

*Town of Saltcoats*

OFFICE OF THE TOWN CLERK

**MEETING OF COUNCIL February 19, 2020**

**Present:** Mayor Grant McCallum, Councilors, Gordon Barnhart, Lenore Denbrok, Karen Hovind, Ronald Knudsen, Shirley Pearson, Dennis Hunt public works foreman, and Assistant Administrator Tracy Swereda

Visitors: Gary Horseman – Four Town Journal.

With quorum being present, the Council Meeting was called to order by Mayor Grant McCallum at 6:00 p.m. in the Stirling Room in the Community Services Building at 117 Allan Avenue, Saltcoats, SK S0A 3R0.

**AGENDA**      Pearson/Barnhart      **Motion 033-20**  
That the amended agenda be approved as circulated with the following additions:  
Personnel - Office Personnel Update  
Public Works – Omit number 6 - Water Treatment Plant  
New Business – Library Board Report

**CARRIED**

**MINUTES**

**Approval of Minutes of January 15, 2020**      Knudsen/Pearson      **Motion 034-20**  
That the minutes of the January 15<sup>th</sup> 2020, meeting be approved as circulated.

**CARRIED**

**Approval of Addendums A, B and C February, 2020**      Hovind/Denbrok      **Motion 035-20**  
That the Town of Saltcoats approve Addendums A, B and C for February 2020 as circulated.

**CARRIED**

**FINANCIAL**

**List of Accounts for Approval January 2020**      Barnhart/Hovind      **Motion 036-20**  
That the List of Accounts for Approval be approved as circulated for January 1<sup>st</sup> – January 31<sup>st</sup>, 2020 cheques 10509 -10537 and other payments totaling \$196,457.70.

**CARRIED**

**Budgetary Control Report for January 2020**      Hovind/Knudsen      **Motion 037-20**  
That the budgetary control reports for January 2020 be approved as circulated.

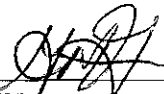
**CARRIED**

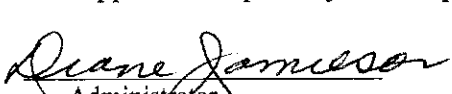
**Bank Reconciliation**      The Bank Reconciliation for January for 2020 was deferred until March 18, 2020 meeting.

**Term Deposit Renewal – Cornerstone Credit Union**      Council was informed that the two separate term deposits which are maturing will be amalgamated into one 12-month redeemable term, with an interest rate of 1.4 percent annually, as decided at the January 15<sup>th</sup>, 2020 meeting.

**PERSONNEL**

**Office Assistant Job Description**      McCallum/Knudsen      **Motion 038-20**  
That the Town of Saltcoats approve the updated job description for

  
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Mayor

  
\_\_\_\_\_  
Administrator

Office Assistant as circulated.

**CARRIED**

**Grant Writer**

Council discussed the possibility of contracting a temporary part-time grant writer position to help identify available grants and secure funds for community organizations. Neighboring communities may also be interested in a grant writer position, Mayor Grant McCallum will discuss at the next Municipal Area Meeting.

**Municipalities  
of  
Saskatchewan**

President Gordon Barnhart of Municipalities of Saskatchewan formerly known as SUMA, gave an updated to council on the benefit of the recent name change and the promotion of regional cooperation.

**PUBLIC WORKS**

**Monthly Review  
of Waterworks  
Operational  
Records –  
January 1-31,  
2020**

Barnhart/Hovind

**Motion 039-20**

That the Town of Saltcoats approve the Monthly Review of Waterworks Operational Records for January 1<sup>st</sup> - 31<sup>st</sup>, 2020 as circulated.

**CARRIED**

**Monthly Public  
Works Report  
for January  
2020**

Knudsen/Pearson

**Motion 040-20**

That the Town of Saltcoats approve the Monthly Public Works Report for January 2020 as circulated.

**CARRIED**

**Public Works  
Inventory and  
Supplies**

Council was provided with copies of the 2019 shop inventory listing for information which were completed by town foreman Dennis Hunt as per policy 19-01.

**Waterworks  
System  
Assessment  
Report 2020**

Barnhart/Pearson

**Motion 041-20**

That the Town of Saltcoats approve the amended Waterworks System Assessment Quote, re-submitted by Catterall & Wright in the amount of \$5,800.00, for the mandatory 2020 Waterworks System Assessment (WSA) Report, and further acknowledging that a portion of the WSA and associated costs may not be required due to the planned water treatment system upgrade.

**CARRIED**

**Water Wells  
Construction  
Project Proposal**

Barnhart/Denbrok

**Motion 042-20**

That the Town of Saltcoats approve and award Hayter Drilling Ltd. the contract to drill wells for the new Water Treatment Plant project in the amount of \$170,854.50 plus applicable taxes.

**CARRIED**

**Lagoon  
Monitoring  
Wells  
Saltcoats  
Community Hall  
Discussion**

Council requested that tenders go out for designing and drilling monitoring wells at the Lagoon site, as required in the Permit to Operate.

Administration informed council that the Saltcoats & District Community Hall and Stirling Room are no longer classified as licensed public eateries. Public health has changed classifications and regulations. It was agreed that additional information is required with further information to be provided at the March 2020 Council meeting.


**BUSINESS ARISING FROM MINUTES OF January 15, 2020**

Mayor

Administrator

<b>Landfill Closure Plan</b>	Hovind/Knudsen	<b>Motion 043-20</b> That the Town of Saltcoats approve the application in the amount of \$34,100 plus applicable taxes, for engineering costs associated with the closure/decommissioning the landfill to the Investing in Canada Infrastructure Program with deadline of March 31, 2020. <b><u>CARRIED</u></b>
<b>Ottenbreit Sanitation Services Agreement</b>		An update was provided to Council on the audit of trash and recycle bins which will be finalized and report submitted to Council at the March 2020 meeting.
<b>Scent free work environment policy</b>	Knudsen/Hovind	<b>Motion 044-20</b> That the Town of Saltcoats approve Policy Number OH&S 20-01 Scent Free Workplace as circulated. <b><u>CARRIED</u></b>
<b>Official Community Plan/Zoning Bylaw Quotes</b>	Hovind/Pearson	<b>Motion 045-20</b> That the Town of Saltcoats approve the proposal from Northbound Planning to complete the Draft OCP/Zoning Bylaw as proposed. <b><u>CARRIED</u></b>
<b>NEW BUSINESS</b>		
<b>2020 Regular Meeting of Council Schedule</b>	Barnhart/Pearson	<b>Motion 046-20</b> That the Town of Saltcoats approve the following dates for Meeting of Council <ul style="list-style-type: none"> <li>• March 18, 2020</li> <li>• April 15, 2020</li> <li>• May 20, 2020</li> <li>• June 17, 2020</li> <li>• July 15, 2020</li> <li>• August 19, 2020</li> <li>• September 16, 2020</li> <li>• October 21, 2020</li> </ul> <b><u>CARRIED</u></b>
<b>Staff room items</b>		It was agreed that items for staff break room would be added to the 2020 budget with quotes for fridge, coffee pot and microwave to be submitted to Council for review.
<b>Garden Waste pick up - Playground Committee</b>		It was agreed that the Administrator will work with the Playground Committee to arrange details on the spring cleanup fund raising project.
<b>Authorize for training - Elections Work Shop Melville</b>	McCallum/Pearson	<b>Motion 047-20</b> That the Town of Saltcoats approve registration for the Elections workshop in Melville on March 27 <sup>th</sup> , for Tracy Swereda Assistant Administrator, Office Assistant with expenses and registration fees covered for Swereda, and office assistant. <b><u>CARRIED</u></b>
<b>Insurance Policy Renewal Farrell Agencies</b>		That the Town of Saltcoats discussed the renewal of the property insurance policy with Farrell Insurance Agency and will further review coverage for same. <b><u>CARRIED</u></b>


  
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 Mayor


  
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 Administrator

**Invitation to  
rate payer's  
supper and  
program R.M.  
Saltcoats No.213**

It was agreed that Councilor Gordon Barnhart and Councilor Lenore Denbrok will attend the Rural Municipality of Saltcoats No.213 rate payer's supper.

**Hudson Bay  
Route  
Association  
membership**

Barnhart/McCallum

**Motion 049-20**

That the Town of Saltcoats amend the list of approved memberships for 2020, by removing Hudson Bay Route Association.

**CARRIED**

**Laketown Hotel**

Hovind/Pearson

**Motion 050-20**

That a review be conducted for utility rates charged for Account # 0000 114 0000 from 2013 – 2020 with adjustments and compensation made as required.

**CARRIED**

**Town of  
Saltcoats  
Regular Council  
Meeting Times**

Hovind/Pearson

**Motion 051-20**

That the Town of Saltcoats approve regular Council meeting time to be changed to 6:00 pm on the third Wednesday of each month with the exception of the March 18, 2020 meeting which will commence at 7:00pm.

**CARRIED**

**Correspondence**

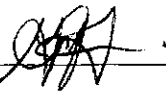
Barnhart/Denbrok

**Motion 052-20**

That the Town of Saltcoats approve the following list of correspondence to be filed.

- RCMP – Monthly Occurrence Summary – January 2020
- RCMP – District Commander Introduction
- Commissionaires Report – January 2020
- Government of Saskatchewan – Voluntary Regional Co-Operation Workshops
- Beautification Committee – Update
- East Central Transportation Planning Committee – Update
- East Central Transportation Planning Committee – Workshop
- SAMA Notice of Annual General Meeting
- RCMP – Community Town Hall Consultation with MNP
- News Release – Nature Saskatchewan
- Government of Saskatchewan – Daycare – School tax exemption
- Western Development Museum – New board of directors
- Area Meeting Minutes - January 23, 2020
- Saskatoon Nature Society Newsletter – February 2020
- General Complaint Form – Received

Mayor



Administrator



January 21, 2020

- Assiniboine Watershed Stewardship Association – 2020 Membership Letter
- Good Spirit School Division - News letter.
- 2020 Communities in Bloom Program
- SUMA – Municipalities of Saskatchewan – Renaming
- Stars letter
- St. Augustine’s Church - Request for waiver of hall rental fee

**CARRIED**

**Library Board Update**

Councillor Hovind updated Council from the recent Library board meeting.

**In Camera**                      Denbrok/Pearson

**Motion 053-20**

That the meeting move in camera at 9:20pm. to discuss: Personnel items.

**CARRIED**

Hovind/Pearson

The regular meeting of Council resumed at 9:41 p.m.

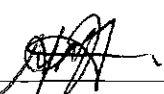
**Adjournment**

**Motion 054-20**

That the meeting adjourn at 9:42p.m.

**CARRIED**

Approved by Council on: March 18, 2020

  
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Mayor

  
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Administrator