

*Town of Saltcoats*  
OFFICE OF THE TOWN ADMINISTRATOR

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**REGULAR MEETING OF COUNCIL January 21<sup>st</sup>, 2026**

**Present:** Mayor Kirby Buchinski, Councillors, Jared Bilan, Valerie Brooks, Braden Issel, Chad Waloschuk, and CAO Cindy Larson

Regrets: Councillors Miles Hutchings and Shirley Pearson

Guest: Adam Wykes 6:00 – 6:11 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** Issel/Waloschuk **Motion 01-26**  
**Agenda**

That the Town of Saltcoats approves the Agenda with the following additions:

Personnel: #5 Saltcoats District Regional Park Board Appointments  
New Business: #19 Access Cable

**CARRIED**

**PUBLIC WORKS**

**Monthly** Issel/Bilan **Motion 02-26**  
**Waterworks**  
**Operational**  
**Report**

That the Town of Saltcoats approves the Monthly Waterworks Operational Report for December 2025.

**CARRIED**

**Public Works** Issel/Brooks **Motion 03-26**  
**Reports**

That the Town of Saltcoats approves the Public Works Reports for December 2025 as presented.

**CARRIED**

**MINUTES**

**Approval of the** Bilan/Brooks **Motion 04-26**  
**Minutes of the**  
**Regular**  
**Meeting**

That the Town of Saltcoats approve the Minutes of the Regular Meeting of December 10<sup>th</sup>, 2025.

**CARRIED**

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

Bilan/  
Waloschuk

**Motion 05-26**

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

**CARRIED**

**FINANCIALS**

**List of Accounts for Approval**

Issel/Waloschuk

**Motion 06-26**

That the Town of Saltcoats approves the List of Accounts as circulated for December 31, cheques #13578 – #13633 and other payments in the amount of \$108,078.60.

**CARRIED**

**Monthly Financial Report**

Brooks/Issel

**Motion 07-26**

That the Town of Saltcoats approves the Monthly Financial Statement for December 2025.

**CARRIED**

**Take from TABLE Bank Reconciliation**

Bilan/  
Waloschuk

**Motion 08-26**

That the Town of Saltcoats take from TABLE and approves the Bank Reconciliations for November 2025.

**CARRIED**

December 2025 Bank Reconciliation **TABLED**

**TABLED**

**Internet Banking Second Authority Approval**

Issel/Brooks

**Motion 09-26**

That the Town of Saltcoats approve Mayor, Kirby Buchinski to Authorize all internet payments and e-transfers at the Cornerstone Credit Union for all bank accounts for the Town of Saltcoats.

**CARRIED**

**Tax Abatements**

Brooks/Issel

**Motion 10-26**

That the Town of Saltcoats abate 2025 property taxes in the amount of \$2,000.00 for roll #86 and \$1,100.00 for roll #66.

**CARRIED**

**Utility Account refund**

Waloschuk/  
Bilan

**Motion 11-26**

That the Town of Saltcoats refund \$360.00 for the Utility account #171-0040.

**CARRIED**

**PERSONNEL**

**Councillor Resignation**

Bilan/Brooks

**Motion 12-26**

That the Town of Saltcoats regretfully accepts the Resignation of Councillor Shirley Pearson. The letter of Resignation shall form part

of these minutes.

**CARRIED**

**Set Date for By-Election for (1) Councillor**     Pearson Brooks

**Motion 13-26**

That the Town of Saltcoats set the date for a by-election for (1) Councillor for May 13, 2026.

**CARRIED**

**TABLE**

The Town of Saltcoats will **TABLE** changing appointments to the sub-committees until after the by-election.

**Community Committee Members**     Bilan/Waloschuk

**Motion 14-26**

That the Town of Saltcoats approve the members to the various committees within the community as presented.

**CARRIED**

**Fire Protection Joint Committee Appointment**     Brooks/Issel

**Motion 15-26**

That the Town of Saltcoats appoints Jared Bilan to the Fire Protection Joint Committee.

**CARRIED**

**Saltcoats District Regional Park Board Appointments**     Issel/Bilan

**Motion 16-26**

That the Town of Saltcoats appoints the following as town representatives to the Saltcoats District Regional Park Board:

- Valerie Brooks
- Stephen Farquharson
- Cameron Morgan
- Ken Morrison and
- Shirley Pearson

**CARRIED**

**BUSINESS ARISING**

**NEW BUSINESS**

**Policy 22-04 Cash Payment Amendment**     Brooks/Waloschuk

**Motion 17-26**

That the Town of Saltcoats amend Policy 22-04 by adding: to ensure that if it is absolutely necessary to take cash over \$300.00 at the office, both parts of the receipt must be signed by two people.

**CARRIED**

**Red Coat Waste Resource Authority Inc. Agreement**      Buchinski/  
Brooks

**Motion 18-26**

That the Town of Saltcoats enter into an agreement with Red Coat Waste Resource Authority Inc. for the collection of recyclables within the town limits effective February 1, 2026, and That the Town of Saltcoats discontinue the community led program with SK Recycles.

**CARRIED**

**Grain Bin Tender**      Waloshuk/  
Bilan

**Motion 19-26**

That the Town of Saltcoats awards the Grain Bin Tender to Doug Zawatsky for \$500.00 to be moved from the town’s property with the approval of the necessary permits.

**CARRIED**

**Policy 26-01 Floor Scrubber Procedure**      Waloschuk/  
Issel

**Motion 20-26**

That the Town of Saltcoats approve Policy 26-01 known as the Floor Scrubber Procedural Policy.

**CARRIED**

**Set Council Meetings for 2026**      Brooks/  
Buchinski

**Motion 21-06**

That the Town of Saltcoats se the following dates for the 2026 Regular Council Meetings:  
January 21, 2026  
February 11, 2026  
March 25, 2026  
April 15, 2026  
May 20, 2026  
June 17, 2026  
July 15, 2026  
August 19, 2026  
September 16, 2026  
October 21, 2026  
November 18, 2026  
December 9, 2026

**CARRIED**

**Appointment of Auditor for 2026**      Waloschuk/  
Brooks

**Motion 22-26**

That the Town of Saltcoats appoint David Chorney of Prairie Strong CPA of Melville as the Auditor for 2026.

**CARRIED**

<b>Appointment of Legal Counsel</b>	Issel/Bilan	<b>Motion 23-26</b>	That the Town of Saltcoats appoints Jess Baron of Shawn Patenaude law and Tristan Culham of MLT, LLP as legal counsel for 2026.	<b><u>CARRIED</u></b>
<b>Appointment of Building Inspector Officials</b>	Waloschuk/ Brooks	<b>Motion 24-25</b>	That the Town of Saltcoats appoints Reg Churko, BOL256 as the Class I-II-and III Building Official from R. C. Inspections for 2026.	<b><u>CARRIED</u></b>
<b>Appointment of the Board of Revision</b>	Brooks/ Waloschuk	<b>Motion 25-26</b>	That pursuant to Subsection 220(1) of the <i>Municipalities Act</i> the TOWN OF SALTCOATS appoints Western Municipal Consulting Ltd. to manage the <b>Board of Revisions</b> for the term January 1, 2026 through to December 31, 2026, 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, Stew Demmans, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Corouick, Ferrah Ovans, JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro, Regan Rayner and Rick Leigh.  The Chair shall be responsible for naming no fewer than three (3) members for hearing 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 amongst themselves.  AND  That pursuant to Subsection 221(1) of the <i>Municipalities Act</i> , the TOWN OF SALTCOATS appoints Nicolle Hoskins with Western Municipal Consulting Ltd. as Secretary of the Board of Revision for the term January 1, 2026 through to December 31, 2026, remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If the secretary is unable to perform secretarial functions for reasons which may include scheduling difficulties WMC may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purpose of any hearing from among their numbers.	<b><u>CARRIED</u></b>
<b>Appointment of the Development Appeals Board</b>	Issel/Brooks	<b>Motion 26-26</b>	That pursuant to Subsection 214(1) of the <i>Planning and Development Act, 2007</i> , the TOWN OF SALTCOATS appoints Western Municipal Consulting to manage the Development Appeals Board process for	

the term of January 1, 2026 through to December 31, 2026, remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Development Appeals Board: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Stew Demmans, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Stu Hatward, Pam Malach, Barry Clark, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Corouick, Ferrah Ovans, JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro, Regan Rayner and Rick Leigh.

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

And

That pursuant to Subsection 216(3) of the *Planning and Development Act, 2007*, the TOWN OF SALTCOATS appoints Claudette McQuire with Western Municipal Consulting Ltd. as **Secretary to the Development Appeals Board** for the term January 1, 2026 through to December 31, 2026, remuneration set out in Western Municipal Consulting Ltd. fee schedule. If the secretary is unable to perform secretarial functions for reasons which may include scheduling difficulties WMC may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

**CARRIED**

**2026 Yearly Contribution**

Issel/  
Waloschuk

**Motion 27-25**

That the Town of Saltcoats approves the financial contribution to the Saltcoats Volunteer Fire Department in the amount of \$1000.00, and the donation to the annual fireworks of \$200.00.

**CARRIED**

**Stars Donation**

Waloschuk/Issel

**Motion 28-26**

That the Town of Saltcoats approves the donation to S.T.A.R.S in the amount of \$500.00.

**CARRIED**

**Policy 23-03 Amendment**

Bilan/Issel

**Motion 29-26**

That the Town of Saltcoats approves the amendment to Policy 23-03 known as the Annual Membership Policy as presented.

**CARRIED**

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**File Corre-  
spondence**

Brooks/  
Waloschuk

**Motion 30-26**

That the Town of Saltcoats file correspondence.

**CARRIED**

**ADJOURNMENT**

**Adjournment**

Brooks/Issel

**Motion 31-26**

That the Town of Saltcoats adjourn at 8:13 pm.

**CARRIED**

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