

*Town of Saltcoats*  
OFFICE OF THE TOWN ADMINISTRATOR

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**REGULAR MEETING OF COUNCIL August 20<sup>th</sup>, 2025**

**Present:** Mayor Kirby Buchinski, Councillors, Valerie Brooks, Miles Hutchings, Shirley Pearson, and CAO Cindy Larson

Regrets: Councillors Jared Bilan, Braden Issel and Chad Waloschuk,

Guest: Dennis Hunt and Adam Wykes 6:00 – 7:26pm

With quorum being present, the Council Meeting was called to order by Mayor Kirby Buchinski at 6:01 p.m. in the Stirling Room in the Community Services Building at 117 Allan Avenue, Saltcoats, SK S0A 3R0.

**AGENDA**

**Approval of the  
Agenda**      Hutchings/  
                     Brooks

**Motion 160-25**

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

Delegation: #2 Barry Chornawka

Public Works: #4 Membrane Cleaning

Personnel: #1 Recommendation from Foreman

New Business: #7 Ombudsman Municipal Engagement, #8 Policy 23-07 Amendment

**CARRIED**

**Public Hearing  
Bylaws 04-2025  
and 05-2025**

Public Hearing for Bylaw 04-2025 to amend the OCP and Bylaw 05-2025 to amend the Zoning are declared open by Mayor Buchinski at 6:03 pm.

Having no one in the gallery and having not received any written submissions. The Hearing is declared closed by Mayor Buchinski at 6:04 pm.

**DELEGATION**

6:19 – 6:52 pm - RCMP S/Sgt. Burton Jones

6:52 – 7:05 pm – Barry Chornawka.

**PUBLIC WORKS**

**Monthly  
Waterworks  
Operational  
Report**      Hutchings/  
                     Pearson

**Motion 161-25**

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

**CARRIED**

**Public Works Report**Brooks/  
Pearson**Motion 162-25**

That the Town of Saltcoats approves the Public Works Report for July 2025 as presented.

**CARRIED****MINUTES****Approval of the Minutes of the Regular Meeting**Pearson/  
Brooks**Motion 163-25**

That the Town of Saltcoats approve the Minutes of July 16<sup>th</sup>, 2025, as presented.

**CARRIED****Approval of Addendums A, B and C**Hutchings/  
Pearson**Motion 164-25**

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

**CARRIED****FINANCIALS****List of Accounts for Approval**Pearson/  
Hutchings**Motion 165-25**

That the Town of Saltcoats approves the List of Accounts as circulated for July 31<sup>st</sup>, 2025, cheques 13404 – 13445 and other payments in the amount of \$368,833.37.

**CARRIED****Monthly Financial Report**Hutchings/  
Pearson**Motion 166-25**

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

**CARRIED****Bank Reconciliations**Brooks/  
Hutchings**Motion 167-25**

That the town of Saltcoats approves the Bank Reconciliations for July 2025 as presented.

**CARRIED****PERSONNEL****IN CAMERA**Pearson/  
Hutchings**Motion 168-25**

That the Town of Saltcoats goes IN CAMERA to discuss staffing recommendations from the Foreman.

**CARRIED****Hire Full Time Public Works Labourer**Hutchings/  
Pearson**Motion 169-25**

That the Town of Saltcoats hire Carly Read as a permanent full time

public works labourer at a rate of \$21.00 per hour effective September 1<sup>st</sup>, 2025.

**CARRIED**

## BUSINESS ARISING

**Rescind  
Motions 151-25,  
152-25 and 153-  
25**

Brooks/  
Hutchings

### **Motion 170-25**

That the Town of Saltcoats rescind Motions 151-25, 152-25, and 153-25.

**CARRIED**

**Rescind  
Motions 155-25,  
156-25 and 157-  
25**

Pearson/  
Brooks

### **Motion 171-25**

That the Town of Saltcoats rescind Motions 155-25, 156-25 and 157-25.

**CARRIED**

**Bylaw 04-2025  
2<sup>nd</sup> Readings**

Brooks/  
Hutchings

### **Motion 172-25**

That the Town of Saltcoats give 2<sup>nd</sup> Reading to Bylaw 04-2025 known as an amendment to the Official Community Plan, Bylaw 09-2023 at this meeting.

**CARRIED**

**Bylaw 04-2025  
3<sup>rd</sup> and Final  
Reading**

Pearson/  
Brooks

### **Motion 173-25**

That the Town of Saltcoats give 3<sup>rd</sup> and Final Reading to Bylaw 04-2025 known as an amendment to the Official Community Plan, Bylaw 09-2023.

**CARRIED**

**Bylaw 05-2025  
2<sup>nd</sup> Reading**

Pearson/  
Brooks

### **Motion 174-25**

That the Town of Saltcoats give 2<sup>nd</sup> Reading to Bylaw 05-2025 known as an amendment to the Zoning Bylaw 10-2023

**CARRIED**

**Bylaw 05-2025  
3<sup>rd</sup> and Final  
Reading**

Hutchings/  
Brooks

### **Motion 175-25**

That the Town of Saltcoats give 3<sup>rd</sup> and Final Reading to Bylaw 05-2025 known as an amendment to the Zoning Bylaw 10-2023.

## NEW BUSINESS

**Development  
Permit 2025-04**

Hutchings/  
Pearson

### **Motion 176-25**

That the Town of Saltcoats approve the Development Permit #2025-04 for Deer Creek Services pending approval from the Building Inspector.

**CARRIED**

**UMAAS Fall Workshop**      Pearson/  
Hutchings

**Motion 177-25**

That the Town of Saltcoats Approve the CAO and the Administrative Assistant to attend the UMAAS Fall Workshop in Melville on October 2, 2025 at a cost of \$200.00 + tax.

**CARRIED**

**Cemetery Advisory Committee Request to an Area Map Sponsoring Program**      Pearson/  
Hutchings

**Motion 178-25**

That the Town of Saltcoats approves the request from the Cemetery Advisory Committee to have an area map sponsoring program for the new maps.

**CARRIED**

**Policy 23-07 Amendment and Appendix "A"**      Brooks/  
Hutchings

**Motion 179-25**

That the Town of Saltcoats approves the amendment to Policy 23-07 known as the Private Investment on Public Property Policy as presented and to add Appendix "A".

**CARRIED**

**CORRESPONDENCE**

**File Correspondence**      Hutchings/  
Brooks

**Motion 180-25**

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

Received:  
Cemetery Request Re; Area Map Sponsoring Program  
Thank you from the Cemetery Advisory Committee  
Cemetery thank you M. Dunn  
RCMP Statistics  
Water agency Funding  
SUMA roadshow  
Credit Union and Synergy Merger  
Building and Technical Standards Key updates  
Animal Protection Services

Sent:  
STARS  
C. Kerr  
M. Lizotte

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K. Mickle  
S. Mickle  
M. Nabozniak  
P. Pellecer  
J. Runge  
N. Ward  
T. Ward

**Adjournment**

Brooks/  
Hutchings

**Motion 181-25**

That the Meeting adjourn at 8:05 pm

**CARRIED**

**CARRIED**

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