

**REGULAR MEETING OF THE COUNCIL OF THE TOWN OF
BALCARRES HELD May 19, 2026 AT 5:00 P.M.**

PRESENT Mayor Kirby Korchinski, Aldermen Gord Michayluk, Chris Petrichuk, Lois Dixon, Scott Temple, Curtis Geisler, Acting Administrator Gail Sloan and Acting Assistant Administrator Alan Lye

ABSENT

26.06.01 CALL TO ORDER

A quorum being present Mayor Korchinski called the meeting to order at 5:05 p.m.

26.06.02 DELEGATIONS - None

26.06.03 MINUTES

Michayluk-Petrichuk: That the minutes of the last regular meeting, April 21, 2026 be approved as circulated.

CARRIED.

26.06.04 FININCIAL STATEMENTS & BANK RECONCILIATION

Petrichuk-Temple: That the Financial Statement and Bank Reconciliation for the Month of April 2026 be accepted.

CARRIED.

26.06.06 ACCOUNTS

Geisler-Temple: That the balance of the accounts be paid.

CARRIED.

26.06.07 ADMININSTRATORS REPORT

Acting Administrator Sloan read her Administrators report to council.

26.06.08 SIDEWALK QUOTE 2026

Temple-Petrichuk: That we do approve the quote for sidewalk repair received from Excalibur Concret Ltd dated April 14, 2026 in the amount of \$20,055 plus applicable taxes and further that the overage cost be included in the 2026 Loan amount.

CARRIED.

26.06.09 BYLAW 03-26 MILL RATE FACTOR

Petrichuk-Temple - That Bylaw 03-26, a Bylaw to establish mill rate factors be introduced for the first time.

CARRIED.

26.06.10 BYLAW 03-26 MILL RATE FACTOR

Temple-Geisler: That Bylaw 03-26 be now read a second time.

CARRIED.

26.06.11 BYLAW 03-26 MILL RATE FACTOR

Geisler-Dixon: That Bylaw 03-26 be given three readings at this meeting.

CARRIED UNANIMOUSLY.

26.06.12 BYLAW 03-26 MILL RATE FACTOR

Dixon-Geisler: That Bylaw 03-26 be read a third time and adopted.

CARRIED.

26.06.13 DISTRICT OF KATEPWA

Geisler-Temple: That Council approve a donation of \$500 to the District of Katepwa in support of the 2026 July 1st fireworks celebrations, with funds to be allocated from the Town's community grants/donations budget.

CARRIED.

26.06.14 POTENTIAL SALE OF LOT 24, BLOCK 19, PLAN 84R35961

Petrichuk- Temple: That Council direct Administration to advise the interested purchaser that a formal written request to purchase Lot 24, Block 19, Plan 84R35961 must be submitted to Council in accordance with Policy 1002, and further; THAT Council request a future development plan for the lot, and further; THAT the proposed sale would be subject to Council approval and the Town's current lot sale policies.

CARRIED.

Councillor Michayluk attended the meeting at 6:11 pm

26.06.15 POLICY NO. 3101 WATER & SEWER INSTALLATION AND REPAIR

Dixon-Geisler: That Council approves the amendment to Policy #3101 – Water & Sewer Installation and Repair Policy, by adding Section 4.1.2.b.i & 4.1.2.b.ii & 4.1.2.d Sewer Backup Response and Responsibility, as presented, and Further; that a new section be added to clarify the responsibilities of the sewer pump out and power costs associated with the pumps at the following locations:

- 219 Edward Street
- 221 Edward Street
- 103 Railway Avenue

And Further; that the policy be brought back to council for ratification at the next Council meeting.

CARRIED.

- 26.06.16 401 ARGYLE STREET**
Temple-Geisler: That we instruct Administration to respond to the property owner at 401 Argyle and advise that the Public Works will have the municipal sewer line on Argyle Street jetted annually as part of the regular operational maintenance.
CARRIED.
- 26.06.17 205 MINTO STREET – REQUEST FOR REINBURSEMENT SEWER**
Petrichuk-Temple That Council direct Administration to advise residents that, in accordance with Policy #3101 – Water & Sewer Installation and Repair Policy, the Town will only consider reimbursement requests related to sewer backups or sewer clean-out costs where a sewer camera video inspection is completed at the time of the incident to identify the cause and location of the blockage, And Further, that failure to provide sufficient evidence confirming the blockage originated within the municipal sewer system may result in the reimbursement request being denied.
CARRIED.
- 26.06.18 307 MAIN STREET – PROPERTY DAMAGE CLAIM**
Temple-Petrichuk: That Council direct Administration to submit the property damage claim received from the property owner located at 307 Main Street regarding the March 2026 drainage and flooding incident to the Town’s municipal insurer for review and further handling, and that no admission of liability be made pending the insurer’s assessment.
CARRIED.
- 26.06.19 DUST CONTROL 2026 & CREATION OF POLICY**
Geisler-Petrichuk: Direct Administration to obtain pricing and treatment options for dust suppression as per the attached amended schedule “B” and report back to Council for options and costs.
CARRIED.
- 26.06.20 ARGYLE ST. SIGNAGE, DUST CONTROL & SPEED BUMP REQUEST**
Temple-Michayluk: That we acknowledge that Argyle Street is designated as a school zone as per Bylaw 4-05 and advise the residents at 400 Argyle Street that appropriate signage will be installed including a visually impaired child sign, And Further; That we advise that Argyle Street is included in the Dust Suppression for 2026, and further That we do not install a speed bump along this section of road.
CARRIED.
- 26.06.21 ACKNOWLEDGE RESINGATION OF VICTORIA SMITH, CAO**
Dixon-Michaluk: That Council acknowledge with regret the resignation of Victoria Smith as Chief Administrative Officer for the Town of Balcarres dated May 12, 2026.
CARRIED.

26.06.22

CHIEF ADMINISTRATIVE OFFICER RECRUITMENT

Geisler-Temple: That Council authorize Administration to advertise for a full-time permanent Chief Administrative Officer position through SUMA, SARM, UMAAS, RMAA, and SaskJobs, with the competition to remain open until a suitable candidate is identified and further authorize the continuation of the current acting administrative structure during the recruitment and transition process.

CARRIED.

26.06.23

EXTENSION OF ACTING CAO CONTRACT – GAIL E. SLOAN

Petrichuk-Geisler: That Council approve the amendment to the Employment Contract for Gail Sloan to provide that she shall remain Acting CAO until a new Chief Administrative Officer is hired by Council, in accordance with Resolution No. 25.05.08 passed April 29, 2025, appointing Gail Sloan as Acting Administrator for the Town of Balcarres.

CARRIED.

26.06.24

EXTENSION OF ACTING ASSISTANT CONTRACT – ALAN LYE

Petrichuk-Mychaluk: That Council approve the extension of the Employment Agreement with Alan Lye for the position of Assistant Administrator under the existing terms and conditions, effective July 22, 2026, and continuing until a new Chief Administrative Officer is hired and trained or until the return of Mark Hartman from disability leave, whichever occurs first; and further, THAT Alan Lye be authorized signing authority for the Town of Balcarres as an employee of the Town.

CARRIED.

26.06.25

ASSISTANT ADMINISTRATOR–TRAINING JUNE 16, 2026

Michayluk -Petrichuk: That Council approve Assistant Administrator Alan Lye to attend the JSW008-Budget Process & Financial Literacy course at Johnson Shoyama Graduate School of Public Policy on the University of Regina Campus on June 16th 2026.

CARRIED.

26.06.26

DISPOSAL OF MUNICIPAL ASSETS

Petrichuk-Temple: That Council declare the following items surplus to municipal needs and authorize Administration to consign the items to the Spring Auction in Ituna for sale:

- Implement tires and rims
- Bus
- Dump truck
- 1445 mower.

CARRIED.

26.06.27

CORRESPONDENCE

Temple-Michayluk: That the following correspondence having been read be filed:

- Western Municipal Consulting BOR 2026 Completion
- Community Policing Report March 2026
- Saskatchewan Municipal Board – Approval of Bylaw 01-2026
- PBI Active Permit Report April 2026
- District of Katepwa Fire Truck Donation 2026
- SHA Air Quality Inspection Requirements
- Hwy 10 Construction Update
- SAMA 2026 Primary Audit Report Compliance

CARRIED.

Council and Staff yard inspection to be held on June 4, 2026 at 5:00pm
Next meeting to be held June 16, 2026 at 5:00 p.m.

26.06.28

ADJOURN

Michayluk: That the meeting be adjourned at 8:36pm.

CARRIED.

Mayor

Administrator