

*Town of Saltcoats*

OFFICE OF THE TOWN CLERK

**MEETING OF COUNCIL December 09, 2019**

**Present:** Mayor Grant McCallum, Councilors, Gordon Barnhart, Lenore Denbrok, Ronald Knudsen, Karen Hovind 7:36p.m. -9:47 p.m. Assistant Administrator Tracy Swereda and Foreman Dennis Hunt  
**Regrets:** Councilor Shirley Pearson.

With quorum being present, the Council Meeting was called to order by Mayor Grant McCallum at 7:02 p.m. in the Stirling Room in the Community Services Building at 117 Allan Avenue, Saltcoats, SK S0A 3R0.

**AGENDA**                      Barnhart/Denbrok                      **Motion 282-19**  
That the amended agenda be adopted as circulated with the following additions:  
Personnel – Signing authority at Cornerstone Credit Union  
Public Works – 4. Utility Rates 2020  
Public Works – 5. Water meters & Training Quote  
Business Arising – Combine Lagoon Expansion and Lagoon deficiencies combined together

**CARRIED**

**MINUTES**

**Approval of Minutes of November 20, 2019**                      Denbrok/Knudsen                      **Motion 283-19**  
That the Minutes from November 20, 2019 be amended as follows:  
**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 the Town of Saltcoats Collabria Credit Card and add Diane Jamieson's name to the Town of Saltcoats Credit Card **be renumbered to Motion 240-19-A to correct the double numbering error on October 16, 2019 minutes.**

**CARRIED**

**Approval of Addendums A, B and C December 2019**                      Knudsen/Denbrok                      **Motion 284-19**  
That the Town of Saltcoats approve Addendums A, B and C for December, 2019 as circulated.

**CARRIED**

**FINANCIAL**

**List of Accounts for Approval November, 2019**                      Denbrok/Hovind                      **Motion 285-19**  
That the List of Accounts for Approval be approved as circulated for November 1-30, 2019 cheques 10426-10460 and other payments totaling \$78,785.14

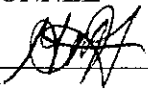
**CARRIED**

**Budgetary Control Report for November 2019**                      Barnhart/Knudsen                      **Motion 286-19**  
That the budgetary control reports for November 2019 be approved as circulated.

**CARRIED**

**Bank Reconciliation**                      The November 2019 Bank Reconciliation is deferred until January 2020.

**PERSONNEL**

\_\_\_\_\_  
Mayor 

  
\_\_\_\_\_  
Administrator

**2020 Proposed Salary Grid**      McCallum/Knudsen      **Motion 287-19**  
 That the amended Town of Saltcoats 2020 Salary Grid and employee placement on the grid be approved with the following changes:  
 Community Caretaker – 1% Increase  
 Office Assistant – 3% Increase,  
**CARRIED**

**Signing Authority at Cornerstone Credit Union**      Knudsen/Barnhart      **Motion 288-19**  
 That the Town of Saltcoats authorize the following changes to signing authority at the Cornerstone Credit Union; to add Lenore Denbrok and remove Corey Larson  
**CARRIED**

## **PUBLIC WORKS**

**Monthly Review of Waterworks Operational Records – November 1 – 30, 2019**      Hovind/Barnhart      **Motion 289-19**  
 That the Town of Saltcoats approve the Monthly Review of Waterworks Operational Records for November 1 – 30, 2019.  
**CARRIED**

**Monthly Public Works Report for November 2019**      McCallum/Hovind      **Motion 290-19**  
 That the Town of Saltcoats approve the Monthly Public Works Report for November 2019 as circulated.  
**CARRIED**

**Landfill Application**  
 Administration has been requested to review the previous application for Landfill closure and decommissioning to be resubmitted to Investing in Canada Infrastructure Program.

**Utility Rates 2020**      Barnhart/Knudsen      **Motion 291-19**  
 That the Town of Saltcoats approve a three (3) percent utility rate increase, along with an increase to the Infrastructure Fee of one (1) dollar, effective January 1<sup>st</sup>, 2020.  
**CARRIED**

**Water Meters Software Quote Neptune**      Denbrok/Knudsen      **Motion 292-19**  
 That the Town of Saltcoats approve up to \$5,000 dollars for software update and maintenance and employee training for the remote read water meters.  
**CARRIED**

**Letters to homeowners**  
 Administration is requested to issue notice letters to the remaining home owners who have not yet had a water meter installed.

## **BUSINESS ARISING FROM MINUTES OF November 20, 2019**

**Lagoon Expansion – Lagoon Deficiencies**  
 It was agreed that Town of Saltcoats Public Works Committee will review the deficiency list from Catterall and Wright, and the deficiency list prepared by Robert Morgan and that the deficiency list prepared by Robert Morgan be sent to Catterall & Wright for their review and comment.

**WTP Upgrade**  
 It was reported that Beckie Hydrogeologists (1990) Ltd. has been awarded the contact for water plant testing.

**OCP/Zoning**  
 The OCP/Zoning Bylaw was deferred to the January 2020 Council

\_\_\_\_\_  
 Mayor

*Ruane Jameson*  
 Administrator

**Bylaw**

Meeting.

**Landfill Closure  
plan –  
Review/Re-  
Submit**      Denbrok/Hovind

**Motion 293-19**

That the Town of Saltcoats requests Administration to review and resubmit the closure plan for consideration of grant money allotted by the Provincial/Federal government.

**CARRIED****NEW BUSINESS**

**Commissioner  
or Oath**      Knudsen/Barnhart

**Motion 294- 19**

That the Town of Saltcoats approves fees and expenses for the Town Assistant Administrator Tracy Swereda to become a Commissioner of Oaths and/or Notary Public.

**CARRIED**

**Ottenbreit  
Sanitation  
Services  
Agreement  
Complaint –  
Sewer Blockage  
112 Glasgow  
Avenue**      Hovind/Barnhart

It was agreed to defer discussions regarding the Ottenbreit Sanitation Services 2020 agreement to the January 2020 meeting.

**Motion 295-19**

That Town of Saltcoats request additional information from the homeowner at 112 Glasgow Avenue regarding the sewer repair and the exact location of blockage to clear up discrepancies.

**CARRIED**

**Policy 19-02  
Inventory and  
Supplies Policy  
Draft**

It was agreed that Policy 19-02 Inventory and Supplies be deferred to the January 2020 meeting.

**Asset  
Management  
Plan**

It was agreed that Atana Management Inc. be contacted to determine the next step in the Asset Management process.

**Authorization to  
sign letter re:**

**Municipal  
Potash Tax  
Revenue  
Sharing**

It was agreed that notice would be given to the area meeting the Town of Saltcoats will respectfully decline to sign the Municipal Potash Tax Revenue Sharing Letter since the Town of Saltcoats does not receive any potash revenue sharing from this program.

**Property Tax  
Exemption for  
Licensed Day  
Cares**      McCallum/Barnhart

**Motion 296-19**

That the Town of Saltcoats agree to sign the property tax exemption letter for licensed daycares along with the surrounding municipalities, which is requesting the provincial government exempt daycares from paying the education portion from their property taxes.

**CARRIED**

**Authorization  
for Training**      MacCallum/Knudsen

**Motion 297-19**

That the Town of Saltcoats authorize wages and travel for Assistant Administrator Tracy Swereda to attend the free Grant Writing Workshop January 22, 2020 in Yorkton.

**CARRIED**

**Christmas office  
hours**

It was agreed that the no change will be made to the Town of Saltcoats office hours and that the office will remain open regular hours over the Christmas season.

\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Administrator

**Saltcoats Minor Sports Skating Rink Wages – 2019-2020 Season** Hovind/Knudsen

**Motion 298-19**

That the Town of Saltcoats approve the request from the Saltcoats Minor Sports Board to pay the contract for the caretaker on a bi-weekly basis 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.

**CARRIED**

**Correspondence** Barnhart/Denbrok

**Motion 299-19**

That the following correspondence be noted and filed:

1. RCMP – Monthly Occurrence Summary – November 2019
2. Brandt Fleetwise report – Comprehensive Monthly Report
3. The Health Foundation letter
4. Saskatchewan Public Safety Agency – letter
5. Go out and play - letter
6. Beautification Committee Minutes – November 2019
7. From the Board – Good spirit School Division
8. Area Meeting Minutes from November 21, 2019 – Churchbridge
9. Saskatchewan Health Authority – November 26, 2019 – annual report
10. Regional Fire Protection and Inspection 2019 – Fire Extinguisher/Emergency Lights report
11. MP Cathy Wagantall – Christmas invitation
12. Barnhart Heritage Trail Committee report
13. Hall Board Minutes – November 27, 2019
14. CIF Community Grant Program Deadlines
15. Hudson Energy - Natural Gas Program

**CARRIED**

**Meeting past 10 p.m.** Barnhart/Denbrok

**Motion 300-19**

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

**CARRIED**

**In Camera** Knudsen/McCallum

**Motion 301-19**

That the meeting move in camera at 9:47 p.m. to discuss:  
Personnel items, Utility rates,  
The regular meeting of Council resumed at 10:06 p.m.

**CARRIED**

**Adjournment** Denbrok/McCallum

**Motion 302-19**

That the meeting adjourn at 10:15 p.m.

**CARRIED**

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

Mayor \_\_\_\_\_

*January 15, 2020*

*Deane Jamieson*  
Administrator