Regulatory Section**

**C=Compliant    NC=Non-Compliant    N/A=Not Applicable**

| C | NC | NA | General                                                                                                       | Comments                                                                      |
|---|----|----|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| X |    |    | Valid permit to operate and/or construct EMPA2010 24(1)                                                       |                                                                               |
| X |    |    | Certified operator WWSW 62                                                                                    |                                                                               |
| X |    |    | Valid water rights license EMPA2010 29(1)                                                                     | WELL 2A – WRL #4106<br>WELL 3 – WRL #4765<br>BOTH APPROVALS EXPIRE 03/31/2026 |
| X |    |    | Copy of permit posted at waterworks EMPA2010 29(1)                                                            |                                                                               |
|   |    |    | <b>Wells</b>                                                                                                  |                                                                               |
| X |    |    | Constructed to exclude contaminants WWSW 22(2)                                                                |                                                                               |
| X |    |    | Disinfection of new lines & repairs WWSW 22(2)(f)                                                             |                                                                               |
|   |    |    | <b>Distribution System</b>                                                                                    |                                                                               |
| X |    |    | Common trenching WWSW 23(1)(2)                                                                                |                                                                               |
| X |    |    | Disinfection of new and repaired pipelines WWSW 23(4)& 27(4)                                                  |                                                                               |
|   |    |    | <b>Water Storage Reservoirs</b>                                                                               |                                                                               |
| X |    |    | Water tight cover WWSW 24(2)(a)                                                                               |                                                                               |
| X |    |    | In good repair WWSW 24(2)(b)                                                                                  |                                                                               |
| X |    |    | Meets reservoir design requirements (only applies to facilities constructed after June 1, 2015) WWSW 24(2)(c) |                                                                               |

|   |  |  |                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                         |
|---|--|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| X |  |  | Manholes (all manholes must be 150mm above grade, designed and maintained to prevent the entry of water, and locked if located outside WTP) WWSW 24(3)(4).          |                                                                                                                                                                                                                                                                                                                                                                                         |
| X |  |  | Pipe entries installed to prevent contamination WWSW 24(5)                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                         |
| X |  |  | Vents WWSW 24(6)                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                         |
|   |  |  | <b>Water Treatment Plants and Pumphouses</b>                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                         |
| X |  |  | Floor drainage to drains or sumps WWSW 25(a)                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                         |
| X |  |  | Drain lines to sanitary sewers have trap WWSW 25(b)                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                         |
| X |  |  | Backflow prevention device on treatment component WWSW 25(c)                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                         |
| X |  |  | Water meter(s) installed in WTP or pumphouse WWSW 25(d)                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                         |
| X |  |  | Adjustable chemical feeder WWSW 25(e)                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                         |
| X |  |  | Water quality monitoring and testing equipment is maintained and calibrated as recommended by manufacturer EMPA2010 29(1)                                           |                                                                                                                                                                                                                                                                                                                                                                                         |
| X |  |  | Facility is clean and in orderly condition WWSW 25(f)                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                         |
| X |  |  | NSF/ANSI 60 Approved chemicals being used and at or below Max. use limit (unless otherwise approved) WWSW 27(3)                                                     | 12% SODIUM HYPOCHLORITE - 1.48 MG/L AS CL2<br>50% SODIUM HYDROXIDE - 48.02 MG/L<br>ANTI SCALENT - 3.27 MG/L<br>CLEARHIB 5 CORROSION INHIBITOR - 4.5 MG/L<br><br>MAX USE LIMITS:<br>12% SODIUM HYPOCHLORITE - 10 MG/L AS CL2<br>50% SODIUM HYDROXIDE - 100 MG/L<br>ANTI SCALENT - 15 MG/L<br>CLEARHIB 5 - 28 MG/L<br><br>MEMBRANE CLEANING CHEMICAL - AWC - C234 - NSF CERTIFIED PRODUCT |
|   |  |  | <b>Disinfection</b>                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                         |
| X |  |  | Continuous chlorine disinfection (unless otherwise approved per 27(7)) WWSW 27(5)                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                         |
| X |  |  | A free chlorine residual of not less than 0.1 mg/L in water entering the distribution system WWSW 27(6)(a)                                                          |                                                                                                                                                                                                                                                                                                                                                                                         |
| X |  |  | A total chlorine residual of not less than 0.5 mg/L OR a free chlorine residual of not less than 0.1 mg/L in water throughout the distribution system WWSW 27(6)(b) |                                                                                                                                                                                                                                                                                                                                                                                         |
|   |  |  | <b>Standards</b>                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                         |
| X |  |  | Bacteriological WWSW 29                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                         |
| X |  |  | Chemical standards WWSW 26(2)(3) & 31                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                         |
| X |  |  | Waterworks meets the requirements of future chemical health and pesticide related standards                                                                         |                                                                                                                                                                                                                                                                                                                                                                                         |
|   |  |  | <b>Groundwater</b>                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                         |

|   |  |   |                                                                                                         |                                                                                                    |
|---|--|---|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| X |  |   | Less than or equal to 1.0 NTU discrete measurements (95%) WWSW 30(2)(e)(i)                              |                                                                                                    |
|   |  |   | <b>Operational Anomalies</b>                                                                            |                                                                                                    |
| X |  |   | Reported upset condition WWSW 34(1)                                                                     |                                                                                                    |
| X |  |   | Reported disinfection system upset WWSW 34(2)(a)(b)                                                     |                                                                                                    |
| X |  |   | Reported missing on-site water quality testing records WWSW 34(2)(c)                                    |                                                                                                    |
|   |  |   | <b>Testing</b>                                                                                          |                                                                                                    |
| X |  |   | Bacteriological testing WWSW 37(2)                                                                      |                                                                                                    |
| X |  |   | Bacteriological follow-up WWSW 37(5) & 37(9)                                                            |                                                                                                    |
| X |  |   | Bacteriological sample after completion, alteration, extension or repair WWSW 38                        |                                                                                                    |
| X |  |   | Chlorine monitoring WWSW 37(2)(4)                                                                       |                                                                                                    |
| X |  |   | Turbidity monitoring WWSW 37(2)(4)                                                                      |                                                                                                    |
|   |  |   | <b>Other Constituents</b>                                                                               |                                                                                                    |
| X |  |   | General chemical sampling conducted WWSW 37(2)(6)                                                       |                                                                                                    |
| X |  |   | Health and toxicity sampling conducted WWSW 37(2)(6)                                                    |                                                                                                    |
|   |  | X | Trihalomethane sampling conducted WWSW 37(2)(6)                                                         | NEW PERMIT TO OPERATE REQUIRES ONE TRIHALOMETHANE SAMPLE TO BE SUBMITTED IN JANUARY AND JULY 2024. |
| X |  |   | Accredited laboratory WWSW 37(2)(b)                                                                     |                                                                                                    |
|   |  |   | <b>Operational Records</b>                                                                              |                                                                                                    |
| X |  |   | Daily water meter reading WWSW 40(1)(a)                                                                 |                                                                                                    |
| X |  |   | Types, dosages and total amounts of chemical WWSW 40(1)(b)                                              |                                                                                                    |
| X |  |   | Samples - locations, sampler, and results WWSW 40(1)(c)                                                 |                                                                                                    |
| X |  |   | Abnormal operating procedures WWSW 40(1)(d) & 40(1)(e)                                                  |                                                                                                    |
| X |  |   | Upset conditions (includes water treatment facility and water distribution system upsets) WWSW 40(1)(f) | UPSETS WERE REPORTED AND DOCUMENTED AS REQUIRED.                                                   |
| X |  |   | Chlorine upsets WWSW 40(1)(g)                                                                           |                                                                                                    |
| X |  |   | Calibration records for test equipment WWSW 40(1)(h)                                                    |                                                                                                    |
| X |  |   | Maintenance WWSW 40(1)(i)                                                                               |                                                                                                    |
| X |  |   | Chronological order WWSW 40(2)(a)                                                                       |                                                                                                    |
| X |  |   | Permittee recorder WWSW 40(2)(b)                                                                        |                                                                                                    |
| X |  |   | Identification of recorder WWSW 40(2)(c)                                                                |                                                                                                    |
| X |  |   | Five year history of log WWSW 40(2)(d)                                                                  |                                                                                                    |
| X |  |   | Explanatory notes WWSW 40(2)(e)                                                                         |                                                                                                    |
| X |  |   | Factual data entry WWSW 40(2)(f)                                                                        |                                                                                                    |

|   |  |  |                                                                                                                  |  |                                                                                                                                            |
|---|--|--|------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------|
| X |  |  | No default values used WWSW 40(2)(g)                                                                             |  |                                                                                                                                            |
|   |  |  | QA/QC and Recordkeeping Review                                                                                   |  |                                                                                                                                            |
| X |  |  | QA/QC and ERP in place WWSW 41(1)                                                                                |  | QA/QC AND ERP HAVE BEEN POSTED IN WATER PLANT SINCE LAST INSPECTION. THANK YOU.                                                            |
| X |  |  | Monthly review of records by permittee WWSW 41(2)                                                                |  |                                                                                                                                            |
| X |  |  | Report abnormal or missing records WWSW 41(3)                                                                    |  |                                                                                                                                            |
|   |  |  | Annual Notice To Customers                                                                                       |  |                                                                                                                                            |
| X |  |  | On water quality and sample submission compliance WWSW 42(1)                                                     |  |                                                                                                                                            |
| X |  |  | Written notice provided to Minister of completion of annual notice to consumers WWSW 42(2)                       |  | ANNUAL NOTICE TO CONSUMERS FOR 2022 NOT ON FILE. PLEASE COMPLETE AND FORWARD A COPY OF THE REPORT TO ENVIRONMENT OFFICER BY JUNE 30, 2023. |
| X |  |  | Written notification and advisory labels supplied to service connections on raw water supply line EMPA2010 29(1) |  |                                                                                                                                            |
|   |  |  | General                                                                                                          |  |                                                                                                                                            |
| X |  |  | Split sampling with the operator was completed                                                                   |  |                                                                                                                                            |
| X |  |  | Representative of the waterworks signature was obtained                                                          |  | YES                                                                                                                                        |
| X |  |  | Representative of the waterworks agreed with the inspection statements                                           |  | YES                                                                                                                                        |

*Lisa Istace*

(Operator/Supervisor Signature)

*Michael Kaulder*

(EPO Signature)

Agree with statements



Lagoon Compliance Inspection

System Name:

WHITEWOOD WASTEWATER WORKS

Remote Inspection ID:

1191544

Approval No:

00051554-00-00

Population:

944

Date:

11-MAY-2023 09:00

Announced:

Yes

Person Interviewed:

ISTACE, LISA

General Section

Wastewater Treatment Type:

LAGOON

System Classification:

ONE WWT ONE WWC

Sewage Categorization:

MUNICIPAL

Discharge Easement:

Yes

Collection Type:

GRAVITY

Comments:

THE TOWN HAS APPLIED FOR FUNDING TO UPGRADE THE LAGOON FACILITY TO ADDRESS CAPACITY AND SEEPAGE ISSUES.

Contacts

| Name             | Position                      | Phone / Fax              | Email                          |
|------------------|-------------------------------|--------------------------|--------------------------------|
| ISTACE, LISA     | ADMINISTRATOR                 | Business: (306) 735-2210 | CAO@TOWNOFWHITEWOOD.CA         |
| SHA, WEYBURN     | OTHER - HEALTH REGION         | Phone: (306) 842-8618    | PUBHEALTHINSPECTION@SCHR.SK.CA |
| KARDASH, MICHAEL | ENVIRONMENTAL PROJECT OFFICER | Phone: (306) 529-3265    | MICHAEL.KARDASH@WSASK.CA       |
| STRYKER, KEVAN   | CERTIFIED OPERATOR            | Cell: (306) 515-2265     | WATERPLANT@TOWNOFWHITEWOOD.CA  |
| Complaints:      |                               |                          |                                |
| N/A              |                               |                          |                                |

## Operator Certification Section

| Operator Certification Section |                       |                      |             | Operator is a Supervisor |
|--------------------------------|-----------------------|----------------------|-------------|--------------------------|
| Operator Name                  | Certification Levels  |                      | Expiry Date |                          |
|                                | Wastewater Collection | Wastewater Treatment |             |                          |
| STRYKER, KEVAN                 | ONE                   | ONE                  | 15-JUN-2023 | Yes                      |

### Discharge Area

**Discharge Type:** INTERMITTENT

**Disinfection:** No

### **Effluent Treatment:**

**Discharge Area:** DITCH INTERMITTENT STREAM EVAPORATION

**Land Use in Receiving Area:**

## AGRICULTURAL AND PASTURE LAND

**Nearest Residence:**

 $\sim 1/2 \text{MILE}$ 

**Latitude:**501935.4  
**Longitude:**-1021446.9

**Discharge Area Comments:**

DISCHARGES NORTH UNDER HIGHWAY #1 TO ISKWAHEAD CREEK APPROX. 7 MILES. THE DITCH IS ENGINEERED TO SCISSORS CREEK

**Total Pumping Stations:**

## Pumping Stations

| Pumping Station # | Number of |           |           | Mechanical Ventilation | Type of Exhaust | By-Pass |      |          | Potable Water Outlet | Adequate Backflow Protection | Backup Power |
|-------------------|-----------|-----------|-----------|------------------------|-----------------|---------|------|----------|----------------------|------------------------------|--------------|
|                   | Pumps     | Wet Wells | Dry Wells |                        |                 | Works   | Date | Reported |                      |                              |              |
| 1 - MAIN          | 2         | 1         | 1         | Y                      | EXHAUST         | N       | N/A  | N        | Y                    | Y                            | Y            |
| 2 - CO-OP         | 2         | 1         | 0         | Y                      | FORCED DRAFT    | N       | N/A  | N        | N                    | N                            | N            |

**Lagoons**

Total Storage Cells: 3      Total Treatment Cells: 2

| Cell Number | Cell Type | Freeboard Estimate (m) | Odour  | Liquid Color  | Dyke Condition | Seepage         |
|-------------|-----------|------------------------|--------|---------------|----------------|-----------------|
| 1           | TREATMENT | 0.3                    | SLIGHT | GREYISH GREEN | FAIR           | YES - CONFIRMED |
| 2           | TREATMENT | 0.3                    | SLIGHT | DARK GREEN    | FAIR           | POSSIBLE        |
| 3,4,5       | STORAGE   | 0.3                    | NONE   | CLEAR         | FAIR           | POSSIBLE        |

**Lagoon Discharge**

| Cell Number | Date Started      | Date Finished     | Starting Freeboard (m) | Ending Freeboard (m) | Volume Discharged (m³) |
|-------------|-------------------|-------------------|------------------------|----------------------|------------------------|
| 3,4,5       | 08-JUN-2022 00:00 | 17-JUN-2022 00:00 | 0                      | 1.1                  | 78980                  |
| 3,4,5       | 17-OCT-2022 00:00 | 31-OCT-2023 00:00 | 0.3                    | 1.3                  | 71800                  |

**Regulatory Section**

**C=Compliant    NC=Non-Compliant    N/A=Not Applicable**

| C | NC | NA | General                                                                                                     | Comments                                                                                                      |
|---|----|----|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| X |    |    | Approved system EMPA2010 24(1)                                                                              |                                                                                                               |
| X |    |    | Certified operator WWSW 62                                                                                  |                                                                                                               |
|   |    |    | <b>Sewage Pumping Stations</b>                                                                              |                                                                                                               |
| X |    |    | Pumping stations must have mechanically forced air ventilation WWSW 8(1)                                    |                                                                                                               |
| X |    |    | All water outlets that may come into contact with a waste must be equipped with a backflow device WWSW 8(2) | WATER SECURITY AGENCY RECOMMENDS ALL BACKFLOW DEVICES BE VERIFIED BY AN AUTHORIZED SERVICE PROVIDER ANNUALLY. |
|   |    |    | <b>Lagoons</b>                                                                                              |                                                                                                               |
| X |    |    | Lagoon cells inspected on frequency as specified in permit EMPA2010 29(1)                                   |                                                                                                               |
| X |    |    | Inter cell transfer valve closed prior to discharge EMPA2010 29(1)                                          |                                                                                                               |
| X |    |    | Lagoon discharged after spring runoff and before November 1st EMPA2010 29(1)                                |                                                                                                               |
| X |    |    | Notification of downstream affected landowners prior to discharge EMPA2010 29(1)                            |                                                                                                               |
|   |    |    | <b>Facultative Lagoon</b>                                                                                   |                                                                                                               |
| X |    |    | Two basins in series WWSW 12                                                                                |                                                                                                               |

|   |  |  |                                                                                                                                                            |                                                       |
|---|--|--|------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| X |  |  | Lagoon design standards WWSW 12 & Table 2                                                                                                                  | THE LAGOON CELLS ARE AT OR NEAR CAPACITY              |
|   |  |  | <b>Wastewater Effluent Standards</b>                                                                                                                       |                                                       |
| X |  |  | Effluent achieves standards set out in permittee's permit (All effluent discharges - fish bearing or non-fish bearing) WWSW 11(1), 11(3)(g) and EMPA 29(1) |                                                       |
|   |  |  | <b>Reporting</b>                                                                                                                                           |                                                       |
| X |  |  | Immediate reporting of upset/bypass condition WWSW 13(2)                                                                                                   | NO BYPASS SINCE LAST ONE REPORTED IN JUNE 2022.       |
|   |  |  | <b>Records</b>                                                                                                                                             |                                                       |
| X |  |  | Maintenance work & failure of treatment components WWSW 15(a)(i)                                                                                           |                                                       |
| X |  |  | Types, dosages and total amounts of chemicals or other substances added WWSW 15(a)(ii)                                                                     | 2KGS OF ENZYMES PER WEEK IN MANHOLES THROUGHOUT TOWN. |
| X |  |  | Dates of discharge of treated effluent and volumes of discharge WWSW 15(a)(iii)                                                                            |                                                       |
| X |  |  | Locations from which samples are taken WWSW 15(a)(iv)                                                                                                      |                                                       |
| X |  |  | Results of any tests WWSW 15(a)(v)                                                                                                                         |                                                       |
| X |  |  | Site inspection as required by permit EMPA2010 29(1)                                                                                                       |                                                       |
| X |  |  | Records maintained in appropriate manner: (chronological/factual/initialed/done by permittee) EMPA2010 29(1)                                               |                                                       |
| X |  |  | Monthly or annual review of records by permittee EMPA2010 29(1)                                                                                            |                                                       |
|   |  |  | <b>Testing</b>                                                                                                                                             |                                                       |
| X |  |  | Sampling done as required (see permit) EMPA2010 29(1)                                                                                                      |                                                       |
| X |  |  | Accredited lab used for analysis EMPA2010 29(1)                                                                                                            |                                                       |



(Operator/Supervisor Signature)



(EPO Signature)



Agree with statements



## WHITEWOOD

### WATER AND SEWER BYLAW

Bylaw Number 05-2023 revised from 7-1971, 01-2010, 4-2019 and 01-2022

This bylaw of the Town of Whitewood in the province of Saskatchewan pertains to water and sewer systems.

Whereas it is important to provide water and sewer services and to fix fees for the provision of such services, The Council of the Town of Whitewood, in the province of Saskatchewan enacts as follows.

1. The water works and sewage collection system, including all component parts is under the management and control of the Town Administrator and subject to the direction and authority of Town Council.
2. The Administrator shall keep all records of applications for water connections and full descriptions of all constructed works relevant to the water and sewage systems.
3. The Administrator is responsible for the collection of all revenues, payment of all disbursements, and suspension of any books or accounts associated with the water and sewer systems.
4. The Administrator is responsible for supervising all work associated with installing, maintaining, or repairing water and sewer systems, including all machinery, installation, construction, or other work in connection with the system.
5. The Administrator and any designated employee of the Town of Whitewood are allowed at all reasonable hours to enter and inspect meters, service pipes, taps, and all other apparatus for the supply of water and sewer services.
6. The Administrator or any person appointed by council shall be possessed of all powers of a constable as provided for by statute or by bylaw.
7. The Administrator receives all applications for installing service pipes for water and sewer services. Owners of the property or his or her agent make applications at the Town Office.
8. All applications for turning on or off water supplies are made by the owner or his or her agent at the Town Office. The fee for this service is \$100.00. After hours is \$200.00
9. When the owner engages the Town to construct, maintain, repair, or replace water and sewer services on the property of the owner, there shall be no liability against the Town with respect to the construction, repair, maintenance, or replacement to the said service after thirty days from the date the work was completed and tested.



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731 Lalonde Street • Box 129  
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- a) The Town bares the costs of any maintenance or repair required to the water and sewer pipes from the main to the property line of the premises affected; said work shall be completed only by the Town, its employees, or contractors.
- b) The owner bares the cost of any maintenance or repair to water and sewer pipes located in or on the owner's property. When the Town or any regent of the Town completes the work, the owner is responsible for the cost of that work. When the owner or their agent makes the request in writing.
- c) The Town expects owners to keep water and sewer pipes, stop drains, and any other fixtures in good repair, both in their premises and between the premises and the street line.
- d) Owners are expected to keep the fixtures, water, and sewer pipes under their stewardship in good repair and protected from frost at their own expense. The property owner is liable for the full replacement cost of the meter installed on his or her property when the meter is damaged.
- e) When buildings are vacated, the owner or person vacating the premises shall turn off the stop cork on the inside wall of the building and notify the Administrator. Failure to protect the fixtures and notify the Administrator may impact result in additional expense.
- f) There is a charge of \$100.00 for turning on water services during office hours or \$200.00 after hours. This minimum applies even if no water has been consumed. A \$ 90.00-meter deposit is also required to access the water supply.
- g) Rates for Town water and for sewage disposal on private, residential, and business properties are outlined on Schedule A, and Schedule B, respectively, and apply to persons who own, or occupy premises requiring those services.
10. Water supply from the Town Water Works is measured by meters supplied by the Town. Meters must be installed by the contractor when the plumbing is installed.
11. Every owner or occupant must facilitate meter installation and protect the meter from frost and other damage and provide at his or her own expense ready and easy access to the meter to allow for Town staff or agents to read the meter.
12. If the meter fails to register correctly, water consumption is based on either the previous month or based on the same month of the previous year, unless another more equitable solution exists under the circumstance.
13. If the owner or occupant suspects the meter is not working correctly, they may ask the Administrator to have the meter tested. If the meter is found to be within 3% over or under the quantity of water billed, the amount is going to be considered correct. Any greater variance will be adjusted. Owners or occupants may



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## WHITEWOOD

request a meter be tested with the appropriate deposit. If the meter, when tested, shows a variance in excess of 3%, the deposit is refunded, otherwise, the Town retains the deposit.

14. The Town Administrator has the right to interrupt water service as necessary to support repairs and maintenance. Every effort is made to provide an advance warning as to what extent and in what manner the use of water is limited and how long the limit extends.
15. Should the water supply fail for any reason the Town shall not be liable for damage by reason of such failure.
16. The Town endeavors to keep the water to the highest possible standard but does not hold out that the water is fit for anything other than human consumption.
17. All water rates, when unpaid, constitute a lien on real property and may be collected in any manner provided by law if not paid by the occupant or owner.
18. Any person who conveys, sells, disposes of, gives away or permits water to be carried out or taken away or used or supplied for the benefit of others is guilty of a breach of this bylaw.
19. Any person interfering with any part of the system including but not limited to the stop cork, pipe or other waterworks appliance outside the residences is considered a breach of bylaw. Likewise, any action interfering with the water flow is also considered a breach of the bylaw. Breaching the bylaw results in fines of \$500.00 and could result in a suspension of water services. If the water supply is shut off for breach of the bylaw, it shall not be restored until all penalties, fees, rates, charges, and arrears, if any have been paid.
20. No person or persons, except the Administrator or those acting with permission or under the direction of the Council, or members of the Fire Department in the event of an emergency shall open, close, or interfere with any hydrant, gate or valve connected with the waterworks.
21. When repairs become necessary, or work of any kind is necessary, the Town has the right to shut off the water and service from any consumer, without notice, for as long as necessary to facilitate the work.
22. Neither the Town nor its employees accept liability for any damages resulting from shutting off the water supply from any premises, building, boiler, or manufacturing deriving its supply from the waterworks system.
23. The Town shall have the authority to make regulations pertaining to the Town's water supply.
24. Connecting rainwater leaders are prohibited.



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## WHITEWOOD

25. Accounts for water and/or sewer services cover a period of one month. The bills are rendered on the first week of the month. Accounts shall be paid within 30 days from the date the bill was rendered. If, after 60 days, the account is not paid in full, the water service may be cut off. If the water service is cut off, it will not be restored until all arrears are paid, together with a fee of \$100.00 during regular hours or \$200.00 after hours.

26. Discharge from sump pump systems is prohibited from being discharged into the town sewer system and must be discharged on the owner's property only. Breaching the bylaw results in fines of \$500.00

Bylaw #2-1962, #3-1962, #5-1971, #7-1971, # 01-2010 and #01-2022 are hereby repealed.

This bylaw shall come into force and take effect of the day of approval thereof being issued by the Saskatchewan Municipal Government Board.

Mayor

Administrator

CERTIFIED A TRUE COPY OF BYLAW  
NO 05/2023 adopted by Council of the  
Town of Whitewood 16 day of May



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**TOWN OF WHITEWOOD  
SCHEDULE "A"  
TO BYLAW 01-2023**

**MONTHLY WATER RATES:**

In all cases where water services are provided for by the municipal water system the following rates shall apply:

- (a) A monthly rate of \$62.00 shall be charged where the amount of water does not exceed 3,000 gallons per month.
- (b) Where the amount of water used in any calendar month exceeds 3,000 gallons, a rate of \$6.00 shall be charged for each 1,000 Gallons used, or portion thereof, in excess of 3,000 gallons. This rate shall be referred to as overage and shall be charged in Addition to the \$62.00 monthly rate referred to above in section (a) of Schedule "A"

**MONTHLY GARBAGE RATES:**

- (a) A monthly rate of \$12.00 shall be charged per month

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Administrator

**TOWN OF WHITEWOOD  
SCHEDULE “B”  
TO BYLAW NO. 01-2023**

**MONTHLY SEWER RATES:**

|                                                             |                            |
|-------------------------------------------------------------|----------------------------|
| a.) Residential                                             | \$18.00                    |
| with the exceptions of the following:                       |                            |
| Light Commercial                                            | \$ 18.00                   |
| Heavy Commercial (carwash, fuel station, restaurants)       | \$ 38.00                   |
| Trailer Court                                               | \$ 18.00<br>(per trailer)  |
| Multi-dwelling; multi-unit, duplex, townhouse, condo, lodge | \$ 10.00<br>(per unit)     |
| Commercial/residential                                      | \$16.00<br>(each)          |
| Hotel/Motel without pool                                    | \$ 7.00<br>(per room)      |
| Nursing Home & Health Centre (30 beds)                      | \$ 7.00<br>(per bed)       |
| School (22 rooms)                                           | \$ 9.00<br>(per classroom) |
| Hotel with pool                                             | \$10.00<br>(per room)      |



## WHITEWOOD

### TOWN OF WHITEWOOD

#### BYLAW 07-2023

### A BYLAW OF THE TOWN OF WHITEWOOD TO PROVIDE FOR ENTERING INTO AN AGREEMENT FOR THE PURPOSE OF A FIRE SERVICE MUTUAL AID AGREEMENT.

The Council of the Town of Whitewood in the Province of Saskatchewan enacts as follows:

1. The Town of Whitewood is hereby authorized to enter into the agreement, attached hereto and forming part of this Bylaw, and identified as Schedule "A", with the following municipalities:

Town of Broadview  
Town of Moosomin  
Town of Wapella  
Village of Stockholm  
Town of Grenfell  
Town of Kipling  
Village of Kennedy  
Town of Esterhazy  
Town of Wawota  
Town of Rocanville

for the purpose stated within the agreement.

2. The Mayor and Town Administrator of the Town of Whitewood are hereby authorized to sign and execute the attached agreement identified as Schedule "A".
3. Bylaw No. 10/98, 6/99 and No. 4-2006 is hereby rescinded.
4. This Bylaw shall come into force and take effect on the date of final passing thereof.

Read a First Time this 16<sup>th</sup> day of May, 2023  
Read a Second Time this 16<sup>th</sup> day of May, 2023  
Read a Third Time and Adopted by Council this 16<sup>th</sup> day of May, 2023

CERTIFIED A TRUE COPY OF BYLAW  
NO 07/2023 adopted by Council of the  
Town of Whitewood 16<sup>th</sup> day of May, 2023



  
MAYOR

  
CAO



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## WHITEWOOD

Inter-Municipal Fire Protection  
BYLAW NO. 06-2023

A Bylaw of the Town of Whitewood to provide for entering into agreements regarding Inter-Municipal Fire Protection

WHEREAS the Council of the Town of Whitewood deems it expedient to enter into agreements with the Rural Municipality of Willowdale No. 153 and the Rural Municipality of Silverwood No. 123 for the purpose of providing fire protection services to the said rural municipalities;

WHEREAS the Rural Municipality of Willowdale No. 153 and Rural Municipality of Silverwood No. 123 deem it desirable to have fire protection services provided to them by the Town of Whitewood;

THEREFORE, the Council of the Town of Whitewood, in the Province of Saskatchewan, enacts as follows:

The Town of Whitewood is hereby authorized to enter into an agreement, attached to and forming part of this bylaw, identified as Exhibit A with the following:

Rural Municipality of Willowdale No. 153 and  
Rural Municipality of Silverwood No. 123, respectively;

The Mayor and Administrator of the Town of Whitewood are hereby authorized to sign and duly execute the agreement hereto on behalf of and for the Town of Whitewood;

Bylaw No. 5/98 and Bylaw No. 4-2007 of the Town of Whitewood is hereby repealed effective once all parties to the agreement, as described above, have signed and duly executed said agreements.

Given third reading and adopted by the Council of the Town of Whitewood  
this 16<sup>th</sup> day of May 2023.



  
Mayor  
  
Administrator



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