

Town of Saltcoats

OFFICE OF THE TOWN CLERK

MEETING OF COUNCIL January 15, 2020

Present: Mayor Grant McCallum, Councilors, Gordon Barnhart (7:00 pm -10:38pm) via telephone, Lenore Denbrok, Karen Hovind, Ronald Knudsen, Shirley Pearson, Acting Administrator Diane Jamieson, and Assistant Administrator Tracy Swereda

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 at 117 Allan Avenue, Saltcoats, SK S0A 3R0.

AGENDA Denbrok/Pearson **Motion 001-20**
That the amended agenda be adopted as circulated with the following additions:
Public Works: - 5. Cemetery Committee (includes #14 Saltcoats cemetery advisory committee agenda)
a) Round House conversion to visitor center
b) Approval of Cemetery Capital plan
6. Camera for Dumpsters
Correspondence: - Commissionaires report, January 10, 2020 report
Next Meeting: November 18, 2020 and December 16, 2020 Deputy Mayor will be New Council
Old Business: - Removal of duplicate item number 8. – Inventory and supplies Policy NO. 19-02 - Draft
New Business: 12. Scent free work environment
Personnel - Office personnel update
CARRIED

MINUTES

Approval of Minutes of December 9, 2019. Denbrok/Knudsen **Motion 002-20**
That the minutes of the December 9th, 2019 meeting be approved as circulated.
CARRIED

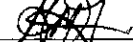
Approval of Minutes of December 18, 2019. Barnhart/Hovind **Motion 003-20**
That the minutes of the December 18th, 2019 special meeting be approved as circulated.
CARRIED

Approval of Addendums A, B and C January, 2020 Knudsen/Hovind **Motion 004-20**
That the Town of Saltcoats approve Addendums A, B and C for January 2020 as circulated.
CARRIED

FINANCIAL

List of Accounts for Approval December, 2019 Denbrok/Hovind **Motion 005-20**
That the List of Accounts for Approval be approved as circulated for December 1st -31st, 2019 cheques 10461-10508 and other payments totaling \$639,735.91
CARRIED

Budgetary Control Report Barnhart/Pearson **Motion 006-20**
That the budgetary control reports for December 2019 be approved as



Mayor



Administrator

for December 2019		circulated.	<u>CARRIED</u>
Bank Reconciliation	McCallum/Pearson	Motion 007-20 That the Town of Saltcoats approve the Bank Reconciliation for November, 2019 as circulated.	<u>CARRIED</u>
Bank Reconciliation	Denbrok/Hovind	Motion 008-20 That the Town of Saltcoats approve the Bank Reconciliation for December, 2019 as circulated.	<u>CARRIED</u>
Term Deposit Renewal – Cornerstone Credit Union	Hovind/Barnhart	Motion 009-20 That the Town of Saltcoats approve the two (2) term deposits maturing in January 2020 from Cornerstone Credit Union Account number 830452932189 and 83045255249 including accrued interest be combined into one redeemable term deposit for 12 months.	<u>CARRIED</u>
PERSONNEL			
Educational Assistance Agreement – Tracy Swereda	Hovind/Knudsen	Motion 010-20 That the Town of Saltcoats approve the Educational Assistance Agreement between Assistant Administrator Tracy Swereda as circulated.	<u>CARRIED</u>
PUBLIC WORKS			
Monthly Review of Waterworks Operational Records – December 1 – 31, 2019	Hovind/Pearson	Motion 011-20 That the Town of Saltcoats approve the Monthly Review of Waterworks Operational Records for December 1 st – 31 st , 2019 as circulated.	<u>CARRIED</u>
Monthly Public Works Report for December 2019	Denbrok/Pearson	Motion 012-20 That the Town of Saltcoats approve the Monthly Public Works Report for December 2019 as circulated.	<u>CARRIED</u>
Waterworks System Assessment Report 2020	Hovind/Denbrok	Motion 013-20 That the Town of Saltcoats approve the Mandatory Waterworks System Assessment quote submitted by Catterall and & Wright in the amount of \$5800.00 for the 2020 Waterworks System Report pending confirmation that this report is required.	<u>CARRIED</u>
SPWA 2020 Annual Conference	McCallum/Barnhart	Motion 014-20 That the Town of Saltcoats approve the attendance of Dennis Hunt, Foreman at the Saskatchewan Public Works Annual Conference in Regina from February 25 th – February 27 th , 2020 with registration, time and travel expenses covered.	<u>CARRIED</u>

Mayor


Administrator

Cemetery Advisory Committee Report	McCallum/Denbrok	Motion -015-20 That the Town of Saltcoats approve the 2020 Saltcoats Cemetery Capital Proposal as presented to Council by the Cemetery Advisory Committee, and further that the Town of Saltcoats approve the Cemetery Advisory Committee to undertake fund raising to offset future capital expenditures.	<u>CARRIED</u>
	Knudsen/Hovind	Motion 016-20 That the Town of Saltcoats approve an expenditure of approximately \$650.00 to purchase new tree markers to be taken out of the cemetery reserve fund.	<u>CARRIED</u>
402 High Street Dumpster location		It was agreed that a replacement camera be purchased to record unauthorized use of the Town of Saltcoats dumpsters located at 402 High Street with violators being provided notice of illegal dumping.	<u>CARRIED</u>
BUSINESS ARISING FROM MINUTES OF December 09, 2019			
Official Community Plan and Bylaw Zoning Bylaw		Administration to seek out quotes regarding consulting services to finalize draft Official Community Plan and Bylaw Zoning Bylaw as soon as possible.	
Ottobreit Sanitation Services Agreement		It was agreed that the audit on both residential Garbage and Recycling carts be completed with a report provided to Council once completed.	
Investing in Canada Infrastructure Program application	Hovind/Denbrok	Motion 017-20 That the Town of Saltcoats resubmit the application for landfill closure and decommissioning to the Investing in Canada Infrastructure Program with deadline of March 31, 2020.	<u>CARRIED</u>
	Barnhart/Pearson	Motion 018-20 That the Town of Saltcoats submit an application for paving of streets to Investing in Canada Infrastructure program with deadline of March 31, 2020.	<u>CARRIED</u>
Policy No. 19-01 Inventory and Supplies Policy	McCallum/Pearson	Motion 019-20 That the Town of Saltcoats approve Policy No. 19-01 Inventory and Supplies (Public Works)	<u>CARRIED</u>
NEW BUSINESS			
Deputy Mayor Assignments and 2020 Board and Committee Appointments	McCallum/Denbrok	Motion 020-20 That the Town of Saltcoats approve the 2020 Deputy Mayor assignments and 2020 Board and Committee Appointments as circulated.	<u>CARRIED</u>
Appointment of Auditor for 2020	Hovind/Pearson	Motion 021-20 That the Town of Saltcoats approve the appointment of David Chorney from the firm of Miller Moar Grodecki Kreklewich & Chorney as auditor for the town for 2020.	<u>CARRIED</u>



 Mayor



 Administrator

Appointment of Legal Counsel for 2020	Knudsen/Denbrok	Motion 022-20 That the Town of Saltcoats approve the appointment of Tristan Culham of MLT Aikins as legal counsel for 2020.	<u>CARRIED</u>
Appointment of Building Officials for 2020	McCallum/Knudsen	Motion 023-20 That the Town of Saltcoats appoint the following Building Officials for 2020: Reg Churko of R.C. Inspections for residential (Class I and II) and Doug Mulhall., and Bob Baker with Professional Building Inspections, Inc. for commercial (Class III) buildings.	<u>CARRIED</u>
Confirm Fidelity Bond \$500,000	McCallum/Denbrok	Motion 024-20 That the Town of Saltcoats confirm the fidelity bond insurance for 2020 in the amount of \$500,000.	<u>CARRIED</u>
Review Policy 15-04 Service Fees		That the Town of Saltcoats will defer the reviewing of service fees until September of 2020.	
Hall Table Purchase	Knudsen/Hovind	Motion 025-20 That the Town of Saltcoats approve the electronic decision made to purchase replacement hall tables utilizing funds from the Hall Reserve account.	<u>CARRIED</u>
Blue Angel Bus Committee		Councillor Denbrok reported that she has meet with the Lakeside Manor Care Home to initiate a meeting of the Blue Angel Bus Committee and further that Administration contact the Town of Bredenbury to request representation on this committee.	
2020 Annual Membership	Knudsen/Hovind	Motion 026-20 That the Town of Saltcoats approve the following memberships for 2020. Urban Municipality Administrators Association of Saskatchewan UMAAS - \$210.00 East Central Transportation Planning Committee (ECTPC) - \$124.00 SUMA – Saskatchewan Urban Municipality Association - \$887.65 FCM – Federation of Canadian Municipalities \$233.31 Hudson Bay Route Association - \$100.00 Yellowhead Flyway Birding Trail Association - \$60.00 Parkland Valley Sports Culture & Recreation District - \$65.00 Assiniboine Watershed Stewardship Association Inc. \$550.00 Trans Canada Yellowhead Highway Association - \$101.64 Canadian Public Works Association - \$ 303.25 Saskatchewan Volunteer Firefighters Association \$200.00	<u>CARRIED</u>
Canada Summer Jobs 2020 Summer Student Grant	Barnhart/Pearson	Motion 027-20 – Ratify electronically decision That the Town of Saltcoats approve the application for two public works summer employees through Canada Summer Jobs 2020 Program.	<u>CARRIED</u>
2020 Approved Donations	Pearson/Denbrok	Motion 028-20 That the Town of Saltcoats approve a donation of fifty (\$50.00) to	<u>CARRIED</u>

Mayor

Deane Jameson

Administrator

Crime Stoppers, and two hundred dollars (\$200.00) for Canada Day Fireworks to the Saltcoats and District Fire Department for 2020.

CARRIED

Scent free work environment

Council has requested that Administration develop a policy to provide for a scent free work environment.

Correspondence McCallum/Hovind

Motion 029-20

That the following correspondence be noted and filed:

1. Commissionaires Report – December 18, 2019 & January 10, 2020
2. Brandt Fleetwise report – Comprehensive Monthly Report
3. Security System -MuniSoft
4. FCM – Western Economic Solutions Taskforce (WEST)
5. SUMA – Suma President's update
6. Good Spirit School Division – Minutes from December 2019
7. FCM – Growing our capacity building programs –
8. East Central Transportation Planning Committee – Update/renewal
9. Annual Audit – February 28, 2020 for your Information
10. Cicon Engineering ICE Consulting Ltd –
11. SUMA Annual General Meeting
12. Saskatchewan Health Authority – Public Health food safe level 1

CARRIED

Meeting past 10 p.m. Denbrok/Pearson

Motion 030-20

That the meeting will go past 10:00 p.m.

CARRIED

In Camera Knudsen/Denbrok

Motion 031-20

That the meeting move in camera at 10:24. to discuss:
Personnel items,
The regular meeting of Council resumed at 10:38 p.m.

CARRIED

Adjournment Pearson/Hovind

Motion 032-20

That the meeting adjourn at 10:44 p.m.

CARRIED

Approved by Council on: February 19, 2020

Mayor



Deane Jameson
Administrator