

Town of Saltcoats
OFFICE OF THE TOWN CLERK

MEETING OF COUNCIL November 20, 2019

Present: Mayor Grant McCallum, Councilors, Gordon Barnhart, Lenore Denbrok, Karen Hovind, Ronald Knudsen, Shirley Pearson (attended electronically), Acting Administrator Diane Jamieson, Assistant Administrator Tracy Swereda and Foreman Dennis Hunt


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.

Visitors: Ryan Stanko, Four Town Journal

AGENDA	Barnhart/Denbrok	Motion 254-19 That the amended agenda be adopted as circulated with the following additions: PUBLIC WORKS: 5. Cemetery Committee Report	<u>CARRIED</u>
 MINUTES			
Approval of Minutes of October 16, 2019	Hovind/Knudsen	Motion 255-19 That the minutes of the October 16, 2019 meeting be approved as circulated.	<u>CARRIED</u>
Approval of Addendums A, B and C 2019	Barnhart/Pearson	Motion 256-19 That the Town of Saltcoats approve Addendums A, B and C for November 20, 2019 as circulated.	<u>CARRIED</u>
 FINANCIAL			
List of Accounts for Approval November, 2019	Hovind/Denbrok	Motion 257-19 That the List of Accounts for Approval be approved as circulated for October 1-31, 2019 cheques 10388-10425 and other payments totaling \$510,851.98.	<u>CARRIED</u>
Budgetary Control Report for September and October 2019	Barnhart/Denbrok	Motion 258-19 That the budgetary control reports for September 2019 and October 2019 be approved as circulated.	<u>CARRIED</u>
Bank Reconciliation	Denbrok/Hovind	Motion 260-19 That the Town of Saltcoats approve the Bank Reconciliation for October, 2019 as circulated.	<u>CARRIED</u>
Town Credit Card	McCallum/Hovind	Electronic Motion 240-19: Moved/Seconded – McCallum/Hovind 10:19am Oct. 29, 2019; CARRIED 06:50 a.m. October 30, 2019 That effective immediately, the Town of Saltcoats authorize Cornerstone Credit Union to remove Carling Sandercock's name from	



Mayor



Administrator

the Town of Saltcoats Collabria Credit Card and add Diane Jamieson's name to the Town of Saltcoats Credit Card.

CARRIED

Minor Sports/Proposal for budget carryover

Knudsen/Denbrok

Motion 261-19

That the Town of Saltcoats authorize payment of invoices for Minor Sports capital improvements for 2019 up to a maximum of \$11,750.00.

CARRIED

Office Transition Report #4

Council was provided with an update regarding the office transition report in camera.

PERSONNEL

Administrator Position/Staffing

Barnhart/Knudsen

Motion 262-19

That the Town of Saltcoats approve the hiring of Tracy Swereda Assistant Administrator effective Friday November 1, 2019 at the rate of \$20.42 per hour with the understanding that Tracy complete the Local Government Administration courses with reimbursement by the town for registration, course fees and books.

CARRIED

Rescind Motion 237-19 (Jill Edwardson)

Hovind/Denbrok

Motion 263-19

That the Town of Saltcoats rescind Motion 237-19 in its entirety.

CARRIED

Office Assistant

Hovind/Pearson

Motion 264-19

That Lu Ittermann be returned to her office assistant position effective January 1, 2020 and that her rate of pay reverts back to the appropriate step on the office assistant salary grid.

CARRIED

Employee Christmas Gifts

McCallum/Knudsen

Motion 265-19

That the Town of Saltcoats authorize the purchase of seven \$50.00 gift certificates from the Laketown Hotel to be given to the 7 town employees as Christmas gifts.

CARRIED

PUBLIC WORKS

Monthly Review of Waterworks Operational Records – October 1 – 31, 2019

Knudsen/Pearson

Motion 266-19

That the Town of Saltcoats approve the Monthly Review of Waterworks Operational Records for October 1 – 31, 2019.

CARRIED

Monthly Public Works Report for October 2019

Hovind/Knudsen

Motion 267-19

That the Town of Saltcoats approve the Monthly Public Works Report for October 2019.

CARRIED

Water Compliance

Hovind/Pearson

Motion 268-19

That the Town of Saltcoats accept the Water Compliance Inspection

Mayor


Administrator

**Inspection
Human
Consumptive
use (Part I)**

Human Consumptive dated November 7, 2019.

CARRIED

**Cemetery
Advisory
Committee
Report**

Hovind/Barnhart

Motion 269-19

That the Town of Saltcoats accept the recommendation of the Cemetery Advisory Committee to increase the size of the scattering garden as per the map presented at the Council meeting and forming part of these minutes.

CARRIED

BUSINESS ARISING FROM MINUTES OF October 16, 2019

**Lagoon
Expansion**

Town Foreman, Dennis Hunt provided a report on the final lagoon inspection conducted on Monday, November 18, 2019 with the report attached and forming part of these minutes.

**Motion 211-19
WTP Upgrade**

Barnhart/McCallum

Motion 270-19

The Town of Saltcoats award Hydrogeological Service Contract to Beckie Hydrogeologists (1990) Ltd.

CARRIED

**OCP/Zoning
Bylaw**

The OCP and Zoning Bylaw has been reviewed and with the recommended changes, it was agreed to proceed with the next step.

NEW BUSINESS

**Policy 19-01
Whistle Blower**

Knudsen/Hovind

Motion 271-19

That the Town of Saltcoats approve Policy 19-01 Whistle Blower as circulated and amended.

CARRIED

**Credit Card
Authorization**

Hovind/Denbrok

Motion 272-19

That the Town of Saltcoats approve a credit card limit of \$2,000 for Dennis Hunt's Town of Saltcoats credit card.

CARRIED

**Municipal
Revenue
Sharing -
Eligibility
Requirements**

Barnhart/Pearson

Motion 273-19

That the Council of the Town of Saltcoats confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant

- Submission of the 2018 Audited Financial Statement to the Ministry of Government Relations;
- Submission of the 2018 Public Reporting on Municipal Waterworks to the Ministry of Government Relations
- In Good Standing with respect to the reporting and remittance of Education Property Taxes;
- Adoption of a Council Procedures Bylaw;
- Adoption of an Employee Code of Conduct; and
- All members of Council have filed and annually updated their Public Disclosure Statements, as required; and

That we authorize the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

CARRIED

Saltcoats Curling Club Wages – 2019- 2020 Season	Knudsen/Denbrok	Motion 274-19 That the Town of Saltcoats approve the request from the Saltcoats Curling Club to pay the contract for the caretaker for the season with repayment to occur after March 31, 2020 with the cost of the additional WCB premiums to be included in the repayment amount.	<u>CARRIED</u>
Year End – Audit Planning Letter/Letter of Engagement	Hovind/Barnhart	Motion 275-19 That the Town of Saltcoats authorize the signing of the Audit Planning Letter and Letter of Engagement from Miller Moar Grodecki Kreklewich & Chorney for the 2019 Audit.	<u>CARRIED</u>
2020 Paving Priorities		Council discussed 2020 plans for street paving and agreed that the Town Foreman would reserve the pavers for the 2020 construction season with a decision on what streets to pave being made during budget deliberations.	
Tax Enforcement Proceed to apply for title	McCallum/Denbrok	Motion 276-19 That the Town of Saltcoats authorize the administrator to proceed to request title from the Provincial Mediation Board for the following properties: Lot 8, Block 8, Plan 6312 Lot 2, Block 11, Plan 4383	<u>CARRIED</u>
Quotes for duct cleaning		Council reviewed quotes for cleaning duct work for the Town Hall and Town Office Building and agreed to have the work completed in spring 2020.	
OSS Service Agreement		It was agreed that the recent addition to the Ottenbreit Sanitation Services service agreement be cancelled with the additional bin that was placed behind the Town Shop being returned to OSS immediately.	
Garden Waste pick up - Play ground Committee SUMA Convention	McCallum/Hovind	Motion 277-19 It was agreed that Administration will contact the Playground Committee to discuss details of the garden waste pick up event prior to formally approving the arrangement. Motion 277-19 That the Town of Saltcoats approve registration for the 2020 SUMA convention in Regina from February 2 nd to February 5 th , for Tracy Swereda, Assistant Administrator; Dennis Hunt, Town Forman; Shirly Pearson, Councillor and Gordon Barnhart, Councillor with expenses and registration fees covered for Swereda, Hunt, and Pearson.	<u>CARRIED</u>
Correspondence	Barnhart/Denbrok	Motion 278-19 That the following correspondence be noted and filed: 1. Bylaw Enforcement Report October 16, 2019 November 1, 2019 2. CPR Holiday Train – Bredenbury December 4, 2019 10:15am. 3. RCMP – October 2019 Occurrence Summary 4. Saskatchewan Housing Corporation – 2018 Settlement Municipal Share 5. Four Town Journal – Shop Local Proposal	

- 6. Brandt Fleetwise report – Comprehensive Monthly Report
- 7. Strategy and The City – Emerging Trends in Municipality Management
- 8. Ombudsman Saskatchewan – Myth Busters re: Conflict of Interest

CARRIED

Meeting past 10 p.m. Hovind/McCallum

Motion 279-19

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

CARRIED

In Camera Larsen/McCallum

Motion 280-19

That the meeting move in camera at 9:48 p.m. to discuss:
Personnel items, budget preparations, and office transition report # 4

CARRIED

The regular meeting of Council resumed at 10:57 p.m.

Councillor Pearson left the meeting at 11:03 p.m.


Adjournment Hovind/Denbrok

Motion 281-19

That the meeting adjourn at 11:05 p.m.

CARRIED

Approved by Council on: December 9/2019



Mayor



Administrator

Town of Saltcoats Lagoon Expansion 2019

1. This is a record of work seen to be done by employees of the town of Saltcoats
2. Attendance of workers on some weekends was not noticed or sought
3. No record of going on from July 17 to July 30

- a) May – 1 Day on site
June - 8 Days onsite
July – 14 Days on site
August – 22 days on site
September 25 days on site
October – 24 days on site
November – 10 days on site

b) Site foreman always onsite

c) 102 Days of machinery/men working

d) 11 days rained out or too wet

May 16 – Site meeting (Town of Saltcoats, Catterall & Wright, Wilco)

- Very wet
- No work for at least a month
- Town to send in sample regarding water effluent

May 21, 2019 – Samples collected and sent away

June 18, 2019 – Contractor on site - Pumping starts

June 21, 2019 – Contractor asks for second cell release

June 27, 2019 – Second cell release with WSA permission

June 28, 2019 Asked contractor to turn off his pumps while were gravity draining

July 3, 2019 – Closed valve on cell #2 – Contractor started to pump again as agreed

July 8, 2019 – Equalization structure placed between old cell # 1 and #2

July 9, 2019 – Main Valve between cell #2 and new cell being installed

July 15, 2019 – Private contractor for Sask Power onsite

July 16, 2019 – Last date of note taking prior to my holidays

July 30, 2019 – Relocated power line in place

August 1, 2019 – Membrane arriving onsite

August 8, 2019 – Compaction of berms happening –
- Engineer in office giving update

August 9 2019 – Issue with surface condition of grid road

August 15, 2019 – Town owned portion of crescent lake road grid closed to accommodate culvert install

August 20, 2019 – Site visit by WSA Engineering

August 28, 2019 –Engineer onsite

August 30, 2019 – Contractor makes contact with R.M. admin re Hauling Ballast

September 10, 2019 – Contractor to delay membrane contractor to wet

September 19, 2019 – Membrane being placed

September 24, 2019 – Access ramp to interior dead cell completed

- Possible existing lagoons leaking
- Asked to take 3 samples for testing

September 25, 2019 – Sand Ballast being laid over membrane

October 2, 2019 – Engineer on site

October 3, 2019 – Results from samples back

October 4, 2019 – Dropped off test results to Wilco

October 7, 2019 – RM complaint about settlement of material above newly placed culvert

October 8, 2019 – Contractor did fill culvert dip on lake road to grade

October 15, 2019 – Membrane complete

- Starting to haul equipment away
- Contractor asking about water to prime new lagoon

October 16, 2019 – RM concerned about gravel trucks with flat tire left on side of RM grid

October 17, 2019 – Truck with flat tire removed from side of RM road

October 28, 2019 – Complete site covered with snow

October 31, 2019 – Engineer onsite

November 1, 2019 – Engineer onsite

November 2, 2019 – Sand Ballast complete

November 3, 2019 – Started to seed dirt areas

- Rip rap Being placed

November 4, 2019 – Equipment leaving site

November 5, 2019 – Fence post being placed

November 7, 2019 – Site visit with local EPO

November 8, 2019 – Town opened isolation valve between cell 1a and 1b to equalize existing lagoons for winter.

-Fencing is complete

November 12, 2019 – Contractor returned working on main transfer valve between old lagoon and new lagoon

- Hung up site gates

November 13, 2019 – Contractor done for 2019

Left key for gates at shop
I advised engineer

November 18, 2019 – Final inspection with Engineer, Wilco, Dennis, Gordon, and Tracy -Final inspection report to come from Engineer

ROADWAY

2349	2382	2385	2418
105	106	107	108
2349	2382	2385	2418
109	110	111	112
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113	114	115	116
2349	2382	2385	2418
117	118	119	120
2349	2382	2385	2418
121	122	123	124
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ROADWAY

Collieen

No one

Dary

Lesley

No one

No one

No one

No one

No one

No one

No one

2349

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2420

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2457

2489

2492

2525

2527

2551

2552

Ida

No one

Collieen

No one

Dary

Lesley

No one

No one

No one

No one

No one

No one

No one

Jowsey

Braun reserved

Dary

Lesley

No one

No one

No one

No one

No one

No one

No one

Braun reserved

Dary

Lesley

No one

No one

No one

No one

No one

No one

No one

Gibson

Knodel

Madda-

ford

No one

No one

No one

No one

No one

No one

Green

Red

Red