

Town of Saltcoats
OFFICE OF THE TOWN CLERK

MEETING OF COUNCIL July 20, 2016

Present: Mayor Grant McCallum, Councilors; Kirby Buchinski, Wendy Hume, Miles Hutchings, Karen Ward, Town Administrator Diane Jamieson and Office Assistant Carling Sandercock.
Rhonda Hunt joined the meeting at 7:39 p.m.

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.

AGENDA	Ward/Hume	Motion 145-16 That the amended agenda for the July 20, 2016 meeting be approved as circulated.	<u>CARRIED</u>
---------------	-----------	--	-----------------------

MINUTES

Approval of Minutes of June 15, 2016	Buchinski/Hutchings	Motion 146-16 That the minutes of the June 15, 2016 meeting be approved as circulated.	<u>CARRIED</u>
---	---------------------	--	-----------------------

Approval of Addendum A, B, C and D 2016	McCallum/Buchinski	Motion 147-16 That the Town of Saltcoats receive Addendum A, B, C and D - 2016 for information.	<u>CARRIED</u>
--	--------------------	---	-----------------------

FINANCIAL

List of Accounts for Approval June 1 -30 2016	Hume/Hutchings	Motion 148 -16 That the List of Accounts for Approval be approved as circulated for June 1 - 30, 2016 cheque #9143-9180.	<u>CARRIED</u>
--	----------------	--	-----------------------

Budgetary Control June 1 - 30, 2016	Hutchings/Ward	Motion 149-16 That the Budgetary Control Report be approved as circulated for June 1 – 30, 2016.	<u>CARRIED</u>
--	----------------	--	-----------------------

Bank Reconciliation June 2016	Hume/Hutchings	Motion150-16 That the Town of Saltcoats approve the Bank Reconciliation report for the month of June 2016 as circulated.	<u>CARRIED</u>
--------------------------------------	----------------	--	-----------------------

2015 Annual Waterworks Financial Information		The 2015 Annual Waterworks Financial Information was provided to Council for information purposes.	
---	--	--	--

PERSONNEL

Summer Students –	Hutchings/Ward	Motion 151-16 That the Town of Saltcoats approve the offer of employment as	
--------------------------	----------------	---	--

Public Works Assistant		public works assistants to summer student Kaylee Ford at the rate of pay of \$12.48 per hour commencing July 5, 2016 to approximately August 31, 2016.	<u>CARRIED</u>
Casual Landfill Caretaker Request	Ward/Hume	Motion 152-16 That the Town of Saltcoats approve an increase to the hourly rate of pay for Dorothy Oliver, Casual Landfill Caretaker to \$15.76 per hour, Step II of the 2016 Salary Grid effective July 17, 2016.	<u>CARRIED</u>
Public Works Assistant	Buchinski/Hutchings	Motion 153-16 That the Town of Saltcoats approve an increase to the hourly rate of Paul Bulmer, Public Works Assistant to \$15.76 per hour, Step I of the 2016 Salary Grid effective July 17, 2016 and further that an interim performance evaluation be conducted and that the balance of the probationary period continue to be served to October 27, 2016.	<u>CARRIED</u>
Saltcoats Volunteer Fire Department – training – September 30, October 1 and 2, 2016	Buchinski/Hume	Motion 154-16 That the Town of Saltcoats approve the attendance of four Volunteer Fire Fighters from the Saltcoats Fire Department to attend a training course in Melville on September 30, October 1 and 2 at a cost of \$150.00 each for a total of \$600.00.	<u>CARRIED</u>
Cemetery Supervisor	Buchinski/Hume	Motion 155-16 That the Town of Saltcoats approve an increase of up to ½ hour per day to the position of seasonal Cemetery Supervisor to allow for grass cutting of the new cemetery expansion area.	<u>CARRIED</u>
Carling Sandercock	Hutchings/Buchinski	Motion 156-16 That the Town of Saltcoats approve an increase to the hourly rate of pay for Carling Sandercock, Office Assistant to \$17.73 per hour, Step VI of the 2016 Salary Grid effective July 17, 2016 with further review and possible restructuring of job descriptions in 2017.	<u>CARRIED</u>
Modified Work Arrangement – Dennis Hunt	Ward/Hutchings	Motion 157-16 That the Town of Saltcoats approve the modified work agreement with Dennis Hunt effective August 1, 2016 to July 31, 2017 to average hours over a two week period.	<u>CARRIED</u>
PUBLIC WORKS			
Monthly Review of Waterworks Operational Records –	Ward/Buchinski	Motion 158-16 That the Town of Saltcoats approve the Monthly Review of Waterworks Operational Records for June 1 – 30, 2016 as circulated.	<u>CARRIED</u>

**June 1 – 30,
2016**

**Monthly
Public
Works
Report for
June 2016**

McCallum/Ward

Motion 159-16

That the Town of Saltcoats approve the Monthly Public Works Report for June 1 – 30, 2016.

CARRIED

BUSINESS ARISING FROM MINUTES OF June 15, 2016

**Capital
Asset
Management/Equipment
Replacement
– Asset
Management
Survey
2016**

Hutchings/Hume

Motion 160-16

That the Town of Saltcoats approve the submission of the Asset Management Survey 2016 as circulated pending any notification from Council members of requested changes.

CARRIED

**Town Shop
Replacement**

It was agreed that the Town Shop replacement will be deferred with follow-up on pricing to occur.

**Lagoon
Expansion**

It was agreed that Ben Bradford will be notified that Council will discontinue discussions regarding the required buffer zone for the lagoon expansion as the Town has received confirmation that the R.M. of Saltcoats will restrict development on the affected properties to ensure buffer zone requirements are met.

**Street
Repairs –
All Season
Rentals &
Sales**

It was agreed that the street repair report prepared by Catterall & Wright will be forwarded to Tristan Culham of McPherson Leslie and Tyreman for review. If additional information or clarification is required a conference call will be set up with Council and the representatives from Catterall & Wright who prepared the report.

NEW BUSINESS

**Bylaw # 07-
2016 A
Bylaw To
Repeal
Bylaw #12-
2010**

Hume/Ward

Motion 161-16

That the Town of Saltcoats introduce and read for the first time Bylaw #07-2016 a bylaw to repeal Bylaw # 12-2010 a bylaw respecting the Saltcoats Recreation Board.

CARRIED

Buchinski/Ward

Motion 162-16

That the Town of Saltcoats read for the second time Bylaw #07-2016 a bylaw to repeal Bylaw #12-2010 a bylaw respecting the Saltcoats Recreation Board.

CARRIED

Hume/Hutchings

Motion 163-16

That the Town of Saltcoats agree to read Bylaw #07-2016 a bylaw to repeal by Bylaw#12-2010 a bylaw respecting the Saltcoats Recreation Board for a third time at this meeting.

CARRIED UNANIMOUSLY

		Motion 164-16	
	Buchinski/Ward	That the Town of Saltcoats read for the third time and enact Bylaw #07-2016 a bylaw to repeal Bylaw #12-2010 a bylaw respecting the Saltcoats Recreation Board.	<u>CARRIED</u>
Returning Officer – October 26, 2016 Election	McCallum/Hume	Motion 165-16 That the Town of Saltcoats appoint Diane Jamieson, Administrator as Returning Officer for the October 26, 2016 municipal election.	<u>CARRIED</u>
Canada 150 Celebrations		It was agreed that the Town of Saltcoats would seek out individuals interested in assisting with a Canada 150 Celebration in 2017. Information will be posted in the next several newsletters, on the town website and Facebook page.	
Policy 16-01 Culture and Recreation Advisory Committee	Ward/Buchinski	Motion 166-16 That the Town of Saltcoats approve Administration Policy #16-01 Culture and Recreation Advisory Committee as circulated.	<u>CARRIED</u>
St. Augustine Anglican Church – 125th Anniversary SAMA 2017 Reassessment Preliminary Reports		Council was advised that Mayor Grant McCallum will be available to participate in the St. Augustine Anglican Church 125 th Anniversary celebrations as outlined in their letter dated June 20, 2016. Council was provided with copies of the SAMA 2017 Reassessment Preliminary Reports. Any questions Council members may have regarding the information can be forwarded to the office for follow-up.	
Kirkham Cemetery Plot – request to change purchase	Hunt/Ward	Motion 167-16 That the Town of Saltcoats approve the request from Nathan Kirkham to exchange the plot Block #118, Lot B Plot N, Placement #2451 that was recently purchased for a spot in the scattering gardens in exchange.	<u>CARRIED</u>
Saskatchewan Waste Reduction Council – Household Hazardous Waste (HHW) Beautification Request – tulip bulb contest	Ward/Hume	Motion 168-16 That the Town of Saltcoats send a letter to Minister of the Environment, Honourable Herb Cox to support the Establishment of a Provincial Household Hazardous Waste (HHW) Program.	<u>CARRIED</u>
	McCallum/Hutchings	Motion 169-16 That the Town of Saltcoats provide a letter of support and approval for the Beautification Committee to plant a Canada	

150 garden if they are one of the applicants chosen as the Canada 150 Tulip Bulb Contest recipients.

CARRIED

**Archive
Materials
for Disposal
#2016-04**

Hume/Ward

Motion 170-16

That the Town of Saltcoats approve the Archive Material for Disposal list #2016-04 as circulated pending approval from the Saskatchewan Archives Board.

CARRIED

**Resident
Complaint –
Trailer
Parked on
Town
Property**

Council reviewed a complaint regarding a trailer that is parked on town property. It was agreed that because there are many similar situations throughout town a general reminder to residents about parking regulations and restrictions would be publicized in the town newsletter and on the town's Facebook page.

**Grade
Crossing
Regulations
– Zacaruk
Consulting**

Buchinski/Hume

Motion 171 -16

That the Town of Saltcoats hire Zacaruk Consulting to provide the necessary grade crossing information required to be submitted to Transport Canada.

CARRIED

**Jim and
Cathy
Morgan –
street repair
request**

Council reviewed a written concern regarding the condition of a portion of Crescent Lake Road. A response outlining the actions that Council is undertaking will be written.

**Bredenbury
Golf Club –
donation
request**

Hutchings/Buchinski

Motion 172-16

That the Town of Saltcoats approve a \$50.00 donation to the Bredenbury Golf Club.

CARRIED

**Corresponde
nce**

Hutchings/Hunt

Motion 173-16

That the correspondence as listed be filed.

Received:

1. Catterall & Wright – Development Restrictions within Buffer Zone – Lagoon Expansion
2. Juno Beach Commemorative Program – From Vimy to Juno
3. Cathy Wagantall, MP Yorkton-Melville
4. Provincial Archives of Saskatchewan – #2016-03 approval
5. Emergency Management and Fire Safety Branch – SaskAlert
6. Bylaw Enforcement Report – June 2016
7. SAMA – 2017 Revaluation Newsletter
8. Ministry of Health – Seniors' Week – September 25 – October 1, 2016
9. Ministry of Government Relations – building and fire safety standards review
10. R.M. of Saltcoats – Lagoon Expansion (buffer zone)
11. WCB – surplus distribution

Sent:

1. R.M. of Saltcoats No. 213 – buffer zone request
2. Dennis Hunt – thank you SDRP
3. Lakeside Manor Care Home – compost disposal

CARRIED

In Camera Hutchings/Ward

Motion 174-16

That the meeting move in camera at 7:43 p.m. to discuss:

- personnel items,
- long term planning for the Lagoon Expansion
- cemetery request
- resident parking complaint:

.CARRIED

Carling Sandercock, Office Assistant left the Council Chambers at 7:43 p.m.

The regular Council meeting resumed at 8:26 p.m.

-

Next Meetings:

August 17, 2016 (Hutchings)

September 21, 2016 (Hutchings)

October 19, 2016 (Hutchings)

Adjournment **Hunt/Ward**

The meeting adjourned at 8:47 p.m.

CARRIED

Approved by Council on: _____