

*Town of Saltcoats*  
OFFICE OF THE TOWN ADMINISTRATOR

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**REGULAR MEETING OF COUNCIL December 13<sup>th</sup>, 2023**

**Present:** Mayor Kirby Buchinski, Councillors Lenore Denbrok, Miles Hutchings, Shirley Pearson, Chad Waloschuk and Chief Administrative Officer Cindy Larson.

**Regrets:** Councillors Braden Issel, Justin Morrison

**Guest:** Dennis Hunt 6:00 pm – 6:23 pm

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

**AGENDA**

**Approval of the Agenda**

Pearson/  
Denbrok

**Motion 262-23**

That the Agenda be adopted as circulated with the following changes:

Add: Personnel: #1 CAO Review, #2 Council Consideration  
Public Works: #4 Paving

New Business: #12 SUMA Convention, #13 Ministry of Government Relations, #14 New Laptop, #15 Rink Minutes and Request #16 Community Hall Minutes and Correspondence #7 Young Canada Works Funding

**CARRIED**

**PUBLIC WORKS**

**Monthly Review of Waterworks Operational Records**

Waloschuk/  
Denbrok

**Motion 263-23**

That the Town of Saltcoats approve the Monthly Review of Waterworks Operational Records for November 2023 as circulated.

**CARRIED**

**Monthly Public Works Report**

Pearson/  
Hutchings

**Motion 264-23**

That the Town of Saltcoats approve the Public Works Report for November 2023.

**CARRIED**

**Paving**

Pearson/  
Hutchings

**Motion 265-23**

That the Town of Saltcoats Tender the 2024 Paving as per the recommendations of Public Works Committee.

**CARRIED**

**MINUTES**

**Minutes of the Regular Meeting**

Denbrok/  
Waloschuk

**Motion 266-23**

That the Town of Saltcoats approve the Minutes of the Regular Meeting of November 15<sup>th</sup>, and the Special meeting of December 6<sup>th</sup>, 2023, as presented.

**CARRIED**

**Approval of Addendums A, B, and C**

Pearson/  
Hutchings

**Motion 267-23**

That the Town of Saltcoats approve Addendums A, B, and C as amended.

**CARRIED**

**FINANCIALS**

**List of Accounts for Approval**

Denbrok/  
Pearson

**Motion 268-23**

That the List of Accounts for Approval be approved as circulated for November 30, 2023, cheques #12606 – 12652 and other payments totaling \$100,959.32.

**CARRIED**

**Monthly Financial Report for November 2023**

Pearson/  
Waloschuk

**Motion 269-23**

That the Town of Saltcoats approve the Monthly Financial Report for November 2023 as presented.

**CARRIED**

**Bank Reconciliations for November 2023**

Denbrok/  
Buchinski

**Motion 270-23**

That the Town of Saltcoats approve the Bank Reconciliations for November 2023 as presented.

**CARRIED**

**Cemetery Transfer from Reserves**

Pearson/  
Waloschuk

**Motion 271-23**

That the Town of Saltcoats approve the transfer of funds from the Cemetery Reserves to the general account in the amount of \$4,277.00

**CARRIED**

**Community Hall Transfer from Reserves**

Denbrok/  
Pearson

**Motion 272-23**

That the Town of Saltcoats Approve the transfer of funds from the Community Hall reserves to the general account in the amount of \$37,817.00.

**CARRIED**

**PERSONNEL**

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**BUSINESS ARISING**

**NEW BUSINESS**

**Municipal Revenue Sharing Declaration**

Waloschuk/  
Denbrok

**Motion 273-23**

That the Council of the Town of Saltcoats confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing grant

- Submission of the 2022 Audited Financial Statement to the Ministry of Government Relations;
- Submission of the 2022 Public Reporting on Municipal Waterworks to the Ministry of Government Relations;
- In good standing with respect to reporting and remittance of the Education Property Taxes;
- Adoption of a Council Procedure Bylaw;
- Adoption of an Employee Code of Conduct; and

All members of council have filed and annually updated their Public Disclosure Statement and shall hereby form part of these minutes.

That we understand if any requirements are not met, our Municipal Revenue Sharing grant may be withheld until all requirements are met.

That we authorize the Chief Administrative Officer to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

**CARRIED**

**Purchase of Trail Cameras**

Hutchings/  
Denbrok

**Motion 274-23**

That the Town of Saltcoats approves the purchase of two trail cameras for the Waste Management site at a cost of \$225.00 + taxes.

**CARRIED**

**Appointment of Board of Revisions and Secretary for 2024**

Denbrok/  
Pearson

**Motion 275-23**

That the Town of Saltcoats appoints Western Municipal Consulting Ltd. To manage the Board of Revisions process for the term of January 1, 2024 to December 31, 2024; remuneration as set out in Western Municipal Consulting Ltd. Fee schedule, with the following to serve as Members of

the Board of Revision: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Murray Dean, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fifi Ogunde, Maureen Jickling, James Tiessen.

The Chair shall be responsible for naming no fewer than three (3) members per hearing of any matter. Where the Chair does not include themselves among the appointees, the members appointed for a hearing shall determine the chair of that hearing from among their members.

And

That the Town of Saltcoats appoints Kara Lindal with Western Municipal Consulting Ltd. as Secretary to the Board of Revisions for the term January 1, 2024, through to December 31, 2024; remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If Kara Lindal is unable to perform secretarial functions for reasons which may include scheduling difficulties the secretary may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

**CARRIED**

**Policy 14-05 Office Services**      Buchinski/  
Pearson

**Motion 276-23**

That the Town of Saltcoats amend Policy 14-05 known as the Office Services Policy by adding the text **Local** and other community groups to the list. to .10 per copy for Local community organizations (Laketown Leaders, Saltcoats Minor Sports, Saltcoats Curling Club, Laketown Players, YFBTA, Saltcoats District Regional Park, the Beautification Committee, The Hall committee, the Blue Angel Bus committee, the Historic Society and Museum, the Cemetery Advisory Committee, the Saltcoats Library, any church within the town limits).

**CARRIED**

**Purchase Laptop for Office**      Hutchings/  
Waloschuk

**Motion 277-23**

That the Town of Saltcoats approve the purchase of a new laptop from Munisoft for \$1226.00 + taxes for the office.

**CARRIED**

**CORRESPONDENCE**

**File Correspondence**      Pearson/  
Waloschuk

**Motion 278-23**

That the Town of Saltcoats file and receive the following list of correspondence:

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Received:  
Minister of Highways  
Parkland Library Special Payment Agreement  
Good Spirit School Division  
FCM Communications  
Eco-West Funding Bulletin  
Thank you from Joyce Morgan

**CARRIED**

**Adjournment**

Pearson/  
Hutchings

**Motion 279 -23**

That the Meeting adjourn at 7:53 pm

**CARRIED**

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