

Town of Saltcoats
OFFICE OF THE TOWN ADMINISTRATOR

REGULAR MEETING OF COUNCIL November 19th, 2025

Present: Mayor Kirby Buchinski, Councillors, Jared Bilan, Miles Hutchings (6:00-7:42 pm), Braden Issel, Shirley Pearson, and Chad Waloschuk, and CAO Cindy Larson

Regrets: Councillor Valerie Brooks

Guest: Dennis Hunt and Adam Wykes 6:00 – 6:34 pm

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.

The Annual Public Disclosure Statements shall form part of these Minutes

AGENDA

Approval of the Agenda Hutchings/
Waloschuk

Motion 215-25

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

Personnel: #4 Administrative Assistant
Business Arising: #3 Laketown Leaders
New Business: #9 Saltcoats Housing Deficit, #10 Gate, 123 Crescent Lake Road. #11 CHIF funding

CARRIED

PUBLIC WORKS

Monthly Waterworks Operational Report Bilan/Pearson

Motion 216-25

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

CARRIED

Public Works Reports Issel/Waloschuk

Motion 217-25

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

CARRIED

Lagoon Inspection Report Bilan/
Waloschuk

Motion 218-25

That the Town of Saltcoats receive and file the WSA Lagoon Inspection Report of October 16th, 2025.

CARRIED

MINUTES**Approval of the Minutes of the Regular, Public and Special Meetings**Hutchings/
Waloschuk**Motion 219-25**

That the Town of Saltcoats approve the Minutes of the Regular Meeting of October 15th, 2025, the Minutes of the Public Information Meeting of October 21st, 2025 and the Special Meeting of November 12th, 2025.

CARRIED**Approval of Addendums A, B and C**

Hutchings/Issel

Motion 220-25

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

CARRIED**FINANCIALS****List of Accounts for Approval**Pearson/
Bilan**Motion 221-25**

That the Town of Saltcoats approves the List of Accounts as circulated for September 30th, 2025, cheques 13512 – 13542 and other payments in the amount of \$101,748.00.

CARRIED**Monthly Financial Report**

Issel/Waloschuk

Motion 222-25

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

CARRIED**Bank Reconciliations**Waloschuk/
Pearson**Motion 223-25**

That the Town of Saltcoats approves the Bank Reconciliations for October 2025 as presented.

CARRIED**PERSONNEL****Staff Christmas**

Hutchings/Issel

Motion 224-25

That the Town of Saltcoats approves the CAO to purchase 5 - \$100.00 gift cards for the staff for their Christmas supper.

CARRIED**Library Board Membership Update**Pearson/
Waloshuk**Motion 225-25**

That the Town of Saltcoats approve the Saltcoats Library membership changes.

CARRIED

In Camera at 6:59 pm	Hutchings/Issel	Motion 226-25
That the Town of Saltcoats go In Camera at 6:59pm to discuss the Administrative Assistant Position.		
CAO Cindy Larson declares a Conflict of Interest and leaves the room at 7:02 pm.		
CAO Cindy Larson returns to the room at 7:10 pm		
Out of In Camera at 7:10 pm.		
Administrative Assistant Position	Bilan/Hutchings	Motion 227-25
That the Town of Saltcoats advertise the Temporary part-time Administrative Assistant Position for 1 week. The Personnel Committee will interview for the position. The employment term will be 3 days a week for 11 weeks.		
<u>CARRIED</u>		
BUSINESS ARISING		
TABLED		That the Community Hall Committees request for the driveway is TABLED .
Community Hall Phone Disconnection	Issel/Hutchings	Motion 228-25
That the Town of Saltcoats disconnect the land line at the Saltcoats Community Hall.		
<u>CARRIED</u>		
Laketown Leaders request	Hutchings/ Waloschuk	Motion 229-25
That the Town of Saltcoats approves the Laketown Leaders request to install an electric fireplace insert for the Stirling Room and that they ensure that they follow the manufacturer's requirements for installation and that the existing chimney is capped to prevent damage.		
<u>CARRIED</u>		
NEW BUSINESS		
Saltcoats Curling Rink and Skating Rink requests	Hutchings/ Pearson	Motion 230-25
That the Town of Saltcoats approves paying the wages for both the Curling Rink and the Skating Rink with the payment to be invoiced and paid back at the end of the season.		
<u>CARRIED</u>		

**Municipal
Sharing
Declaration**

Waloschuk/Issel

Motion 231-25

That the Council of the Town of Saltcoats confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing grant:

- Submission of the 2024 Audited Financial Statement to the Ministry of Government Relations;
- Submission of the 2024 Public Reporting on Municipal Waterworks to the Ministry of Government Relations;
- In Good Standing with respect to the reporting and remittance of the Education Property Taxes;
- Adoption of a Council Procedure Bylaw
- Adoption of an Employee Code of Conduct; and
- All members of council have filed and annually updated their Public Disclosure Statements, as required; and

That we understand if any requirements are not met, our Municipal Sharing grant may be withheld until all requirements are met; and

That we authorize the Chief Administrative Officer to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

CARRIED**Development
Permit 2025-08**

Hutchings/Issel

Motion 232-25

That the Town of Saltcoats approves the Change of Occupancy from Office Space to Single Family Dwelling on the second floor of 206 Commercial Street as per permit application #2025-08.

CARRIED**TABLED**

That the Cemetery Rate Changes is **TABLED**.

**Sask Housing
Deficit**Pearson/
Waloschuk**Motion 234-25**

That the Town of Saltcoats approve the payment to the Saskatchewan Housing Corporation deficit for 2024 in the amount of \$1,919.12.

CARRIED**CHIF Funding**Buchinski/
Pearson**Motion 235-25**

That the Council of the Town of Saltcoats support the application for a Canada Housing Infrastructure Fund (CHIF) and the council agrees to:

-Meet legislated standard

- Meet the terms and conditions of the CHIF Program
- Commit to paying the applicant's share of the eligible costs and ongoing (operating and other) costs associated with the project and
- Ensure legislative and regulatory requirements will or have been met including requirements for a federal environmental assessment process, provincial environmental assessment process, and requirements for Indigenous consultation or engagement.

CARRIED

CORRESPONDENCE

File Correspondence	Waloschuk/ Issel	Motion 236-25
That the Town of Saltcoats file and receive the following list of correspondence:		
<p>Received:</p> <p>Government Relations Cyber Alert</p> <p>Setting Standards Government of Canada</p> <p>WCB Premium</p> <p>Parkland Valley Membership</p> <p>SUMA Update</p> <p>FCM Voice</p> <p>TCYPC Membership</p> <p>Municipal Funding Solutions</p>		

Sent:
K. Harasen

CARRIED

Adjournment	Bilan/Issel	Motion 237-25
That the Meeting adjourn at 8:41 pm		

CARRIED

Approved by Council on: _____