

*Town of Saltcoats*  
OFFICE OF THE TOWN ADMINISTRATOR

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**REGULAR MEETING OF COUNCIL January 17, 2024**

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

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**

|                               |                       |   |
|-------------------------------|-----------------------|---|
| <b>Approval of the Agenda</b> | Pearson/<br>Hutchings | <b>Motion 01-24</b><br><br>That the Town of Saltcoats approve the Agenda with the following removals and additions:<br>Personnel, Remove: #1 Personnel Committee Report and #2 Recommendations for 2024 Salary Grid.<br>New Business, correct the item numbers from 9-13 to 13-15, add: #16 Community Hall Minutes, #17 SUMA Convention, and #18 SGI Grant ideas. |
|-------------------------------|-----------------------|---|

**CARRIED**

**PUBLIC WORKS**

|  |               |   |
|--|---------------|---|
| <b>Monthly Waterworks Operational Report</b> | Denbrok/Issel | <b>Motion 02-24</b><br><br>That the Town of Saltcoats approved the Monthly Waterworks Operational Report for December 2023. |
|--|---------------|---|

**CARRIED**

|                            |                        |  |
|----------------------------|------------------------|--|
| <b>Public Works Report</b> | Morrison/<br>Waloschuk | <b>Motion 03-24</b><br><br>That the Town of Saltcoats approve the Public Works Report for December 2023. |
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**CARRIED**

**MINUTES**

|   |                       |  |
|---|-----------------------|--|
| <b>Approval of the Minutes of the Regular Meeting</b> | Hutchings/<br>Pearson | <b>Motion 04-24</b><br><br>That the Town of Saltcoats approve the Minutes of the Regular Meeting on December 13, 2023. |
|---|-----------------------|--|

**CARRIED**

|   |                     |   |
|---|---------------------|---|
| <b>Approval of Addendums A, B and C</b> | Denbrok/<br>Pearson | <b>Motion 05-24</b><br><br>That the Town of Saltcoats approve Addendums A, B, and C as presented. |
|---|---------------------|---|

**CARRIED**

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**FINANCIALS**

**List of  
Accounts for  
Approval**

Pearson/Issel

**Motion 06-24**

That the List of Accounts for Approval be approved as circulated for December 1-31, 2023, cheques #12653 - 12708 and other payments totaling \$71,702.55.

**CARRIED**

**Monthly  
Financial  
Report**

Denbrok/  
Pearson

**Motion 07-24**

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

**CARRIED**

**Bank  
Reconciliations**

Hutchings/  
Morrison

**Motion 08-24**

That the Town of Saltcoats approve the bank reconciliations for December 2023.

**CARRIED**

**PERSONNEL**

**Staff Annual  
Reviews**

**TABLED**

**That the Staff reviews are tabled.**

**Adoption of  
Personnel  
Policy 24-01**

Pearson/  
Denbrok

**Motion 09-24**

That the Town of Saltcoats approve Policy 24-01, known as the Educational Assistance Policy as amended.

**CARRIED**

**Review of  
Personnel  
Policy 11-01**

Issel/Pearson

**Motion 10-24**

That the Town of Saltcoats amend Policy 11-01 known as the Personnel Policy by amending that employees are eligible for SUMA Benefits after the completion of probation. AND amending employees on medical leave, the Town of Saltcoats continue to pay the Employers portion of the benefits for 3 months from 6 months.

**CARRIED**

**Review  
Financial  
Policy 11-11**

Morrison/  
Waloschuk

**Motion 11-24**

That the Town of Saltcoats amend the Financial Policy 11-11 known as the Employee/Council Travel expense to increase the mileage reimbursement from \$0.45 cents per kilometer to \$0.55 cents per kilometer.

**CARRIED**

**BUSINESS ARISING**

**NEW BUSINESS**

**CPWA Convention 2024** Denbrok/  
Pearson

**Motion 12-24**

That the Town of Saltcoats approved Foreman Dennis Hunt to attend the CPWA Convention in Saskatoon from February 27 to 29<sup>th</sup>, 2024, at a cost of \$375.00 + taxes.

**CARRIED**

**RMAA Workshop** Pearson/  
Waloschuk

**Motion 13-24**

That the Town of Saltcoats approves for the office staff to attend the RMAA Workshop in Melville on March 27, 2024, at a cost of \$200.00 + taxes. Office will be closed that day.

**CARRIED**

**Ratify Decision to Purchase AED Machine** Issel/  
Morrison

**Motion 14-24**

That the Town of Saltcoats ratify the purchase of an AED machine for the First Responders, The RM of Saltcoats No 213 has offered to pay for half of the cost of \$2363.79 + tax.

**CARRIED**

**Set Council Meeting Dates for 2023** Issel/  
Waloschuk

**Motion 15-24**

That the Town of Saltcoats Council set the Regular Meeting Dates for 2024, Regular meetings will be held every third Wednesday of each month from January to November, the December Regular meeting will be held on the second Wednesday of the month.

**CARRIED**

**Appointment of Auditor for 2024** Denbrok/  
Pearson

**Motion 16-24**

That the Town of Saltcoats appoint David Chorney from Prairie Strong Chartered Prof. Accountants of Melville, SK as the Auditor for 2024.

**CARRIED**

**Appointment of Legal Counsel for 2024** Buchinski/  
Hutchings

**Motion 17-24**

That the Town of Saltcoats appoint Tristan Culham of MLT Aikins LLP of Regina, SK as Legal Counsel for 2024.

**CARRIED**

**Appointment of Building Officials For 2024 Residential** Hutchings/  
Waloschuk

**Motion 18-24**

That the Town of Saltcoats Appoint Reg Churko of R.C Inspections of Melville, SK as the Building Official for Residential Class I and Class II buildings for 2024.

**CARRIED**

**Appointment of Building Officials for Commercial** Denbrok/  
Pearson

**Motion 19-24**

That the Town of Saltcoats appoint Doug Mulhall, Virginia Shepley, and Bobby Baker of Professional Building Inspections, Inc. of White City, SK as the Building Officials for Commercial and Industrial Class III buildings for 2024.

**CARRIED**

**Yearly Donations for 2024** Morrison/  
Waloschuk

**Motion 20-24**

That the Town of Saltcoats approve the yearly donations to STARS, in the amount of \$750.00 and to the Saltcoats Volunteer Fighter Department in the amount of \$1200.00 and \$50.00 to Crime Stoppers for 2024.

**CARRIED**

**Council Sub-Committee appointments for 2024** Denbrok/  
Issel

**Motion 21-24**

That the Town of Saltcoats approve the Council Sub-Committee appointments as amended.

**CARRIED**

**Committee and Board Appointments for 2024** Hutchings/  
Waloschuk

**Motion 22-24**

That the Town of Saltcoats appoint the following persons to the following Committee or Board:

- a. Saltcoats District Regional Park: Stephen Farquharson, Dennis Hunt, Shirley Pearson, Ken Morrison and Justin Morrison and CAO Cindy Larson Secretary/Treasurer (non-voting).
- b. Culture and Recreation Advisory Board:  
Chair Stephen Farquharson Vice-chair, Grant McCallum, Monique Smith, Chad Waloschuk and CAO Cindy Larson Secretary/Treasurer (non-voting).
- c. Emergency Measures Organization:  
EMO Coordinator Daneen Kelly, Lakeside Manor Kim Cooper, Council Liaison Miles Hutchings, Grant McCallum, and CAO Cindy Larson Secretary.
- d. Fire Protection Joint Committee  
Chairman Braden Issel, Kirby Buchinski, and Shirley Pearson
- e. Fire Department Executive Board:  
President Mason Bradford, Fire Chief Harry Smith, 1<sup>st</sup> Deputy Don Ward, 2<sup>nd</sup> Deputy John Ward, and Secretary Ron Risling
- f. Pest Control Officers:  
Chief Dennis Hunt, Council Liaison Braden Issel, Burton Friesen,

Glen MacKay, Les Pearson, Shirley Pearson, Ron Sutherland, Les Trowell, and John Ward

g. Parkland Library Board:  
Lenore Denbrok

h. Rural Crime Watch:  
Town Representative Braden Issel and Alternate Town Representative Chad Waloschuk.

**CARRIED**

**CORRESPONDENCE**

**File Correspondence**

Issel/Hutchings

**Motion 23-23**

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

East Central Transportation Committee  
Shercom Industries  
SAMA AGM

**CARRIED**

**Adjournment**

Morrison/  
Pearson

**Motion 24-24**

That the Meeting adjourn at 8:02 pm

**CARRIED**

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