

MINUTES
Regular Meeting of Council Town of Cupar
Wednesday, 20 October 2021 at 7:00pm

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

1. **CALL TO ORDER** A quorum present, Mayor Valerie Orb called the meeting to order at 7:00pm

2021-220

2. **ADOPT AGENDA**
Councillor Kallichuk
Councillor Szigli

THAT the agenda be adopted as CIRCULATED.

CARRIED

3. **DELEGATIONS**

2021-221

4. **MINUTES**
Councillor Hill
Councillor Hart

THAT Regular Meeting Minutes 8 September 2021 be approved as PRESENTED.

CARRIED

2021-222

5. **NOTICE OF PROCLAMATIONS**
Councillor Kallichuk
Councillor Hill

THAT the Town of Cupar recognize National Day for Truth & Reconciliation Proclamation on 30 September annually, the Town Office be closed and employees have the day off (paid).

CARRIED

6. **PRESENTATIONS AND RECOGNITIONS** – None

2021-223

7. **BYLAW**
A Bylaw to amend Bylaw 03-2014 known as the Zoning Bylaw
First Reading
Councillor Smotra
Councillor Hart

THAT Bylaw 05-2021 A Bylaw known as Zoning Bylaw be given FIRST READING.

CARRIED

2021-224

8. **PUBLIC HEARING – Public Hearing Minutes attached forming part of the minutes**
Councillor Kallichuk
Councillor Hart

THAT Mayor Orb suspend the regular council meeting for public hearing with regards to adoption of bylaw to amend the Town of Cupar Zoning Bylaw 03-2014 at the time of 7:02pm.

CARRIED

2021-228

Councillor Smotra
Councillor Hill

THAT the public hearing be adjourned at 7:15pm and that council proceed with regular council meeting at 7:15pm.

CARRIED

9. **COMMUNICATIONS** – None

Initial 

Initial 

10. REPORTS

10.1 Foreman Report – Not Available

2021-229

10.2 Administrator Report

Councillor Hart
Councillor Hill

THAT Administrator's Report as at 20 October 2021 be accepted as PRESENTED.

CARRIED

2021-230

10.3 Committee Reports

Councillor Hart
Councillor Hill

- 10.1.1 Buildings & Hall
- 10.1.2 Cemetery
- 10.1.3 Equipment
- 10.1.4 Fire
- 10.1.5 Health
- 10.1.6 NVIMO
- 10.1.7 Personnel Committee
- 10.1.8 Rink
- 10.1.9 Shalom
- 10.1.10 Streets
- 10.1.11 Water & Sewer

THAT Committee Reports be accepted as PRESENTED.

CARRIED

11. ACCOUNTS

2021-231

11.1 Financial Statement

Councillor Kallichuk
Councillor Hart

THAT Statement of Financial Activities for period ending 30 September 2021 and Bank Reconciliation completed for period ending 30 September 2021 be accepted as PRESENTED.

CARRIED

2021-232

11.2 Approval of Accounts Payable

Councillor Kallichuk
Councillor Hart

THAT the Accounts Payable as listed be APPROVED for payment:

1. Payroll Journal for \$5,364.27 from 29Aug21 to 11Sept21
2. Payroll Journal for \$4,776.52 from 12Sept21 to 25Sept21
3. Batches;

2021-00103	\$7,897.00
2021-00105	\$84,810.01
2021-00109	\$85,576.64

CARRIED

12. MAYOR AND COUNCILLORS' FORUM - None

13. UNFINISHED BUSINESS - None

14. BYLAW

2021-233

A Bylaw to amend Bylaw 03-2014 known as the Zoning Bylaw

Second Reading

Councillor Szigli
Councillor Hill

THAT Bylaw 05-2021 A Bylaw known as Zoning Bylaw be given SECOND READING.

CARRIED

Initial 

Initial 

2021-234 **Third Reading**
Councillor Kallichuk
Councillor Smotra

THAT Bylaw 05-2021 A Bylaw known as Zoning Bylaw be given three readings at this meeting and adopted, signed and sealed forming part of the minutes.

CARRIED

15. CORRESPONDENCE

- 15.1** AM-SK Asset Management Saskatchewan
- 15.2** Cupar Girl Guides
- 15.3** The Royal Canadian Legion Certificate of Appreciation
- 15.4** Ecopest Inc.

THAT the correspondence having been reviewed by FILED.

16. NEW BUSINESS

2021-235 **16.1 TENDER - 101 MINTO STREET**
Councillor Hart
Councillor Kallichuk

THAT Tender be awarded to Gloria Woodward for \$2,750.00 with the condition that the building (trailer home) be demolished or renovated/repared within one year of purchase.

CARRIED

2021-236 **16.2 CUPAR PLAYGROUND & POOL PROJECT COMMITTEE**
Councillor Kallichuk
Councillor Szigli

THAT Mayor Valerie Orb be appointed to join the Cupar Playground & Pool Project Committee and that the Town Hall kitchen be available for the Committee to use for the preparation of meals for the Takeout & Delivery Fall Supper at no cost.

CARRIED

2021-237 **16.3 ATLAS SEWER REFUND REQUESTS**
Councillor Szigli
Councillor Hart

THAT sewer reimbursements be provided as follows:

- 16.3.1** 306 Aberdeen Street for \$249.75
- 16.3.2** 219 Grey Street for \$224.22
- 16.3.3** 203 Lorne Street for \$216.45
- 16.3.4** 810 Railway Avenue for \$249.75
- 16.3.5** 117 Lorne Street for \$127.65

CARRIED

2021-238 **16.4 CUPAR LEGION HALL RENTAL**
Councillor Hill
Councillor Kallichuk

THAT Rental deposit refund of \$150.00 be approved and paid to Connie Mihalicz, used for funeral of Sid Mihalicz.

CARRIED

2021-239 **16.5 ATLAS SEWER CLEAN OUT**
Councillor Hill
Councillor Kallichuk

THAT annual sewer clean-outs be completed for the following listed properties and the cost of \$832.50 be paid by the Town of Cupar:

- 1. 113 Grey Street
- 2. 211 Donald Road
- 3. 209 Aberdeen Street
- 4. 205 Lansdowne Street

CARRIED

Initial 

Initial 

2021-240 **16.6 CUPAR MEMORIAL RINK**
Councillor Hill
Councillor Smotra

THAT Town of Cupar:

- 16.6.1** Accepts Final Report from MNP with respect to Business Interruption loss calculations for \$17,895.00.
- 16.6.2** Provides payment of \$27,232.74 to Stevenson Industrial Refrigeration Ltd, with funds to be transferred from Raymore Credit Union Reserve Account to General Operating Account, and loan arrangements made with Cupar Memorial Rink Board for repayment of total cost of installation of ice plant of \$81,698.22 less any insurance, GST and/or any other payments received.
- 16.6.3** Protective Netting quote received from Big Hill Services Ltd Requirement as part of the SUMAssure Risk Control Recommendations be forwarded to Rink Board for their attention/installation.

CARRIED

2021-241 **16.7 CUPAR BALL DIAMOND**
Councillor Hart
Councillor Hill

THAT payment of \$5,000.00 be approved to Cupar Ball Diamond for 2020 work to be finalised.

CARRIED

2021-242 **16.8 CUPAR VOLUNTEER FIRE DEPARTMENT**
Councillor Kallichuk
Councillor Hill

THAT the Town of Cupar open a new Prairie Co-Op Carlock Fuel Card for the sole use of the Cupar Volunteer Fire Department.

CARRIED

2021-243 **16.9 TENDER – AUDIT SERVICES**
Councillor Hart
Councillor Hill

THAT audit tender be awarded to Dudley & Company Ltd, Regina as per quote of \$8,500.00 plus taxes.

CARRIED

16.10 PRIMARY HEALTH CARE BOARD, CUPAR LOCAL - TABLED
Appointment of new chair following resignation of Linda Lorencz.

16.11 SUMA CONVENTION - TABLED
Councillors, office staff and maintenance to attend in person event to be held from 3-6 April 2022 at the Queensbury Convention Centre and International Trade Centre in Regina with the theme “Connect”, including Municipal Marketplace tradeshow on 4-5 April 2022 to be confirmed.

2021-244 **16.12 CUPAR PRAIRIE PHARMACY**
Councillor Hart
Councillor Kallichuk

THAT the Town of Cupar provide free of charge, the Cupar Town Hall for the all-day flu clinic held by Kelly Kemp on Thursday 21 October 2021 as this was for community benefit.

CARRIED

2021-245 **16.13 DISCONNECTION OF UTILITY SERVICES**
Councillor Szigli
Councillor Hart

THAT outstanding utilities accounts be disconnected at:

- 16.13.1** Unpaid account for Lot 18 & 19 Block 4 Plan D4304 \$259.95
- 16.13.2** Unpaid account for Lot 7 Block 11 Plan AX3125 \$343.93

CARRIED

Initial 

Initial 

16.14 TOWN OF CUPAR – WATER CERTIFICATION - TABLED

To meet regulatory requirements while Mike Pearce is away due to injury, recommend we employ Certified individual to supervise Kelly Findling until Kelly Findling has obtained his Water Certification – pending Mike Pearce to provide doctors recommendation on when he will be returning to work as to whether there is a requirement or not.

16.15 TOWN OF CUPAR – MAINTENANCE POSITION

2021-246

Councillor Kallichuk
Councillor Hill

THAT the Town of Cupar:

16.15.1 Interview:

1. Derek Lutz; and
2. Brad Shillingford

For the temporary maintenance contract position on Friday 22 October 2021.

16.15.2 TABLED - Appoint Kelly Findling as Acting Foreman while Mike Pearce is away due to injury - pending Mike Pearce to provide doctors recommendation on when he will be returning to work then discuss appointment of Assistant Foreman to Acting Foreman position.

CARRIED

16.16 PERFORMANCE REVIEWS

2021-247

Councillor Hart
Councillor Hill

THAT the Town of Cupar:

16.16.1 Performance Review for Assistant Foreman having been reviewed be filed

16.16.2 Performance Review for Assistant Administrator having been reviewed be filed

ADMINISTRATOR AND FOREMAN LEFT THE ROOM AT 8:43PM

ADMINISTRATOR RETURNED TO THE ROOM AT 8:58PM

16.16.3 Performance Review and letter from Mentor having been reviewed increase the Administrators pay-rate by \$2.00 per hour commencing the current payroll cycle.

CARRIED

17. ADJOURNMENT

2021-248

Councillor Kallichuk

THAT this meeting be adjourned at 9:22pm.

Next Regular Meeting will be held on Wednesday 17 November 2021



Mayor, Valerie Orb



Administrator, Silvia Virgilio

Date:

17 NOV 2021



Initial 

Initial 