

*Town of Saltcoats*  
OFFICE OF THE TOWN CLERK

**MEETING OF COUNCIL November 15, 2017**

**Present:** Mayor Grant McCallum, Councilors Gordon Barnhart, Josh Beynon, Ronald Knudsen, Karen Hovind, Don McDill, and Administrator Carling Sandercock

Regrets: Councilor Corey Larsen

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.

Visitors: Bill Johnston, Four-Town Journal

**AGENDA**                      Barnhart/Hovind                      **Motion 382-17**  
That the agenda for the November 15, 2017 meeting be approved as amended.  
**CARRIED**

**MINUTES**

**Approval of Minutes of October 18, 2017 Council Meeting**                      Hovind/Knudsen                      **Motion 383-17**  
That the minutes of the October 18, 2017 Council Meeting be approved as circulated.  
**CARRIED**

**Approval of Minutes of November 9, 2017 Personnel Committee Meeting**                      Knudsen/Barnhart                      **Motion 384-17**  
That the minutes of the November 9, 2017 Personnel Committee Meeting be approved as circulated with amendment to change Councilor Karen Ward to Councilor Karen Hovind and to change Motion 380-17 to be that the Personnel Committee recommend to Council to change the Public Works Assistant position's work schedule to Monday to Friday from 8:00 a.m. to 5:00 p.m. and working alternating weekends, with adjusted hours to cover weekend work at the current regular rate of pay, and that a Modified Work Agreement would be requested.  
**CARRIED**

**Approval of Addendum A, B, C and D 2017**                      Barnhart/Hovind                      **Motion 385-17**  
That the Town of Saltcoats receive for information with suggested amendments Addendum A, B, C and D - 2017 as circulated.  
**CARRIED**

It was reported that Public Works staff have spent a substantial amount of time making repairs to the Water Plant as per the recommendations from the 2015 Waterworks System Assessment.

**FINANCIAL**

**List of Accounts for Approval October 1 – 31, 2017**                      Hovind/McCallum                      **Motion 386-17**  
That the List of Accounts for Approval be approved as circulated for October 1 - 31, 2017 cheques #9712-9728 and other payments totaling \$39,581.81.  
**CARRIED**

**Budgetary Control Report for October 2017** Barnhart/Hovind **Motion 387-17**  
That the Town of Saltcoats approve the Budgetary Control report for October 2017 as circulated.

**CARRIED**

**Bank Reconciliation – October 2017** Knudsen/Hovind **Motion 388-17**  
That the Town of Saltcoats approve the Bank Reconciliation report for the month of October 2017 as circulated.

**CARRIED**

## **PERSONNEL**

**Public Works Assistant Position** Knudsen/Hovind **Motion 389-17**  
That the Town of Saltcoats approve the recommendation from the Personnel Committee to change the Public Works Assistant position's work schedule to Monday to Friday from 8:00 a.m. to 5:00 p.m. and working alternating weekends, with adjusted hours to cover weekend work at the current regular rate of pay, and that a Modified Work Agreement would be requested.

**CARRIED**

**Office Assistant** Barnhart/Knudsen **Motion 390-17**  
That the Town of Saltcoats approve the offer of employment to Luanne Ittermann as Full-time Office Assistant effective November 20, 2017 at a rate of pay of \$14.85 per hour with benefits and working conditions in accordance with Personnel Policy 11-01 and Saskatchewan Employment Act.

**CARRIED**

## **PUBLIC WORKS**

**Monthly Review of Waterworks Operational Records – October 2017** Hovind/Knudsen **Motion 391-17**  
That the Town of Saltcoats approve the monthly review of Waterworks Operational Records for October 2017.

**CARRIED**

**Monthly Public Works Report for October 2017** McCallum/Beynon **Motion 392-17**  
That the Town of Saltcoats approve the Monthly Public Works Report for October 2017.

**CARRIED**

**Waterworks Compliance Inspection** Knudsen/Beynon **Motion 393-17**  
That the Town of Saltcoats approve the Waterworks Compliance Inspection and requests clarification of the status of the outside hatch.

**CARRIED**

**BUSINESS ARISING FROM MINUTES OF October 18, 2017****Lagoon  
Expansion -  
Subdivision**

It was reported that administration has received the Transform Approval Certificate from Information Services Corporation.

**Town Shop**

It was reported that administration is currently working with the consulting engineer, Cicon Engineering to draft a request for proposal for the town shop project.

**Street Paving**

Council reviewed the submitted street paving quote from Mobile Paving Ltd. It was agreed that a plan as action would be discussed at a Committee of the Whole meeting on December 13, 2017 at 6:30 p.m.

**SUMA  
Convention**

It was agreed that Councilors wishing to attend the SUMA Convention from February 4 – 7, 2017 will check their schedules and notify the Administrator of their availability.

**NEW BUSINESS****Bylaw  
Enforcement -  
Parking**

Beynon/Barnhart

**Motion 394-17**

That the Town of Saltcoats direct administration to draft a new traffic bylaw that will include angle parking on the west side of Glasgow Avenue in front of Lots 8, 9, 10 Block 5, Plan No. 4383.

**CARRIED****Resident  
Concerns**

Council reviewed the submitted letter of residents' concerns. It was agreed that a response would be drafted and published in the town newsletter explaining decisions and actions as well as correcting inaccuracies in the areas of concern.

**Interim Audit**

Administration reported that the Interim Audit was conducted on Tuesday, November 2, 2017 and that administration will draft a procedure for accepting e-transfers for payments.

**Saltcoats Ball  
Diamond  
Improvement  
Committee  
Appointment  
Saltcoats  
Curling Club  
Request**

Hovind/McDill

**Motion 395-17**

That the Town of Saltcoats appoint Chris Evans to the Saltcoats Ball Diamond Improvement Committee for 2017.

**CARRIED**

McDill/Knudsen

**Motion 396-17**

That the Town of Saltcoats approve the Saltcoats Curling Club request to apply for a seasonal liquor license for the Saltcoats Curling Rink.

**CARRIED****In Camera**

Knudsen/Hovind

**Motion 397-17**

That the meeting move in camera at 9:13 p.m. to discuss:

- Public Works Assistant Position
- Interim Audit

**CARRIED**

The in camera session ended and the regular council meeting resumed at 9:58 p.m.

**Correspondence** Knudsen/Barnhart

**Motion 398-17**

That the correspondence listed below be filed:

**Received:**

- 1. W.Hume – Resident Concerns Response
- 2. Ministry of Public Services and Procurement – Canada Post
- 3. Provincial Archives of Saskatchewan – Archive List for Disposal
- 4. Saskatchewan Housing Corp – Housing Projects
- 5. Bylaw Enforcement Reports
- 6. The Health Foundation - Donation Request

**Sent:**

- 1. D.Reid – Dangerous Dog Exemption

**CARRIED**

**Adjournment** Hovind/Knudsen

**Motion 399-17**

That the meeting adjourn at 10:00 p.m.

**CARRIED**

Approved by Council on: \_\_\_\_\_

Nest Meetings:

December 13, 2017	(Larsen)
January 17, 2018	(McDill)
February 21, 2018	(McDill)
March 21, 2018	(McDill)
April 18, 2018	(Hovind)
May 16, 2018	(Hovind)
June 20, 2018	(Hovind)
July 18, 2018	(Barnhart)
August 15, 2018	(Barnhart)
September 19, 2018	(Barnhart)
October 17, 2018	(Beynon)
November 21, 2018	(Beynon)
December 12, 2018	(Beynon)