

Town of Saltcoats
OFFICE OF THE TOWN CLERK

MEETING OF COUNCIL September 21, 2016

Present: Mayor Grant McCallum, Councilors; Kirby Buchinski, Rhonda Hunt, Karen Ward and Town Administrator Diane Jamieson

Absent: Councilors Miles Hutchings and Wendy Hume

Visitor: Bill Johnson, Four Town Journal

With quorum being present, the Council Meeting was called to order by Mayor Grant McCallum at 7:01 p.m. in the Stirling Room in the Community Services Building.

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| AGENDA | Buchinski/Ward | Motion 191-16 That the amended agenda for the September 21, 2016 meeting be approved as circulated with the addition of #17 under New Business – Thank you to R.M. of Saltcoats. |
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CARRIED

MINUTES

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| Approval of Minutes of August 17, 2016 | Ward/Buchinski | Motion 192-16 That the minutes of the August 17, 2016 meeting be approved as circulated. |
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CARRIED

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| Approval of Addendum A, B, C, and D 2016 | Hunt/Ward | Motion 193-16 That the Town of Saltcoats receive Addendum A, B, C, and D - 2016 for information. |
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CARRIED

FINANCIAL

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| List of Accounts for Approval August 1 – 31, 2016 | Buchinski/Hunt | Motion 194-16 That the List of Accounts for Approval be approved as circulated for August 1 -31, 2016 cheque #9211-9241. |
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CARRIED

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| Budgetary Control August 1 – 31, 2016 | Hunt/Ward | Motion 195-16 That the Budgetary Control Report be approved as circulated for August 1 – 31, 2016. |
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CARRIED

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| Bank Reconciliation August 2016 | Hunt/Buchinski | Motion 196-16 That the Town of Saltcoats approve the Bank Reconciliation report for the month of August 2016 as circulated. |
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CARRIED

PERSONNEL

| | | |
|---|-----------|---|
| Wastewater Treatment & Collection Training – | Ward/Hunt | Motion 197-16 That the Town of Saltcoats approve the attendance of Paul Bulmer, Public Works Assistant at the Parkland College Wastewater Treatment & Collection Training to be held October 3 – 7, 2016 in |
|---|-----------|---|

Paul Bulmer

Melville with tuition and travel costs covered upon the signing of an Educational Assistance Agreement.

CARRIED

Educational Assistance Agreement – Paul Bulmer Buchinski/Ward

Motion 198-16

That the Town of Saltcoats approve the Educational Assistance Agreement with Paul Bulmer as circulated in the amount of \$2348.00 with an 18 month return in service commitment commencing after the course has been completed.

CARRIED

Councilor Rhonda Hunt declared a conflict of interest related to the casual water operator contract for Connor Hunt and left the meeting at 9:03 p.m.

Councilor Hunt returned to the meeting at 9:05 p.m.

Casual Water Operator Contract – Connor Hunt Ward/Buchinski

Motion 199-16

That the Town of Saltcoats approve the contract with Connor Hunt for casual water operator coverage as circulated.

CARRIED

PUBLIC WORKS

Monthly Review of Waterworks Operational Records – August 1 – 31, 2016 Hunt/Buchinski

Motion 200-16

That the Town of Saltcoats approve the Monthly Review of Waterworks Operational Records for August 1 – 31, 2016 as circulated.

CARRIED

Monthly Public Works Report for August 2016 Ward/Hunt

Motion 201-16

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

CARRIED

BUSINESS ARISING FROM MINUTES OF August 17, 2016

Town Shop Replacement

It was agreed that the quotes received would be filed and the amounts would be used during the 2017 budget preparation process.

Street Repairs – All Season Rentals & Sales Buchinski/Hunt

Motion 202-16

That the Town of Saltcoats proceed to file a claim for financial damages against All Season Rental & Sales for the street repairs that were completed on Tupper, Glasgow and Crescent Lake Road.

CARRIED

**Bylaw 10-2016 A
Bylaw to Fix
the Utility
Rates**

Hunt/Ward

Motion 203-16

That the Town of Saltcoats introduce and read the for the first time Bylaw #10-2016 a bylaw to fix the rates to be charged for the use and consumption of water and to fix the rates to be charged by way of service charge for the use of the sewer.

CARRIED

Ward/Buchinski

Motion 204-16

That the Town of Saltcoats read for the second time Bylaw #10-2016 a bylaw to fix the rates to be charged for the use and consumption of water and to fix the rates to be charged by way of service charge for the use of the sewer.

CARRIED

Hunt/Buchinski

Motion 205-16

That the Town of Saltcoats agree to read Bylaw #10-2016 a bylaw to fix the rates to be charged for the use and consumption of water and to fix the rates to be charged by way of service charge for the use of the sewer for a third time at this meeting

CARRIED UNANIMOUSLY

Ward/Hunt

Motion 206-16

That the Town of Saltcoats give third reading and enact Bylaw #10-2016 a bylaw to fix the rates to be charged for the use and consumption of water and to fix the rates to be charged by way of service charge for the use of the sewer.

CARRIED

**Exterior
Painting
Saltcoats &
District
Community
Hall**

Council was advised that the Saltcoats & District Community Hall Board has recommended that the exterior painting be postponed until next spring.

**Culture and
Recreation
Advisory
Committee**

Council was advised that a meeting of the Culture and Recreation Advisory Committee would be scheduled in the next few weeks to allocate the 2017 Saskatchewan Lotteries Community Grant funds.

NEW BUSINESS

**Mutual
Emergency
Alert
Agreement
and EMO
Protocol**

Ward/Buchinski

Motion 207-16

That the Town of Saltcoats approve the Mutual Emergency Alert Agreement with the R.M. of Saltcoats and the Emergency Measures SaskAlert Protocol as circulated.

CARRIED

Gibler Shed

Ward/Hunt

Motion 208-16

That the Town of Saltcoats advise Sharon and Stan Gibler that the

required work on the shed at 424 High Street must be completed no later than June 1, 2017 and that if the work has not been completed the Town of Saltcoats will request the Building Official to issue an order to immediately remove this building from town.

CARRIED

**Ratify
Electronic
Decision -
Building
Permit
#2015-07
extension**

Ward/Hunt

Motion 209-16

That the Town of Saltcoats approve the electronic decision to approve a one year extension to September 25, 2017 for building permit #2015-07.

CARRIED

**Bylaw #08-
2016 –
Borrowing
Bylaw**

Buchinski/Ward

Motion 210-16

That the Town of Saltcoats introduce and read for the first time Bylaw #08-2016 a bylaw to provide for incurring a debt.

CARRIED

**Bylaw #09-
2016 A
Bylaw to
Establish
Fees for the
provision of
Tax
Certificates
and Other
Assessment
or Taxation
Information**

Buchinski/Ward

Motion 211-16

That the Town of Saltcoats introduce and read for the first time Bylaw #09-2016 a bylaw to establish fees for the provision of tax certificates and other assessment or taxation information with the following amendments – change bylaw number on schedule 1 to 09-2016 and increase the fee charged for providing general property information to individuals other than the owner from \$15.00 to \$20.00.

CARRIED

Hunt/Ward

Motion 212-16

That the Town of Saltcoats read for the second time Bylaw #09-2016 a bylaw to establish fees for the provision of tax certificates and other assessment or taxation information as amended.

CARRIED

Buchinski/Hunt

Motion 213-16

That the Town of Saltcoats agree to read Bylaw #09-2016 a bylaw to establish fees for the provision of tax certificates and other assessment information as amended for a third time at this meeting.

CARRIED UNANIMOUSLY

Ward/Hunt

Motion 214-16

That the Town of Saltcoats give third reading and enact Bylaw# 09-2016 a bylaw to establish fees for the provision of tax certificates and other assessment or taxation information as amended.

CARRIED

**Job Safety
Analysis**

Buchinski/Ward

Motion 215-16

That the Town of Saltcoats approve the new and amended Job Safety Analysis as follows:

#001- Gras Cutting – amended
 #022 – Pavement Hole Patching – new
 #023 – Operating Gas Pressure Washer - new
 #024 – Cleaning Grease Trap – new

CARRIED

**Saltcoats
 School – 32nd
 Annual
 Saltcoats
 Autumn
 Summit**

Buchinski/Ward

Motion 216-16

That the Town of Saltcoats approve the request of Saltcoats School to use a portion of the Leflay Trail for the 32nd Annual Saltcoats Autumn Summit to be held on Friday, September 30, 2016 and further that the town agree to cut the grass on the portion of the trail that will be used for the run.

CARRIED

**Approval of
 Subdivision
 Application
 – York
 Street and
 Crescent
 Lake Road**

McCallum/Hunt

Motion 217-16

That the Town of Saltcoats give final approval to the application to the Ministry of Government Relations, Community Planning Branch for the proposed subdivision of Lots 2 & 3, Block 1, Plan W2745; Lot 8, Block 1, Plan 101781996; Parcel B, Plan 102096895, and Part of York Street and Crescent Lake Road in the Town of Saltcoats.

CARRIED

**Saltcoats
 School –
 request for
 blue recycle
 bin
 Rate of Pay
 for Election
 Officials**

Ward/Hunt

It was agreed that we would investigate with the Saltcoats School options for a recycling bin that would be suitable for the school to use as a collection bin for transfer to the large commercial recycling bin.

Motion 218-16

That the Town of Saltcoats approve the use of the current salary grid in setting remuneration for the election officials appointed for the upcoming general election.

CARRIED

**Water
 Meter
 Installation
 Update**

An update regarding the progress of water meter installation was provided to Council with 52 meters installed to date.

**Building
 Permit
 Extension
 Request**

Hunt/Ward

Motion 219-16

That the Town of Saltcoats approve the request for an extension to Building Permit #2015-05 for a period of up to one year to August 17, 2017.

CARRIED

**Policy #16-
 02**

Ward/Buchinski

Motion 220-16

That the Town of Saltcoats approve Policy Administration 16-02 Saltcoats Community Beautification Committee as circulated.

CARRIED

Welcome Wagon

It was agreed that new residents to Saltcoats would be invited to stop by the office to pick up a welcome bag and that the Welcome Wagon Committee would continue to be responsible for preparing the welcome bag and contents.

Request to consolidate lots

Buchinski/Hunt

Motion 221-16

That the Town of Saltcoats approve the request to consolidate lots 11, 12,13,14, and 15, Block 6 Plan 4383 to allow for renovations and additions to the home situated on 205 Commercial Street.

CARRIED**Request for approval for reduction of front yard minimum setback**

Hunt/Ward

Motion 222-16

That the Town of Saltcoats approve the request for a front yard minimum reduction from 25 feet to 19.7 feet to accommodate the proposed building permit application for 203 and 205 Commercial Street in accordance with Part IV(2) of the Zoning Bylaw 386.

CARRIED**R.M. of Saltcoats**

It was agreed that on behalf of Town of Saltcoats Council a thank you will be sent to the R.M.. of Saltcoats for the work they have done maintaining town owned roads and providing gravel for same.

Correspondence

Ward/Buchinski

Motion 223-16

That the correspondence as listed be filed.

Received:

1. Sunrise Regional Health Authority – Pavilion Inspection Report – August 9, 2016
2. Government of Saskatchewan/Canada – Gas Tax Funds – 2016-17- Installment 1
3. Minister of Environment – response to request of regulated recycling program for HHW
4. Bylaw Enforcement Report – August 2016
5. SAMA -2017 Revaluation information
6. Animal Complaint – dog barking
7. General Complaint – trailer over sidewalk
8. CP Rail – Back to School Safety
9. Saskatchewan Order of Merit – Nominations
10. Saskatchewan Volunteer Medal – Nominations
11. Ministry of Agriculture – Saskatchewan Rabies Response Program
12. Yorkton Rural RCMP – September newsletter
13. Transport Canada – Rail Safety – Grade Crossing Regulations
14. Saskatchewan Federation of Police Officers – 2016 Crime Prevention Guide

Sent:

1. Vangen – approval to extend building permit #2016-06
2. Robin Liboiron – complaint
3. EMW – building permit extension approval
4. Resident – Dog Bylaw Violations

CARRIED

In Camera McCallum/Buchinski

Motion 224-16

That the meeting move in camera at 8:26 p.m. to discuss:

- personnel item
- legal item
- personal property item

CARRIED

Councilor Rhonda Hunt declared a conflict of interest related to the casual water operator contract for Connor Hunt and left the meeting at 8:28 p.m. Councilor Hunt returned to the meeting at 8:39 p.m.

The regular Council meeting resumed at 9:03 p.m.

Next Meeting:

October 19, 2016 (Hutchings)

Adjournment **Hunt/Ward**

The meeting adjourned at 9:11 p.m.

CARRIED

Approved by Council on: _____