

Town of Saltcoats

OFFICE OF THE TOWN ADMINISTRATOR

REGULAR MEETING OF COUNCIL January 20, 2021

Present: Mayor Gordon Barnhart (via Zoom), Councillors, Kirby Buchinski (via Zoom), Miles Hutchings (Via Zoom 6:05 pm), and Braden Issel, Lenore Denbrok (via Zoom), Shirley Pearson, and Chad Waloschuk (via Zoom), and Chief Administrative Officer Cindy Larson (via Zoom).

Visitor: Gary Horseman – Four Town Journal (6:00 pm– 8:10 pm)

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

Approval of the Agenda	Denbrok/ Buchinski	Motion 01-21 That the amended agenda be adopted as circulated with the following additions: Personnel #4A Salary Grid	<u>CARRIED</u>
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MINUTES

Approval of Minutes of	Pearson/ Waloschuk	Motion 02-21 That the minutes of the Regular meeting on December 9 th and the Special Meeting on December 21, 2020 meeting is approved as circulated. Motion 333-20 does not exist.	<u>CARRIED</u>
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Approval of Addendums A, B and C,	Denbrok/Pearson	Motion 03-21 That the Town of Saltcoats approve Addendums A, B and C for January 20, 2021 as circulated.	<u>CARRIED</u>
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PUBLIC WORKS

Monthly Review of Waterworks Operational Records	Waloschuk/ Hutchings	Motion 04-21 That the Town of Saltcoats approve the Monthly Review of Waterworks Operational Records for December 31, 2020 as circulated.	<u>CARRIED</u>
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Monthly Public Works Report	Pearson/Denbrok	Motion 05-21 That the Town of Saltcoats approve the Monthly Public Works Report for December 2020 as circulated.	<u>CARRIED</u>
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Remote and monitoring and operating of the WTP	Buchinski/Pearson	Motion 06-21 That the Town of Saltcoats approve the remote monitoring be included in the Water Treatment Plant at a cost of approximately \$1,000.00 + taxes	<u>CARRIED</u>
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ATAP Training	Hutchings/ Waloschuk	Motion 07-21 That the Town of Saltcoats approve the Foreman Dennis Hunt to be registered for the ATAP Class II Water Treatment and Distribution	
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Training.

CARRIED

FINANCIAL

List of Accounts for Approval

Denbrok/Pearson

Motion 08-21

That the List of Accounts for Approval be approved as circulated for December 1-31, 2020, cheques #10874 - 10932 and other payments totaling \$199,972.01

CARRIED

Budgetary Control Report

Deferred

Budgetary Control Deferred to February 17, 2021 meeting.

Bank Reconciliations

Pearson/Issel

Motion 09-21

That the Town of Saltcoats approve the bank reconciliations for November 2020.

CARRIED

PERSONNEL

Ratify Electronic Decision to hire Office Assistant

Denbrok/
Waloschuk

Motion 10-21

That the Town of Saltcoats ratify the electronic decision to hire Billie-Jo Baumung as the Temporary Office Assistant at \$15.98/hr.

CARRIED

Communication Committee Update

Pearson/Issel

Motion 11-21

That the Town of Saltcoats file and receive the update from Councillor Pearson for the Communication Committee.

CARRIED

BUSINESS ARISING FROM THE MINUTES OF NOVEMBER, 2020

Amend Motion 287-20 re: Saltcoats District Regional Park

Waloschuk/
Denbrok

Motion 12-21

That the Town of Saltcoats amend Motion 287-20 to remove the text "Recommend" and replace it with "Appoint" to the Saltcoats District Regional Park as required.

CARRIED

NEW BUSINESS

Appointment of Auditor for 2021

Barnhart/Issel

Motion 13-21

That the Town of Saltcoats appoint David Chorney from Miller & Co of Melville, SK as the Auditor for 2021.

CARRIED

Appointment of Legal Counsel for 2021

Denbrok/
Hutchings

Motion 14-21

That the Town of Saltcoats appoint Tristan Culham of MLT Aikins LLP of Regina, SK as Legal Counsel for 2021.

CARRIED

Appointment of Building Official

Hutchings/Issel

Motion 15-21

for Residential Class I & II

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 2021.

CARRIED

Appointment of Building Officials for Commercial and Industrial for 2021 Buchinski/Hutchings

Motion 16-21

That the Town of Saltcoats appoint Doug Mulhall and Bob Baker of Professional Building Inspections, Inc. of White City, SK as the Building Officials for Commercial and Industrial Class III buildings for 2021.

CARRIED

Appointment to the Board of Revisions for 2021 Pearson/Waloschuk

Motion 17-21

That the Town of Saltcoats appoint the following to the Board of Revisions for 2021:

- Helen Jarvis
- Glen Smith
- Ron Risling (alternate)
- Renae Paridaen, Secretary

CARRIED

Amendments to Policies Administration, Financial and Public Works Buchinski/Issel

Motion 18-21

That the Town of Saltcoats approve the following Policy’s regarding Service fees, Custom work Fees and Office services fees for 2021:

- Administration Policy #'s 12-04 & 15-04
- Financial Policy #14-05; and
- Public Works Policy #11-10.

CARRIED

Yearly Memberships 2021 Denbrok/Waloschuk

Motion 19-21

That the Town of Saltcoats renew memberships for 2021 as follows:

- Urban Municipal Administrators Association of Saskatchewan-\$220.00
- East Central Trans Planning Committee-\$124.00
- Municipalities of Saskatchewan-\$887.65
- Federation of Canadian Municipalities-\$236.71
- Trans Canada Yellowhead Highway Association-\$101.64
- Yellowhead Flyway Birding Trail Association-\$60.00
- American/Canadian Public Works Association-\$235.00 USD
- Saskatchewan Volunteer Fire Fighters Association-\$200.00
- Four Town Journal-\$60.00
- Parkland Valley Sport Culture and Recreation-\$60.00
- Saltcoats Gazette-\$100.00

CARRIED

Yearly Donations for 2021 Denbrok/Hutchings

Motion 20-21

That the Town of Saltcoats approve the yearly donations to Crime Stoppers, in the amount of \$50.00, and to the Saltcoats Volunteer Fighter Department in the amount of \$1200.00 for 2021. (with or without the fireworks)

CARRIED

Yearly Payments for 2021 Hutchings/Issel

Motion 21-21

That the Town of Saltcoats approve the annual payment to the Saltcoats District Regional Park in the amount of \$5000.00.

CARRIED

Shop Local Advertising for 2021 Pearson/
Waloschuk

Motion 22-20

That the Town of Saltcoats renew the Shop Local advertising for 2021 at a cost of \$10.00 per week.

CARRIED

Repeal Administration Policy 14-03 Barnhart/Denbrok

Motion 23-20

That the Town of Saltcoats repeal the Administration Policy 14-03.

CARRIED

CORRESPONDENCE

File Correspondence Hutchings/
Waloschuk

Motion 24-21

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

- Cathy Wagentall, MP
- Commissionaires Report of January 10-2021
- Canadian Pacific Railway
- Ministry of Government Relations
- Saltcoats Skating Arena Covid-19 plan
- APAS
- Saskatchewan Construction Association
- Government of Saskatchewan Queen’s Printer
- Cornerstone Credit Union
- Government of Canada ICIP report

CARRIED

In Camera at 8:10 pm Issel/Waloschuk

Motion 25-21

That the Town of Saltcoats go in Camera to discuss Order to Remedy and Employee reviews.

CARRIED

Came out of In-Camera at 9:10 pm

CAO End of Probation Review and Pay Increase Denbrok/
Waloschuk

Motion 26-21

That the Town of Saltcoats offer the Full Time Permanent position to the Chief Administrative Officer, Cindy Larson at a rate of \$75,584.60 annually retroactive to January 6, 2021.

CARRIED

Salary Grid Issel/Hutchings

Motion 27-21

That the Town of Saltcoats freeze the current Salary Grid until a new salary grid is developed by the Personnel Committee and adopted by Council.

CARRIED

**Order to Remedy
Construction
Fence** Waloschuk/
 Hutchings

Motion 28-21

That the Town of Saltcoats erect a construction fence on the south side of Roll #122 to prevent injury from falling debris.

CARRIED

Adjournment Pearson/Denbrok

Motion 29-21

That the Meeting adjourn at 9:16 pm

CARRIED

Approved by Council on: _____