

Town of Saltcoats

OFFICE OF THE TOWN CLERK

MEETING OF COUNCIL May 20, 2020

Present: Mayor Grant McCallum, and Town Foreman Dennis Hunt (6:00 p.m. – 9:10 p.m.), via electronic means Councilors, Gordon Barnhart, Lenore Denbrok, Ronald Knudsen, Karen Hovind, Shirley Pearson, Acting Administrator Diane Jamieson, and Assistant Administrator Tracy Swereda

Visitor: Gary Horseman – Four Town Journal (6:00 pm – 10:50 p.m.)

Recess from (8:39-8:44)

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

AGENDA	Denbrok/Barnhart	Motion 105-20 That the amended agenda be adopted as circulated with the following amendment: Add: Public Works #12 – Waterworks Compliance Inspection – May 14, 2020.	<u>CARRIED</u>
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MINUTES

Approval of Finance Committee Meeting April 14, 2020	Denbrok/Hovind	Motion 106-20 That the minutes of the April 14, 2020 Finance Committee meeting be approved as circulated and amended.	<u>CARRIED</u>
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Approval of Minutes of April 15, 2020	Denbrok/Hovind	Motion 107-20 That the minutes of the April 15, 2020 Council meeting be approved as circulated and amended.	<u>CARRIED</u>
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Approval of Special Council Meeting May 4th, 2020	Hovind/Pearson	Motion 108-20 That the minutes of the May 4 th , 2020 Special meeting be approved as circulated and amended.	<u>CARRIED</u>
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Approval of Addendums A, B and C April 2020	Barnhart/Pearson	Motion 109-20 That the Town of Saltcoats approve Addendums A, B and C for April, 2020 as circulated.	<u>CARRIED</u>
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FINANCIAL

List of Accounts for Approval April 2020	Knudsen/Pearson	Motion 110-20 That the List of Accounts for Approval be approved as circulated for April 1 st – April 30 th , 2020, cheques # 10614-10637 and other payments totaling \$55,052.99.	<u>CARRIED</u>
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Budgetary Control Report for April 2020	Denbrok/Barnhart	Motion 111--20 That the budgetary control reports for April 2020 be approved as circulated.	<u>CARRIED</u>
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Bank Reconciliation	Hovind/Pearson	Motion 112-20 That the Town of Saltcoats approve the Bank Reconciliation for April 2020 as circulated. <u>CARRIED</u>
Minor Sports Request to waive Audit Charges		It was agreed that the request to waive audit fees for Minor Sports be deferred pending receipt of a written request.
PERSONNEL		
Office Assistant Position	Denbrok/McCallum	Motion 113-20 That the Town of Saltcoats accept the resignation of Jolene Mattison, Office Assistant effective April 27, 2020. <u>CARRIED</u>
Canada Summer Jobs	McCallum/Pearson	Motion 114-20 That the Town of Saltcoats approve the hiring of Ryan Easton and Billie-Jo Baumung as Seasonal Public Works Assistants through the Canada Summer Jobs Program effective May 19, 2020 to approximately August 21, 2020 at the hourly rate of \$13.56 per hour. <u>CARRIED</u>
Assistant Administrator Evaluation	Denbrok/McCallum	Motion 115-20 That the Town of Saltcoats extend the probationary period of Tracy Swereda, Assistant Administrator for an additional three-month period with written expectations provided and the employee providing Council with a comprehensive plan on how expectations and required training will be met during this time period. <u>DEFEATED</u>
	Pearson/Barnhart	Motion 116-20 That the Town of Saltcoats terminate the employment of Tracy Swereda, Assistant Administrator effective immediately due to an unsuccessful probationary period. <u>CARRIED</u>
RESPECT in the Workplace Webinar	McCallum/Hovind	Motion 117-20 That the Town of Saltcoats approve all staff and Council to participate in the RESPECT in the Workplace training. <u>CARRIED</u>
PUBLIC WORKS		
Monthly Review of Waterworks Operational Records April 1– April 30, 2020	Denbrok/Pearson	Motion 118-20 That the Town of Saltcoats approve the Monthly Review of Waterworks Operational Records for April 1–April 30, 2020 as circulated. <u>CARRIED</u>
Monthly Public Works Report for	Hovind/Denbrok	Motion 119-20 That the Town of Saltcoats approve the Monthly Public

April 2020		Works Report for April 2020 as circulated.	<u>CARRIED</u>
Waterworks and Sewage Works Regulations – Regulatory Revisions	McCallum/Pearson	Motion 120-20 That the Town of Saltcoats approve the engineering firm of Catterall & Wright to perform a water systems analysis for the amount of \$1500.00 to assist the Town with establishing how water and sewer rates are charged, in lieu of the deregulated Waterworks Systems Analysis Report which is no longer required.	<u>CARRIED</u>
Cell phones for Public Works	Barnhart/Pearson	Motion 121-20 That the Town of Saltcoats approve the purchase of two iPhones for Public Works with appropriate data packages.	<u>CARRIED</u>
Ratify Sewer Lift Station – Pump Expenditure	McCallum/Knudsen	Motion 122-20 That the Town of Saltcoats ratify the electronic approval to purchase a new sewer lift pump in the amount of \$9,886.30 rather than repairing the old pump which was a budgeted item.	<u>CARRIED</u>
Lagoon Expansion Project Report		Town Foreman Dennis Hunt reported that he attended to the needs of Wilco Construction, who were on the Lagoon site May 15 – 18, 2020, to address deficiencies and complete project items. Council expressed their gratitude to the Foreman for his dedication and good work on this project. Catterall and Wright will next visit the site to verify the work and advise Council.	
Water Treatment Plant Project Update		It was reported that new well drilling and development is underway. Beckie Hydrogeologists and Hayter Drilling are on site. The new wells will be # 4 and #5 in sequence as follows: Well # 1 – Decommissioned (North of Gibson Avenue) Well # 2 – Tupper Street in Water Treatment Plant Yard Well # 3 – Tupper Street inside Water Treatment Plant Building Well #4 (New) Tupper Street in Town Shop Yard Well # 5 (New) Tupper Street in Town Shop Yard (further south along Bradford alley).	
Waste Bin Site – Dumping Violations Procedures		It was agreed that an educational newsletter regarding the proper use of the bins at the town bin site will be sent out to all residents.	
Nuisance Wildlife Control Permit	Knudsen/Barnhart	Motion 123-20 That the Town of Saltcoats approve the appointment of Dennis Hunt, Town of Saltcoats Public Works Foreman as Chief Pest Control Officer	<u>CARRIED</u>

Councillor Pearson declared a conflict of interest at

7:33 p.m. regarding the Pest Control Officer appointee item, for herself and as her husband is Les Pearson, and removed herself from all proceedings until after the matter was fully concluded.

Appointment of Pest Control Officers

Knudsen/Hovind

Motion 124-20

That the Town of Saltcoats appoint Les Pearson and Shirley Pearson as Pest Control Officers for the Town of Saltcoats.

CARRIED

Councillor Pearson rejoined the meeting at 7:40 p.m.

Water Works Compliance Inspection – May 14, 2020

Denbrok/Hovind

Motion 125-20

That the Town of Saltcoats accept the Water Works Compliance Inspection Report dated May 14, 2020.

CARRIED

BUSINESS ARISING FROM MINUTES OF April 15, 2020

Playground Committee Update

Council was advised that due to Covid-19 related risk, some members of the Playground Committee have elected not to participate in the compost pickup fund raising event. Pickups are, however being carried out by other members with all proceeds going towards the purchase of a new play structure.

Paving Tenders – Paving of Crescent Lake Road

Denbrok/Pearson

Motion 126-20

That the Town of Saltcoats approve the tender from Fedorowich Construction Limited in the amount of \$67,996.00 for the paving of 2224 square meters along Crescent Lake Road.

CARRIED

Ratify decision for Office Counter Protector Shield/Office Re-opening plan

Hovind/Denbrok

Motion 127-20

That the Town of Saltcoats ratify the electronic approval of the purchase and installation of a protective barrier in the Town Office to ensure staff safety when the office re-opens to the public.

CARRIED

Review of Provincial reopening plan concerning Town facilities

Barnhart/Hovind

Motion 128-20

That the Town of Saltcoats approve the Town Office re-opening to the public effective Monday, May 25, 2020 with restrictions in place to ensure the safety of staff and the public, with all other town operated facilities remaining closed to the public.

CARRIED

NEW BUSINESS

Public Works Policy 20-03 – Public Works – Town owned Building Access

Pearson/McCallum

Motion 129-20

That the Town of Saltcoats approve Policy #20-03 Public Works – Town operated building access as amended and circulated.

CARRIED

Saltcoats & District Community Hall, and Stirling Room Rentals and Waivers	Denbrok/Barnhart	<p>Motion 130-20</p> <p>That the Town of Saltcoats approve Administration Policy 13-04 Saltcoats & District Community Hall, and Stirling Room Rental Waivers as circulated.</p> <p style="text-align: right;"><u>CARRIED</u></p>
ATV Violations		<p>It was agreed that a response would be sent to all the concerned citizens who signed the letter of concern sent to the Town regarding ATV violations.</p>
Saltcoats District & Regional Park Report	Pearson/McCallum	<p>Motion 131-20</p> <p>That the Town of Saltcoats Public Works perform water operator duties for the 2020 season for the Saltcoats District Regional Park, and further that the Ottenbreit Sanitation Services 6 -yard front load bin that is currently located at the Saltcoats & District Community Hall be relocated to the Saltcoats District Regional Park for the 2020 season with rental and dumping costs to be billed to the park.</p> <p style="text-align: right;"><u>CARRIED</u></p>
Park Board Report		<p>Information was provided to Council regarding provincial restrictions and guidelines related to park openings with the campground washrooms, showers and canteen currently closed and limited re-opening expected in June 2020.</p>
Tax Enforcement – Land in arrears to be advertised	Hovind/McCallum	<p>Motion 132-20</p> <p>That the list of Lands in Arrears for 2019 as presented to Council and forming part of these minutes be acknowledged and approved for advertising in the June 4, 2020 edition of the Four Town Journal in accordance with Section 3 and 4 of the Tax Enforcement Act and further should anyone pay their arrears before the list is sent to the paper for publication, their land shall be removed from the list; and pursuant to section 3(3) of the Tax Enforcement Act, Council directs the Administrator not to include in the Tax Enforcement List land in respect of which the amount of taxes in arrears does not exceed one half of the immediately preceding year's tax levy with respect to that land.</p> <p style="text-align: right;"><u>CARRIED</u></p>
Purchase of Tables for the Hall Board		<p>It was agreed that the purchase of replacement tables for the Saltcoats & District Community Hall will be deferred until additional information and clarification is received.</p>
Municipal Economic Enhancement Program	Knudsen/Pearson	<p>Motion 133-20</p> <p>That an application be made to the Municipal Economic Enhancement program with items from the following categories:</p> <ul style="list-style-type: none"> Drinking Water Local Roads and Bridges Municipal Equipment

Municipally-Owned Buildings and Assets
Wastewater/Storm Water

CARRIED

Rental for Stirling Room (COVID-19)

McCallum/Barnhart

Motion 134-20

That the Town of Saltcoats waive the Laketown Leaders rental fee for the Stirling Room for April 2020 and until further notice pending the re-opening of the Stirling Room to the public.

CARRIED

Assiniboine Watershed Stewardship Association

It was agreed that the information received from the Assiniboine Watershed Stewardship Association regarding project funding will be reviewed to determine if there are any suitable projects that can be applied for.

Meeting to Go Past 10:00 p.m.

Denbrok/Pearson

Motion 135-20

That Council agree to continue this meeting past 10:00 p.m.

CARRIED UNANIMOUSLY

Correspondence

Barnhart /Denbrok

Motion 136-20

That the Town of Saltcoats acknowledge and file the following list of correspondence.

Received:

1. RCMP – Monthly Occurrence Summary – March 2020
2. Commissionaires Report May 1st, May 11, 2020
3. ICIP Grant Landfill Application
4. Cornerstone Credit Union – COVID-19 relief
5. Statement from CP's President and CEO – COVID-19
6. Saskatchewan Housing Corporation = 2019 Annual Report
7. National Public Works Week – May 17 – 23, 2020
8. WSA – Permit to Conduct A Ground Water Investigation
9. Parkland Regional Library Executive Board Update
10. UMAAS Salary Guideline
11. Parkland Valley - AGM

Sent

1. Thank you – Lakeside Manor Care Home
2. Thank you – Saltcoats & District Day Care
3. ATV Violations – response to D. Datema and 13 other residents

CARRIED

In Camera

Hovind/Denbrok

Motion 137-20

That the meeting move in camera at 10:24 p.m. to discuss a Personnel matter:

CARRIED

The regular meeting of Council resumed at 12:00 a.m.
May 21, 2020.

Adjournment

Denbrok/Hovind

Motion 138-20

That the meeting adjourn at 12:10 a.m. May 21, 2020

CARRIED

Approved by Council on: _____