

Town of Saltcoats
OFFICE OF THE TOWN ADMINISTRATOR

REGULAR MEETING OF COUNCIL December 10th, 2025

Present: Councillors, Jared Bilan, Valerie Brooks, Miles Hutchings, Braden Issel, Shirley Pearson, and CAO Cindy Larson

Regrets: Mayor Kirby Buchinski, and Councillor Chad Waloschuk

Guest: Dennis Hunt 6:00 – 6:37 pm and Adam Wykes 6:00 – 6:16 pm

With quorum being present, the Council Meeting was called to order by Councillor Miles Hutchings at 6:00 p.m. in the Stirling Room in the Community Services Building at 117 Allan Avenue, Saltcoats, SK S0A 3R0.

**Appointment of
Chairperson** Issel/
 Brooks

Motion 238-25

That the Town of Saltcoats appoints Councillor Miles Hutchings to act as the Chairperson for this meeting.

CARRIED

AGENDA

**Approval of the
Agenda** Pearson/Brooks

Motion 239-25

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

Public Works: #5 Truck purchase

New Business: #6 Councillor Resignation

CARRIED

PUBLIC WORKS

**Monthly
Waterworks
Operational
Report** Issel/Bilan

Motion 240-25

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

CARRIED

**Public Works
Reports** Issel/Pearson

Motion 241-25

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

CARRIED

**Public Works
Phones** Brooks/Bilan

Motion 242-25

That the Town of Saltcoats order new phones for the public works

department; one upgraded, one new number. Current foreman number to be disconnected as of January 1, 2026.

CARRIED

MINUTES

Approval of the Minutes of the Regular Meeting

Pearson/Issel

Motion 243-25

That the Town of Saltcoats approve the Minutes of the Regular Meeting of November 19th, 2025.

CARRIED

Approval of Addendums A, B and C

Issel/Bilan

Motion 244-25

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

CARRIED

FINANCIALS

List of Accounts for Approval

Issel/Pearson

Motion 245-25

That the Town of Saltcoats approves the List of Accounts as circulated for November 30, 2025, cheques 13543 – 13577 and other payments in the amount of \$95,010.54.

CARRIED

Monthly Financial Report

Pearson/Brooks

Motion 246-25

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

CARRIED

Bank Reconciliation

TABLED

Renew 1-yr Redeemable term Deposit

Issel/Brooks

Motion 247-25

That the Town of Saltcoats renew the 1-yr redeemable term account # 830453623944 with the balance of \$24,431.27 at the Cornerstone Credit Union for one year.

CARRIED

PERSONNEL

IN CAMERA 6:16 pm -6:51 pm

Issel/Brooks

Motion 248-25

That the Town of Saltcoats goes In Camera to discuss employee wages.

CARRIED

CAO Review

Pearson Brooks

Motion 249-25

That the Town of Saltcoats approves the CAO review and the annual wage increase of \$1,748.00 effective January 1, 2026.

CARRIED

**Employee
Wages**

Issel/Pearson

Motion 250-25

That the Town of Saltcoats approve the following increases for the staff:

Adam Wykes from Assistant Foremen Step V to Foreman Step IV,
Carly Read from Public Works Labourer Probation to Step VII,
Lisa Maddaford from Administrative Assistant Step IV to Step V,
and Community Caretaker from Step II to Step III.

CARRIED

**Community
Hall Committee
Member
Appointment**

Pearson/Bilan

Motion 251-25

That the Town of Saltcoats appoints Terri Parsons to the Saltcoats Community Hall Committee

CARRIED

**Summer Job
Wage for 2025**

Bilan/Brooks

Motion 252-25

That the Town of Saltcoats hire Carly Read for the Summer Job position to start on May 27, 2025 at a rate of \$16.50 per hour for 35 hours per week.

CARRIED

BUSINESS ARISING

**TAKE FROM
TABLE
Cemetery Rate
Increases**

Issel/Bilan

Motion 253-25

That the Town of Saltcoats TAKE From TABLE the cemetery rate increases and approve the Cemetery Rates presented as Bylaw 02-2022 "Appendix B" which shall form part of these Minutes.

CARRIED

NEW BUSINESS

**FCM
Membership
for 2026**

Brooks/Bilan

Motion 254-25

That the Town of Saltcoats approves the payment of the FCM membership in the amount of \$263.32.

CARRIED

TABLE

Central Prairie Development Alliance Membership

**Development
Permit 2025-09**

Hutchings/Issel

Motion 255-25

That the Town of Saltcoats approves the a sunroom to be added to the deck as per the development permit application #2025-08.

CARRIED**Sak Lotteries
Grant
Allocation
Recommendati
ons**

Pearson/Brooks

Motion 256-25

That the Town of Saltcoats approve the recommendations from the Culture and Recreation Committee to disburse the 2025-2026 Sask Lotteries Grant Funds as follows:

Saltcoats School	\$5,529.00
Saltcoats Laketown Leaders	\$100.00
Saltcoats Curling Club	\$1,000.00
Saltcoats Library	\$300.00
Saltcoats District Regional Park	\$700.00
Saltcoats Playschool	\$500.00

CARRIED**CORRESPONDENCE****File
Correspond-
ence**

Pearson/Issel

Motion 257-25

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

Received:

Parkland Search and Rescue

Sent:

B. Meyer

B. Chornawka

S. Farquharson, Saltcoats Hall Committee

G. Smith, Saltcoats Curling Club

CARRIED**Adjournment**

Issel/Brooks

Motion 258-25

That the Meeting adjourn at 7:39 pm

CARRIED

Approved by Council on: _____