

Town of Saltcoats

OFFICE OF THE TOWN CLERK

MEETING OF COUNCIL March 18, 2020

Present: Mayor Grant McCallum, Councilors, Gordon Barnhart, Lenore Denbrok, Ronald Knudsen, Karen Hovind, Acting Administrator Diane Jamieson (7:00 pm to 9:25), Assistant Administrator Tracy Swereda and Foreman Dennis Hunt

Via electronic: Councilor Shirley Pearson.

Emergency Measures – Daneen Kelly (7:00pm-7:55pm)

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 Barnhart/Denbrok **Motion 055-20**
That the amended agenda be adopted as circulated with the following additions:
Personnel – #3 Office Resources (in camera)
Personnel - #4 Office Assistant Update
Financial – #8 Budget Meeting
Public Works – 3.a) Ratify Electronic Decision Cemetery Advisory Committee fund raising campaign
Public Works – 3.b) Committee report for Cemetery
Public Works #4 Saltcoats Daycare Financial help
Business Arising – #8 Insurance Renewal
Correspondence #11 – Rate payer letter – Rate Payer request for interest accrued charges to be forgiven
New Business - EMO Coordinator Daneen, Kelly re: COVID-19 Planning

CARRIED

MINUTES

Approval of Minutes of February 19, 2020 Denbrok/Knudsen **Motion 056-20**
That the minutes of the February 19th 2020, meeting be approved as circulated.

CARRIED

Approval of Addendums A, B and C March, 2020 Hovind/Barnhart **Motion 057-20**
That the Town of Saltcoats approve Addendums A, B and C for March 2020 as circulated.

CARRIED

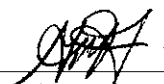
FINANCIAL

List of Accounts for Approval February 2020 Pearson/Denbrok **Motion 058-20**
That the List of Accounts for Approval be approved as circulated for February 1st – February 29th, 2020 cheques # 10538-10582 and other payments totaling \$50,613.21

CARRIED

Budgetary Control Report for February 2020 Barnhart/Hovind **Motion 059-20**
That the budgetary control reports for February 2020 be approved as circulated.

CARRIED



Mayor



Administrator

Bank Reconciliation	McCallum/Denbrok	Motion 060-20 That the Town of Saltcoats approve the Bank Reconciliation for January, 2020 as circulated. <u>CARRIED</u>
Bank Reconciliation		The Bank Reconciliation for February 2020 was deferred until April 15, 2020 meeting.
2019 Audited Financial Statements	Barnhart/Hovind	Motion 061-20 That the Town of Saltcoats approve the 2019 Audited Financial Statement completed by Miller Moar Grodecki Kreklewich & Chorney Chartered Professional Accountants as circulated. <u>CARRIED</u>
Finance Committee Report		Councilor Barnhart provided Council with an update regarding the 2020 Budget planning to date.
PERSONNEL		
Assistant Administrator's Evaluation	Knudsen/McCallum	Motion 062-20 That the Town of Saltcoats approve an increase in pay to \$21.68 per hour for the Assistant Administrator effective March 1 st , 2020 based on the satisfactory performance evaluation. <u>CARRIED</u>
Public Works Association		Dennis Hunt informed Council he has been elected to the Board of the Saskatchewan Public Works Association. He advised that his work on the board will not impact his duties with the Town.
Office Resources		After consideration of the current situation, Council as a whole agreed to defer proceeding with setting a by-election at this time. Saskatchewan State of Emergency protocols relating to the COVID-19 Global Pandemic preclude holding an election within the required time frame allowed, prior to the end of the current term of office.
Office Assistant		Administration provided an update to Council regarding the recruitment of an office assistant to fill the current vacancy.
Rate Payers Request	Denbrok/Barnhart	Motion 063-20 That the Town of Saltcoats deny the written request pertaining to Roll number 237 to waive occurred interest charges resulting from miscommunication between the ratepayer and their bank. <u>CARRIED</u>
Urban Municipal Administrators Association of Saskatchewan (UMAAS)		It was agreed that the Town of Saltcoats send a response to the Urban Municipal Administrators Association of Saskatchewan (UMAAS) to express disappointment with their decision not to investigate the complaint submitted by the Town, related to actions of a UMAAS member.

PUBLIC WORKS

Monthly Review of Waterworks Operational

Denbrok/Hovind

Motion 064-20

That the Town of Saltcoats approve the Monthly Review of

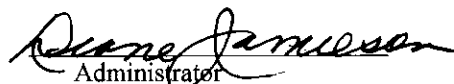
Mayor

Deane Jamieson

Administrator

Records – February 1-29, 2020		Waterworks Operational Records for February 1 st -29 th , 2020 as circulated.	<u>CARRIED</u>
Monthly Public Works Report for February 2020	Barnhart/Pearson	Motion 065-20 That the Town of Saltcoats approve the Monthly Public Works Report for February 2020 as circulated.	<u>CARRIED</u>
Ratify Electronic Decision Cemetery Advisory Committee Fund Raising Campaign Cemetery Advisory Committee Report	Knudsen/McCallum	Motion 066-20 That the Town of Saltcoats ratify the electronic decision to approve the Cemetery Rejuvenation Project and Fund-Raising Campaign Project as presented by the Cemetery Advisory Committee.	<u>CARRIED</u>
		Councillor Barnhart reported that the Cemetery Advisory Committee has decided to postpone the Cemetery Rejuvenation Project and the Fund-Raising Campaign until at least April 2020 and possibly longer depending on the Pandemic situation.	
BUSINESS ARISING FROM MINUTES OF February 18, 2020			
Lagoon Monitoring Wells	McCallum/Denbrok	Motion 067-20 That the Town of Saltcoats award P. Machibroda Engineering Ltd Engineering Ltd. the contract to design, install and test three monitoring wells at the new lagoon which are required by Water Security Agency's Permit to operate.	<u>CARRIED</u>
Water Security Agency Permit to Operate Sewage Works	Knudsen/Hovind	Motion 068-20 That the Town of Saltcoats ratify the electronic decision to approve the terms and conditions outlined by Water Security Agency to renew the permit to operate a sewage facility as circulated.	<u>CARRIED</u>
Landfill Closure Plan		Administration informed Council the application for funding the decommissioning/closure of the Saltcoats Landfill has been submitted to Investing in Canada Infrastructure Program.	
Ottenbreit Sanitation Services Agreement	McCallum/Pearson	Motion 069-20 That the Town of Saltcoats approve the 5-year service agreement with Ottenbreit Sanitation Services for pick up and disposal of recycling and garbage, including trash/recycle bin rentals and oversized bin rentals as circulated.	<u>CARRIED</u>
Saltcoats Playground Committee		It was agreed that the Saltcoats Playground Committee presentation will be deferred until the April 15, 2020 Council meeting.	
Temporary Food Permit		Administration informed Council that Saskatchewan Public Health has clarified requirements to temporary food service permitting, and will disseminate said information to applicable community	

Mayor


Administrator

organization and stakeholders.

**Account 0000
114 0000
Inquiry**

Insurance Pearson/Knudsen
Policy Renewal
Farrell Agencies

Council was advised that the utility rate review for Account # 0000 114 0000 has been completed and the appropriate adjustments have been made to this account.

Motion 070-20

That the Town of Saltcoats approve the renewal of the property insurance policy with Farrell Insurance Agencies.

CARRIED

NEW BUSINESS

Water Hovind/Denbrok
Agreement
Between Town
of
Churchbridge,
Bredenbury,
Town of
Saltcoats and
Town of
Esterhazy
Deputy Mayor Knudsen/Barnhart
Assignments

Motion 071-20

That the Town of Saltcoats approve the Water Service Agreement between the Towns of Churchbridge, Bredenbury, Esterhazy and Saltcoats.

CARRIED

Parkland
Regional
Library
Appointment
Parkland Denbrok/Pearson
Singles Social
Club

Motion 072-20

That the Town of Saltcoats approve the Deputy Mayor Assignments as circulated.

CARRIED

It was agreed that Administration will forward a letter to the Parkland Regional Library Board informing of appointees from the local Library Board.

CARRIED

Motion 073-20

That the Town of Saltcoats approve the extension of Parkland Singles Social Club agreement until December 31, 2020 with the same provisions as previously agreed to.

CARRIED

Water Barnhart/Knudsen
Treatment Plant
Well Proposals

Motion 074-20

That the Town of Saltcoats approve the location of the proposed test wells to be drilled at location 1 and 3 as illustrated on the map/proposed received from Hayter Drilling.

CARRIED

COVID-19 Hovind/Barnhart
Pandemic

Motion 075-20

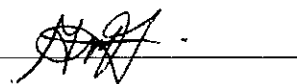
That the Town of Saltcoats close all town-owned building facilities until further notice effective 10:00 a.m. Thursday March 19, 2020 and until further notice.

CARRIED

Pandemic Plan

It was agreed that the Town of Saltcoats Emergency Measures Operation Coordinator Daneen Kelly, along with the EMO Committee will develop a pandemic response plan to be included in the Town of Saltcoats Emergency Measures Plan.

Mayor




Deane Jamieson
Administrator

- Daycare Letter** Barnhart/Denbrok **Motion 076-20**
That the Town of Saltcoats approve a one-time Line of Credit up to \$5,000.00, (five thousand) for the Saltcoats Daycare with repayment to the Town of Saltcoats to be received by March 31, 2021 with arrangements to be made at a later date.
CARRIED
- Correspondence** Barnhart/Knudsen **Motion 077-20**
That the Town of Saltcoats acknowledge and file the following list of correspondence.
- RCMP – Monthly Occurrence Summary – February 2020
- Museum - Request for waiver of Stirling Room rental fee
- Laketown Leaders request – Commissionaires presentation
- Hall Board – Minutes from February 26, 2020
- UMAAS – update letter.
- Coronaviruses protocol and water supply safety update – Public Works
- Cemetery Advisory Committee meeting update – March 2, 2020
- Yorkton & District Scottish Society – Letter of thanks
- Cathy Wagantall – Volunteer Recognition Nomination (Due March 31, 2020)
- COVID-19 info Government of Saskatchewan
CARRIED
- In Camera** Denbrok/Knudsen **Motion 078-20**
That the meeting move in camera at 9:04 p.m. to discuss:
Personnel items.
CARRIED
- Meeting Past 10:00 p.m.** Pearson/McCallum **Motion: 079-20**
The regular meeting of Council resumed at 9:51 p.m.
That Council agree to continue this meeting past 10:00 p.m.
CARRIED
- Adjournment** Hovind/Denbrok **Motion 080-20**
That the meeting adjourn at 10:44p.m.
CARRIED

Approved by Council on:

April 15, 2020


 Mayor



 Administrator