

Minutes
Regular Meeting of Council Town of Cupar
Wednesday, 16 December 2020 at 7:00pm

Present:	Mayor:	Valerie Orb
	Councillors:	Cory Hart, Dennis Smotra, Chris Hill Georgina Kallichuk, Jordan German, Darcy Szigli
	Administrator:	Silvia Virgilio

1. **CALL TO ORDER** A quorum present, Mayor Valerie Orb called the meeting to order at 7pm

01-12-20

2. **ADOPT AGENDA**

Councillor Hill
Councillor Kallichuk

THAT the agenda be adopted as CIRCULATED.

CARRIED

02-12-20

RESOLUTION TO ACCEPT THE RESULTS OF THE ELECTION:

Councillor Smotra
Councillor Hill

THAT the Town of Cupar accept the results of the municipal election held on 9 November 2020.

CARRIED

3. **DELEGATIONS** – None

03-12-20

4. **MINUTES**

Councillor Hart
Councillor German

THAT the Regular Meeting Minutes 18 November 2020 be approved as AMENDED.

CARRIED

4.1 **Business Arising out of Minutes** - None

5. **NOTICE OF PROCLAMATIONS** - None

6. **PRESENTATIONS AND RECOGNITIONS** – None

7. **PUBLIC HEARING** – None

8. **COMMUNICATIONS** – None

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Initial VO

9. COMMITTEE REPORTS

04-12-20

Councillor Hill
Councillor German

- 9.1 Buildings & Hall**
- 9.2 Cemetery**
- 9.3 Equipment**
- 9.4 Fire**
- 9.5 Health**
- 9.6 NVIMO**
- 9.7 Personnel Committee**
- 9.8 Rink**
- 9.9 Shalom**
- 9.10 Streets**
- 9.11 Water & Sewer**

THAT the Committee Reports be received as PRESENTED.

CARRIED

10. ACCOUNTS

10.1 Financial Statement

05-12-20

Councillor German
Councillor Kallichuk

THAT the Financial Statement be ACCEPTED as presented.
Statement of Financial Activities
Bank Reconciliation

CARRIED

10.2 Approval of Accounts Payable

- 1. Payroll Journal for \$4,388.75 from 08Nov20 to 21Nov20
- 2. Payroll Journal for \$5,547.18 from 22Nov20 to 05Dec20
- 3. Batch 2020-00046 for \$133,892.22

06-12-20

Councillor German
Councillor Kallichuk

THAT the Accounts Payable as listed above be APPROVED for payment.

CARRIED

10.3 Atlas Sanitary Sewer Services

07-12-20


Councillor Hart
Councillor German


THAT the Atlas Sanitary Sewer Services invoice be paid for 10% less, total amount of \$7,127.86.

CARRIED

11. MAYOR AND COUNCILLORS FORUM - None

12. UNFINISHED BUSINESS - None

Initial 

Initial 

13. BYLAWS, POLICIES AND AGREEMENTS

13.1 Policy – Employee Code of Ethics and Conduct

12-12-20
Councillor Smotra
Councillor Hart

THAT Policy 2020-001 Employee Code of Ethics and Conduct be approved and be attached to and form part of these minutes.

CARRIED

13.2 Policy – Town of Cupar Control Overview

09-12-20
Councillor Hill
Councillor Kallichuk

THAT Policy 2020-002 Town of Cupar Control Overview be approved and be attached to and form part of these minutes.

CARRIED

13.3 Bylaw 02-2020 – Code of Ethics

10-12-20
First Reading
Councillor Smotra
Councillor Hart

THAT Bylaw 02-2020 A Bylaw of the Town of Cupar Code of Ethics be given FIRST READING.

CARRIED

Second Reading

11-12-20
Councillor Szigli
Councillor German

THAT Bylaw 02-2020 A Bylaw of the Town of Cupar Code of Ethics be given SECOND READING.

CARRIED

Third Reading

12-12-20
Councillor Hill
Councillor Kallichuk

THAT Bylaw 02-2020 A Bylaw of the Town of Cupar Code of Ethics be given three readings at this meeting and adopted, signed and sealed forming part of the minutes.



CARRIED UNANIMOUSLY

13.4 Bylaw 06-2018 Council Procedures Bylaw

13-12-20
Councillor Szigli
Councillor Kallichuk

THAT Council reviewed Bylaw 06-2018 Council Procedures Bylaw, a bylaw to regulate the proceedings of Municipal Council and Council Committees, and be ADOPTED as is with no changes.

CARRIED

Initial 
Initial 

14. CORRESPONDENCE

1-12-20

14.1 High Yield Accounting Ltd
Councillor Hill
Councillor German

THAT Town of Cupar advertise for Tender applications for old Town Office building at 116 Stanley Street, with a deadline of 12 noon on Thursday, 24 December 2020.

CARRIED

15-12-20

14.2 Canadian Legion
Councillor Kallichuk
Councillor Szigli

THAT Town of Cupar approve a donation of \$205.00 Canadian Legion.

CARRIED

15. NEW BUSINESS

15.1 COUNCIL RENUMERATION

15.1.1 Renumeration

16-12-20

Councillor Hart
Councillor Szigli

THAT Council members continue to receive remuneration of Mayor \$400.00 per month and Councillors \$200.00 per month be approved.

CARRIED

15.2 DECLARATION OF MUNICIPAL REVENUE SHARING ELIGIBILITY

17-12-20


Councillor Hill
Councillor German

THAT Council of the Town of Cupar confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- Submission of the 2019 Audited Financial Statement to the Ministry of Government Relations;
- Submission of the 2019 Public Reporting on Municipal Waterworks to the Ministry of Government Relations;
- In Good Standing with respect to the reporting and remittance of Education Property Taxes;
- Adoption of a Council Procedures 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 the Administrator be authorized to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

CARRIED

Initial 
Initial 

18-12-20 15.3 LEAVE REQUEST FORM

Councillor Kallichuk
Councillor Smotra

THAT new Leave Request Form to be implemented for all employees effective 01 January 2021 be approved.

CARRIED

19-12-20 15.4 SAFES LOCATED IN VAULT

Councillor German
Councillor Hart

THAT Sommerville Safes quote of \$650.00 + GST be approved, and safes in the vault be all removed.

CARRIED

20-12-20 15.5 SUMA GROUP BENEFIT

15.5.1 Employee and Family Assistance Program

Councillor Hill
Councillor Szigli

THAT the coverage for all eligible full-time employees be amended to include: Employee and Family Assistance Program. This will be effective from January, 1st 2021.
The Town of Cupar will pay 100% of the cost per employee.

CARRIED

15.5.2 Short Term Disability Plan

21-12-20
Councillor Kallichuk
Councillor German

THAT the coverage for all Regular Full-Time Employees be amended to include: Short-term disability benefit with a (Taxable or Non-taxable) seven day waiting period. The change is effective from January, 1st 2021.

CARRIED

15.6 COMMISSIONERS



Further information required.

22-12-20 15.7 CLOSE ALL CONEXUS ACCOUNTS

Councillor Kallichuk
Councillor German

THAT all Conexus accounts be closed, including General Account Sub Number 002 (Main Account), Redeemable Member Equity Account Sub Number 002 and Conexus Credit Card be closed by 31 December 2020 and all balances transferred to Raymore Credit Union.

CARRIED

Initial 
Initial 

15.8 CHANGE BANK SIGNING AUTHORITY

23-12-20

Councillor Hill
Councillor Hart

THAT Raymore Credit Union banking signing authority be changed to Mayor or Deputy Mayor jointly with Administrator or Admin Assistant (in the absence of Administrator) be approved.

CARRIED

15.9 TAX LIEN PROPERTIES LIST

15.9.1 Tax Lien Property List

24-12-20

Councillor German
Councillor Hill

THAT TAXervice, on behalf of the Town of Cupar, be authorized to proceed under the Tax Enforcement Act to acquire title for the following described land: LOT 11-BLK/PAR 15-PLAN 76R48382 EXT 0, Title No. 145947055

CARRIED

25-12-20

Councillor German
Councillor Hart

THAT TAXervice, on behalf of the Town of Cupar, be authorized to proceed under the Tax Enforcement Act to acquire title for the following described land: LOT 30-BLK/PAR 3-PLAN D4304 EXT 0. Title No's 142433737, 142433760, 145482015, 145482217

CARRIED

26-12-20

Councillor Kallichuk
Councillor Hill

THAT quote received from Tony Benko for property removal \$4,725.00 be RECEIVED. Town of Cupar place a tender ad for property removal at 103 Stanley Street, including disposal of cement and debris.

CARRIED



15.10 REMOVE TAX TITLE PROPERTIES FOR:

27-12-20

Councillor German
Councillor Hart

THAT Lot 7 Blk 6 Plan D4304 - Municipal Tax \$3,514.30 School Tax \$302.86 Total \$3,817.16 and Lot 5 Blk 3 Plan D4304 - Municipal Tax \$31,808.10 School Tax \$789.12 Total \$2,597.22 be removed from the Town of Cupar Tax Title Property listing.

CARRIED

Initial 
Initial 

28-12-20 **15.11 UTILITY ACCOUNTS TO WRITE OFF**
 Councillor Hart
 Councillor German
 THAT the following utility accounts be transferred to Tax account:

Account #	Service Address	Total
0028 0020	1106 Railway Avenue	\$262.21
0076 0010	117 Aberdeen Street	\$423.52

CARRIED

29-12-20 **15.12 CHRISTMAS**
 Councillor Hill
 Councillor Szigli

THAT:

- 15.12.1** Approved Christmas hours will be Christmas eve from 8:30 am to 12 noon and New Year's Eve from 8:30am to 12 noon
- 15.12.2** Approved Boxing Day public holiday Saturday 26 December 2020 moved to Monday 28 December 2020
- 15.12.3** Approved Christmas Bonus of \$100.00 for Administrator, Foreman and Maintenance and \$50.00 for Admin Assistant

CARRIED

30-12-20 **15.13 OFFICE**
 15.13.1 Janitor duties
 Councillor Kallichuk
 Councillor Hill

THAT Janitor cleaning hours must be outside office hours of 8:30 am to 4:30pm Monday to Friday, and cleaning duties will be one hour per week at \$20.00 per hour paid monthly.



CARRIED

15.14 MUSEUM
15.14.1 Councillor Kallichuk will be the representative on the Museum Board.

31-12-20 **15.15 LORAAS**
 15.15.1 Contract renewal
 Councillor Smotra
 Councillor Kallichuk

THAT Loraas Disposal contract be renewed for further 5 year term at the current rate, therefore Town of Cupar will not incur increased charges of 2% as at 1 January 2021.

CARRIED

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15.16 LAPTOP

2-12-20
Councillor Hart
Councillor German

THAT Administrator is given approval to purchase laptop through Munisoft or PC Place, whichever provides the lowest price.

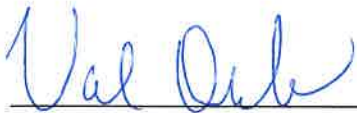
CARRIED

16. ADJOURNMENT

33-12-20
Councillor Szigli

THAT this meeting adjourns at 8:33pm.

Next Regular Meeting will be held on Wednesday, 20 January 2021.



Mayor, Valerie Orb



Administrator, Silvia Virgilio

Date:

30 January 2021

seal



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