

Town of Saltcoats

OFFICE OF THE TOWN CLERK

MEETING OF COUNCIL March 16, 2016

Present: Mayor Grant McCallum, Councilors; Kirby Buchinski, Wendy Hume, Rhonda Hunt, Miles Hutchings, Karen Ward, Town Administrator Diane Jamieson and Office Assistant Carling Sandercock:

Foreman Dennis Hunt – 7:00 p.m. - 8:45 p.m.

With quorum being present, the Council Meeting was called to order by Mayor Grant McCallum at 7:00 p.m. in the Stirling Room in the Community Services Building.

AGENDA	Hunt/Hume	Motion 050-16 That the amended agenda for the March 16, 2016 meeting be approved as circulated with the addition of Financial #7 – Budget items (if time permits at the end of the meeting). <u>CARRIED</u>
MINUTES		
Approval of Minutes of February 17, 2016	Hume/Hunt	Motion 051-16 That the minutes of the February 17, 2016 meeting be approved as circulated with an amendment to Motion 040-16 to add the word truck to the \$30.00 charge “for larger trailer or truck”. <u>CARRIED</u>
Review of Addendum A B and C	Ward/Buchinski	Motion 052-16 That the Town of Saltcoats receive Addendum A, B and C - 2016 for information. <u>CARRIED</u>
FINANCIAL		
List of Accounts for Approval February 1 – 29, 2016 cheque #9015-9041	Hunt/Ward	Motion 053-16 That the List of Accounts for Approval be approved as circulated for February 1 – 29, 2016 cheque #9015- 9041. <u>CARRIED</u>
Budgetary Control February 1 – 29, 2016	Buchinski/Hunt	Motion 054-16 That the Budgetary Control Report be approved as circulated for February 1 - 29, 2016. <u>CARRIED</u>
Bank Reconciliation February 2016	Hume/Hunt	Motion 055-16 That the Town of Saltcoats approve the Bank Reconciliation report for the month of February 2016 as circulated. <u>CARRIED</u>
2015 Town of Saltcoats Audited Financial Statements	Buchinski/Hume	Motion 056-16 That the Town of Saltcoats approve the 2015 Audited Financial Statement as circulated. <u>CARRIED</u>

2016 Dinner Theatre Financial Statement

The 2016 Dinner Theatre (The Mouse That Roared) Financial Statement was provided to Council for information purposes.

Commercial Garbage Pick-up Fees

It was agreed that additional information would be gathered to determine an appropriate fee for garbage pick-up for customers using the large commercial bins.

2016 Budget

It was agreed that a Committee of the Whole would meet to discuss 2016 Budget on Wednesday, March 30, 2016 at 7:00 p.m. in the Stirling Room with an alternate date of April 6, 2016, if necessary.

PERSONNEL

Approved Vacation

Council was advised that Dennis Hunt has been approved vacation leave for August 8 – 12, 2016 (inclusive) and September 12 – 16, 2016 (inclusive).

MLDP – Human Resource Workshop – April 21, 2016 Hutchings/Hume

Motion 057-16

That the Town of Saltcoats approve the attendance of Carling Sandercock, Office Assistant at the MLDP Human Resource Workshop on April 21, 2016 in Regina with wages and registration covered.

CARRIED

Local Government Elections Workshop – May 26, 2016 Hunt/Hutchings

Motion 058-16

That the Town of Saltcoats approve the attendance of Diane Jamieson, Administrator and Carling Sandercock, Office Assistant at the Local Government Elections Workshop in Yorkton on Thursday, May 26, 2016 with registration costs and wages covered.

CARRIED

Public Works Staffing Hutchings/Buchinski

Motion 059-16

That the Town of Saltcoats approve the advertising of a permanent full-time Public Works Assistant Position.

CARRIED

PUBLIC WORKS

Monthly Review of Waterworks Operational Records – February 1 – 29, 2016 Ward/Buchinski

Motion 060-16

That the Town of Saltcoats approve the Monthly Review of Waterworks Operational Records for February 1 – 29, 2016 as circulated.

CARRIED

Monthly Public Works Report for February 2016 Buchinski/Hutchings

Motion 061-16

That the Town of Saltcoats approve the Monthly Public Works Report for February 2016.

CARRIED

BUSINESS ARISING FROM MINUTES OF February 17, 2016

Town Shop Replacement

It was agreed that further discussions regarding the town shop replacement would be deferred to the budget meeting scheduled for March 30, 2016.

ASR Street Repairs – Catterall & Wright Proposal for assessment

Buchinski/Hutchings

Motion 062-16

That the Town of Saltcoats ratify the electronic decision to approve the agreement with Catterall & Wright at the quoted cost of \$8,800.00 to conduct an assessment of the streets repaired by All Season Rentals and Sales to determine the best way to proceed with repairing said streets.

CARRIED**Lagoon Expansion**

Council was provided with an update regarding the lagoon expansion situation and the proposed plan to manage the required buffer zone within the affected lots in the rural sub-division. It was agreed that council would request a meeting with the land owner to discuss options that may be considered to regulate development on the affected lots.

NEW BUSINESS**Water Line Repairs – procedure review/report on service replacement at 405 York Street**

It was agreed that hourly costs for contractors who typically assist with water breaks will be compiled and emailed to Council for review and to recommend if any changes are required to the current practice of water line repair.

Saltcoats Library Request

It was agreed that the Saltcoats Library Request for payment of the annual Polaris fee will be deferred to the next council meeting in order to get clarification regarding the recent hall donation and the status of the request made to the R.M. of Saltcoats.

Archive Material for Disposal #2016-01

Hutchings/Hume

Motion 063-16

That the Town of Saltcoats approve the Archive Materials for Disposal #2016-01 pending approval from the Saskatchewan Archives Board.

CARRIED**Saltcoats Regional Park Authority**

Buchinski/Hutchings

Motion 064-16

That the Town of Saltcoats approve the request of the Saltcoats District Regional Park to increase the contract for services for the Office Assistant by 20 hours per year on a cost recovery basis.

CARRIED

Buchinski/Hutchings

Motion 065-16

That the Town of Saltcoats approve the request of Saltcoats District Regional Park to place a dumpster bin at the park from approximately May 18, 2016 – September 7, 2016 with bi-weekly garbage pick-up and charges to be billed on a pro-rated basis at the same rate used for other Commercial customers.

CARRIED

	Hutchings/Buchinski	Motion 066-16 That the Town of Saltcoats approve the use of Town of Saltcoats Public Works staff to provide water operator coverage from May 18, 2016 to September 7, 2016 with charges to be billed for the cost of any outside resources that may be required to provide coverage. <u>CARRIED</u>
Committees of Council		Council was advised that there would be no Council Sub-Committees appointed for 2016 for the remainder of the current term of office, and that meetings would be conducted as Committee of the Whole when deemed necessary.
Job Safety Analysis	Hume/Ward	Motion 067-16 That the Town of Saltcoats approve the Job Safety Analysis as circulated: #016 – Cold Weather Working – Shoveling Snow and #017 – Lagoon Opening Final Release Valve for Draining. <u>CARRIED</u>
Amended Policy #13-06 Landfill Operations and Fees	Hunt/Ward	Motion 068-16 That the Town of Saltcoats approve the amended Policy #13-06 Landfill Operations and Fees as circulated with the additional amendment to # 4 to eliminate “including partial loads”. <u>CARRIED</u>
Floor Scrubber Replacement	McCallum/Hume	Motion 069-16 That the Town of Saltcoats approve the purchase of a new floor scrubber from Chatterson Janitorial at a cost of \$5366.56 as part of the 2016 budget and further that the old scrubber be offered to Minor Sports for use at the Skating Arena. <u>CARRIED</u>
Parkland Municipal Development Committee – SARM OCP Presentation	Hume/Ward	Motion 070-16 That the Town of Saltcoats approve the payment of an equal share of \$400 expenses to cover the costs of the Community Planner from SARM to attend a meeting of the Parkland Community Development Committee to make a presentation to the group regarding Official Community Planning and Zoning Bylaws. <u>CARRIED</u>
Rental Agreement	Hunt/Buchinski	Motion 071-16 That the Town of Saltcoats request back payment of annual rental fees of \$750.00 per year from Arden Bradford for the years 2013, 2014, 2015 and approve a one year rental contract for \$750.00 for 2016 with the understanding that the pasture land (NE 34-23—2-W2) would be advertised and tendered for rent for 2017 and beyond. <u>CARRIED</u>

In Camera Buchinski/Ward

Motion 072-16

That at the meeting move in camera at 9:30 p.m. to discuss:

- 2016 Budget items
- Public Works Staffing
- Lagoon Expansion
- Rental Agreement – Pasture land

CARRIED

The regular council meeting resumed at 9:44 p.m.

Correspondence Hunt/Buchinski

Motion 073-16

That the correspondence as listed be filed.

Received:

1. Bylaw Enforcement Report – February 2016
2. SUMA – 2016 membership
3. Tourism Yorkton – Letter of Support for 2018 Royal Bank Cup
4. Government of Saskatchewan – 2016 Confirmed Education Property Tax Mill Rates
5. SUMA – 2016 provincial election
6. SGI – Business Recognition Assessment
7. The Health Foundation- thank you
8. Saltcoats Library – board member resignation

Sent:

1. DDT Hotels – “Daily Family Dining” Endorsement
2. Public Works Assistant termination letter – available to review at office
3. Probationary Period Extension – available to review at office

CARRIED

Adjournment **Hunt/Ward**

The meeting adjourned at 9:47 p.m.

CARRIED

Next Meetings:

- March 30, 2016 (Committee of the Whole Budget Meeting)
- April 20, 2016 (Hume)
- May 18, 2016 (Hunt)
- June 15, 2016 (Hunt)
- July 20, 2016 (Hunt)
- August 17, 2016 (Hutchings)
- September 21, 2016 (Hutchings)
- October 19, 2016 (Hutchings)

Approved by Council on: _____