

Town of Saltcoats
OFFICE OF THE TOWN ADMINISTRATOR

REGULAR MEETING OF COUNCIL January 18, 2023

Present: Mayor, Kirby Buchinski, Councillors Braden Issel, Miles Hutchings, Justin Morrison, Shirley Pearson, and Chad Waloschuk, and Chief Administrative Officer Cindy Larson

Regrets: Councillor Lenore Denbrok

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

**Approval of the
Agenda** Hutchings/Issel

Motion 01-23

That the amended agenda be adopted as circulated with the following additions:

Financial #8 Transfer Utilities to taxes

Business rising #2 Bylaw 05-2022, #3 Bylaw 06-2022

New Business #16 New Locks on the hall.

CARRIED

MINUTES

**Approval of
Minutes of** Pearson/
Morrison

Motion 02-23

That the minutes of the Regular meeting on December 14th, 2022 are adopted as presented.

CARRIED

**Approval of
Addendums A,
B and C,** Waloschuk/
Morrison

Motion 03-23

That the Town of Saltcoats approve Addendums A, B and C for January 18, 2023 as amended by adding Research cost and loan or debenture options to complete the paving of all town roads remaining to be resurfaced to Addendum A.

CARRIED

PUBLIC WORKS

**Monthly
Review of
Waterworks
Operational
Records** Issel/Pearson

Motion 04-23

That the Town of Saltcoats approve the Monthly Review of Waterworks Operational Records for December 31, 2022 as circulated.

CARRIED

**Landfill
Closure
Proposal** Hutchings/Issel

Motion 05-23

That the Town of Saltcoats approve the Landfill Closure Proposal as presented by WSP E7I Canada Ltd. to complete the Landfill Closure Plan in the amount of \$51,250.00 + taxes.

CARRIED

Water Treatment Plant Report Pearson/Walochuk **Motion 06-23**
That the Town of Saltcoats receive the Water Treatment Plant report from the Public Works Committee Chair, Councillor Issel.
CARRIED

FINANCIAL

List of Accounts for Approval Walochuk/Morrison **Motion 07-23**
That the List of Accounts for Approval be approved as circulated for December 1-31, 2022, cheques #12142 - 12209 and other payments totaling \$362,625.77.
CARRIED

Monthly Financial Report Hutchings/Morrison **Motion 08-23**
That the Town of Saltcoats approve the Monthly Financial Report for December as presented.
CARRIED

Bank Reconciliations Pearson/Walochuk **Motion 09-23**
That the Town of Saltcoats approve the bank reconciliations for December 2022.
CARRIED

Transfer to Taxes Issel/Walochuk **Motion 10-23**
That the Town of Saltcoats authorizes the CAO to transfer the outstanding amount of Utilities in the amount of \$856.59 UT account #27 to the Tax Roll #26.
CARRIED

PERSONNEL

IN CAMERA Issel/Walochuk **Motion 11-23**
That the Town of Saltcoats goes In Camera at 6:40 pm to discuss Staff Reviews.
CARRIED

Out of IN Camera Council came out of IN Camera at 7:09 pm.

CAO Review and Personnel Committee Recommendation Pearson/Morrison **Motion 12-23**
That the Town of Saltcoats receive the CAO Review Report as presented by the Personnel Committee Chair, Councillor Pearson, and that the CAO receive a wage increase to the 13pts on the Saltcoats 2021 Salary Grid.

CARRIED

**Staff Annual
Reviews
Dennis Hunt**

Waloschuk/
Pearson

Motion 13-23

That the Town of Saltcoats give Dennis Hunt an increase in wages to Step V on the Saltcoats 2021 Salary Grid

CARRIED

**Staff Annual
Reviews
Lisa
Maddaford**

Hutchings/
Morrison

Motion 14-23

That the Town of Saltcoats give Lisa Maddaford an increase in wages to Step IV on the Saltcoats 2021 Salary Grid.

CARRIED

**Staff Reviews
Melissa
Nabozniak**

Hutchings/
Pearson

Motion 15-23

That the Town of Saltcoats give Melissa Nabozniak an increase in wages to Step II on the Saltcoats 2021 Salary Grid.

CARRIED

BUSINESS ARISING

NEW BUSINESS

**Set Council
Meeting Dates
for 2023**

Hutchings/
Morrison

Motion 16-23

That the Town of Saltcoats Council set the Regular Meeting Dates for 2023, Regular meetings will be held on every third Wednesday of each month from January to November, the December Regular meeting will be held on the second Wednesday of the month.

CARRIED

**Bylaw 01-2023
1st Reading**

Waloschuk/
Hutchings

Motion 17-23

That the Town of Saltcoats give 1st Reading to Bylaw 01-2023 known as the bylaw to re-establish the Saltcoats Curling Club Board.

CARRIED

**Bylaw 01-2023
2nd Reading**

Issel/Pearson

Motion 18-23

That the Town of Saltcoats give 2nd Reading to Bylaw 01-2023, known as the bylaw to re-establish the Saltcoats Curling Club Board.

CARRIED

**Bylaw 01-2023
all Three
Readings at this**

Pearson/
Waloschuk

Motion 19-23

That the Town of Saltcoats give all three Readings to Bylaw 01-

meeting

2023, known as the bylaw to re-establish the Saltcoats Curling Club Board at this meeting.

CARRIED UNANIMOUSLY

**Bylaw 01-2023
3rd and Final
Reading**

Morrison/
Pearson

Motion 20-23

That the Town of Saltcoats give 3rd and Final Reading to Bylaw 01-2023, known as the bylaw to re-establish the Saltcoats Curling Club Board.

CARRIED

**EMAP
Municipal
Workshop**

Hutchings/
Morrison

Motion 21-23

That the Town of Saltcoats approve the office staff to attend the RMAA Enhance Municipal Administration Program at a cost of \$200.00.

CARRIED

**Support
Resolutions
Whitewood to
SUMA**

Buchinski/Issel

Motion 22-23

That the Town of Saltcoats support both resolutions that the Town of Whitewood is sending to SUMA to lobby the Provincial and Federal Governments on behalf of towns:

1. Engineering

AS Submitted by Council of the Town of Whitewood by a motion passed on January 11, 2023.

WHEREAS Government grant program such as the Investing in Canada Infrastructure Program (ICIP) requires a municipality to have engineered plans prior and mandate that an engineer oversees the design and construction of a project

WHEREAS this is guaranteed revenue for engineering firms and costly to municipalities

WHEREAS Councils are made up of people who do not have the backgrounds to fully understand the intricacies of the designs and trust the professional engineers to design their projects in the best interest of the municipality and the public using reasonable practices.

WHEREAS there are situations where some engineers are over or under-engineering the designs of the projects resulting in additional costs for municipalities due to these errors.

WHEREAS the grant is awarded and before funding is released to have engineered plans produced by the municipality

THEREFORE BE IT RESOLVED THAT the Saskatchewan Urban Municipalities Association lobby the Association of Professional Engineers and Geoscientists of Saskatchewan

("APEGS") to set up a contingency fund for cost overruns due to proven engineering errors and the municipality is able to apply for the grant prior to paying to have stamped engineer drawings.

BACKGROUND INFORMATION

Recently the Town of Whitewood spent over \$11,000 for engineered drawings to apply for a grant. Unfortunately, the cost of the project without being approved for funding the project may not happen. To spend the money upfront for the drawings is very expensive for a municipality.

2. Building Bylaw Requirement

As Submitted by Council of the Town of Whitewood by a motion passed on January 11, 2023.

WHEREAS each municipality previously had the option to pass a building bylaw, requiring building permits and inspections for their respective municipalities.

THEREFORE, BE IT RESOLVED THAT the Saskatchewan Urban Municipalities Association lobby the provincial government to amend the Construction codes Act, SS 2019 to make it optional for a local government within Saskatchewan to administer and enforce the Act and Regulations.

BACKGROUND INFORMATION

Recently Town of Whitewood discussed the new building bylaw, consensus at the table new mandated bylaw is very rigid and costly. Due to stipulations and requirements of the new building bylaw and inspectors making commercial and residential costly to build. Engineers work with building inspectors on the required stamped drawings to ensure when a building is complete there are no errors to make it unusable.

CARRIED

Appointment of Auditor for 2023 Hutchings/
Pearson

Motion 23-23

That the Town of Saltcoats appoint David Chorney from Prairie Strong Chartered Prof. Accountants of Melville, SK as the Auditor for 2023.

CARRIED

Appointment of Legal Counsel for 2023 Buchinski/
Issel

Motion 24-23

That the Town of Saltcoats appoint Tristan Culham of MLT Aikins LLP of Regina, SK as Legal Counsel for 2023.

CARRIED

Appointment of Building Officials For 2023 Residential Waloschuk/Pearson,

Motion 25-23

That the Town of Saltcoats Appoint Reg Churko of R.C Inspections of Melville, SK as the Building Official for Residential Class I and Class II buildings for 2023.

CARRIED

Appointment of Building Officials for Commercial Waloschuk/Hutchings

Motion 26-23

That the Town of Saltcoats appoint Doug Mulhall, Virginia Shepley, and Bob Baker of Professional Building Inspections, Inc. of White City, SK as the Building Officials for Commercial and Industrial Class III buildings for 2023.

CARRIED

Appointment to the Board of Revisions for 2023 Buchinski/Pearson

Motion 27-23

That the Town of Saltcoats appoint the following to the Board of Revisions for 2023:

That the TOWN OF SALTCOATS appoints Western Municipal Consulting Ltd. to manage the **Board of Revision** process for the term January 1st, 2023, through December 31, 2023; remunerations as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Board of Revision: Tim Lafreniere, Mike Waschuk, Gordon Parkinson, Dave Thompson, Wayne Adams, Jeff Hutton, Dave Gurnsey, Murray Dean and Stew Demmans.

The Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter. Where the Chair does not include themselves among the appointees, the members appointed for a hearing shall determine the chair of that hearing among their members.

AND

That the TOWN OF SALTCOATS appoints Liana Stepan with Western Municipal Consulting Ltd. as **Secretary to the Board of Revision** for the term of January 1st, 2023, through December 31st, 2023; remuneration as set out in the Western Municipal Consulting Ltd. fee schedule. If Liana Stepan is unable to perform secretarial functions for reasons which may include scheduling difficulties the secretary may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

CARRIED

Amendments to Policy 11-10 Waloschuk/Issel

Motion 28-23

That the Town of Saltcoats amend Policy 11-10 by increasing the

cost of:
 Mower and Operator to \$75.00
 Half ton and Operator to \$75.00
 Dump truck and Operator to \$150.00
 Grader and Operator to \$150.00
 Loader/backhoe and Operator to \$150.00

CARRIED

Yearly Memberships 2023

Issel/
Hutchings

Motion 29-23

That the Town of Saltcoats renew memberships for 2023 as follows:

Urban Municipal Administrators Association of Saskatchewan-\$209.52 + tax
 East Central Trans Planning Committee-\$124.00
 Saskatchewan Urban Municipalities Association -\$905.56 + tax
 Federation of Canadian Municipalities-\$251.90 + tax
 Yellowhead Flyway Birding Trail Association-\$60.00
 American/Canadian Public Works Association-\$235.00 USD
 Saskatchewan Volunteer Fire Fighters Association-\$300.00 + tax
 Four Town Journal-\$60.00 + tax
 Saltcoats Gazette-\$100.00

CARRIED

Yearly Donations for 2023

Issel/Hutchings

Motion 30-23

That the Town of Saltcoats approve the yearly donations to STARS, in the amount of \$500.00 and to the Saltcoats Volunteer Fighter Department in the amount of \$1200.00 for 2023.

CARRIED

Committee and Board Appointments for 2023

Issel/Pearson

Motion 31-23

That the Town of Saltcoats appoint the following persons to the following Committee or Board:

a. Saltcoats District Regional Park: Stephen Farquharson, Dennis Hunt, Shirley Pearson, Ken Morrison and Justin Morrison and CAO Cindy Larson Secretary/Treasurer (non-voting).

b. Culture and Recreation Advisory Board:

Chair Stephen Farquharson Vice-chair, Grant McCallum, Monique Smith and CAO Cindy Larson Secretary/Treasurer (non-voting).

c. Emergency Measures Organization:

EMO Coordinator Daneen Kelly, Lakeside Manor Kim Cooper, Council Liaison Miles Hutchings, Grant McCallum, and CAO Cindy Larson Secretary.

d. Fire Protection Joint Committee

Chairman Braden Issel, Kirby Buchinski, and Shirley Pearson

e. Fire Department Executive Board:
President Mason Bradford, Fire Chief Harry Smith, 1st Deputy Don Ward, 2nd Deputy John Ward, and Secretary Ron Risling

f. Pest Control Officers:
Chief Dennis Hunt, Council Liaison Braden Issel, Burton Friesen, Glen MacKay, Les Pearson, Shirley Pearson, Ron Sutherland, Les Trowell, and John Ward

g. Parkland Library Board:
Lenore Denbrok

h. Rural Crime Watch:
Town Representative Braden Issel and Alternate Town Representative Chad Waloschuk.

CARRIED

**Sub
Committees of
Council
Appointments**

Buchinski/
Morrison

Motion 32-23

That the Town of Saltcoats appoint Justin Morrison to the Council Sub Committee for Public Works and to the Finance Committee.

CARRIED

**Locks at the
Hall**

Issel/Hutchings

Motion 33-23

That the Town of Saltcoats change the locks at the hall if under \$200.00. Discuss with the Community Hall Board Chairperson.

CARRIED

CORRESPONDENCE

**Donation to
YFBTA Silent
Auction**

Pearson/
Morrison

Motion 34-23

That the Town of Saltcoats donate a Roots and Branches Book to the Yellow Flyway Birding Trail Association Silent Auction.

CARRIED

**File
Correspondence**

Hutchings/Issel

Motion 35-23

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

East Central Transportation Committee
Parkland Library Board update

CARRIED

Adjournment

Hutchings/
Waloschuk

Motion 36-23

That the Meeting adjourn at 8:07 pm

CARRIED

Approved by Council on: _____