

MINUTES
Regular Meeting of Council Town of Cupar
Wednesday, 15 February 2023 at 7:00pm
at Town Office

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

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

2023-0012
2. **ADOPT AGENDA**
Councillor Kallichuk
Councillor Hill

THAT the agenda be adopted as PRESENTED.

CARRIED

3. **DELEGATION**
Fire Chief, Chris McLeod arrived at 7:04pm, discussion on;
o Fire Service Minimum Standards Guide and Service Level Options;
o Hazardous Material Operations course;
o Meetings held Thursday evenings at 7:30pm; and
o Mutual Aid Agreements.
Chris McLeod left the meeting at 7:26pm

023-0013
4. **MINUTES**
Councillor Hill
Councillor German

Approve Regular Meeting Minutes dated 18 January 2023

CARRIED

5. **NOTICE OF PROCLAMATIONS** - None

6. **PRESENTATIONS AND RECOGNITIONS** - None

7. **PUBLIC HEARING** - None

8. **COMMUNICATIONS** – None


2023-0014
9. **REPORTS**
9.1 **Maintenance Report** - None
9.2 **Administrator Report** – presented by Silvia Virgilio
Councillor Hart
Councillor Smotra

THAT Administrator's verbal report presented by Silvia Virgilio as at 15 February 2023 be accepted as PRESENTED.

CARRIED

2023-0015
9.3 **Committee Reports**
Councillor Hart
Councillor Smotra

- 9.3.1 **Buildings & Hall**
- 9.3.2 **Cemetery**
- 9.3.3 **Equipment**
- 9.3.4 **Fire**

Initial 

Initial 

- 9.3.5 Health
- 9.3.6 Personnel Committee
- 9.3.7 Rink
- 9.3.8 Shalom
- 9.3.9 Streets
- 9.3.10 Water & Sewer
- 9.3.11 Museum
- 9.3.12 Ball Diamonds
- 9.3.13 Cupar Playground & Project Committee

THAT the verbal Committee Reports be accepted as PRESENTED.

CARRIED

10. ACCOUNTS

2023-0016

- 10.1 Financial Statement
- Councillor German
- Councillor Kallichuk

THAT Statement of Financial Activities for period ending 31 January 2023 and Bank Reconciliation for Main Operating Account, Reserve Account and USD account completed for period ending 31 January 2023 be accepted as PRESENTED.

CARRIED

2023-0017

- 10.2 Approval of Accounts Payable
- Councillor German
- Councillor Kallichuk

10.1 THAT the Accounts Payable as listed be APPROVED for payment:

1. Payroll Journal for \$3,719.98 from 01Jan23 to 14Jan23
 CAFT Payment \$5,317.98 = Payroll \$3,719.98 + C Benko \$1,598.00
2. Payroll Journal for \$5,228.46 from 15Jan23 to 28Jan23
 CAFT Payment \$5,228.46 = Payroll \$3,536.96 + C Benko \$1,691.50
3. Batches;

2023-00006	\$1,598.00	2023-00008	\$5,861.52	2023-00010	\$1,691.50
2023-00011	\$26,650.17	2023-00013	\$49.78	2023-00017	\$5,251.42
2023-00018	\$6,342.73	2023-00019	\$64,700.81		

CARRIED

11. MAYOR AND COUNCILLORS' FORUM – None

12. UNFINISHED BUSINESS - None


13. BYLAWS, POLICIES AND AGREEMENTS – None

2023-0018

- 14. CORRESPONDENCE
- Councillor Hart
- Councillor Hill

THAT the following correspondence be acknowledged and filed as presented;

- 14.1 401 STANLEY STREET, OFF-SITE EXCERPT REPORT
 Copy of Ground Water Monitoring Program report
- 14.2 RCMP COMMUNICTY POLICING REPORT
 Report from 1 July 2023 to 31 December 2023
- 14.3 PARKLAND REGIONAL LIBRARY
 Cupar library hours reduced by 4 hours per week

Initial 

Initial 

14.4 SASKWATER
Cupar well replacement

CARRIED

15. NEW BUSINESS

2023-0019 15.1 UMAAS SPRING WORKSHOP
Councillor Hill
Councillor Smotra

THAT the Town of Cupar approve the Administrator to attend UMAAS spring workshop on 29 March 2023 at Horizon Credit Union, Melville, with the cost of \$100.00 plus mileage and meal allowance (no accommodation required) be paid by the Town of Cupar.

CARRIED

2023-0020 15.2 TOWN OF CUPAR – USD BADGER METER
Councillor Hart
Councillor German

THAT the Town of Cupar approves the closure of Raymore Credit Union USD account with funds of USD\$385.81 to be transferred to General Operating Account. The Town of Cupar will continue to pay the monthly US Badger Meter account by credit card as it falls due.

CARRIED

15.3 SUMAssure GENERAL MEETING

No Council interest to attend SUMAssure virtual General Meeting on Wednesday, 1 March 2023 at 10am, including call for nominations to SUMAssure's Management Board.

2023-0021 15.4 PROFESSIONAL BUILDING INSPECTIONS, INC
Councillor Hill
Councillor Kallichuk

THAT in accordance with the service agreement with Professional Building Inspections, Inc., Town of Cupar hereby resolves to issue a Certificate of Appointment for John Dulle, a Class 1 Licensed Building Official who is a resident of the Province of Saskatchewan.

CARRIED

15.5 EAST CENTRAL TRANSPORTATION PLANNING COMMITTEE

No Council interest to attend West Divisional meeting on Thursday, 9 March 2023 at 10am at Town Hall, Main Street, Southey

2023-0022 15.6 SUMA 2023 CONVENTION
Councillor Kallichuk
Councillor Smotra

THAT the Town of Cupar approve for Mayor Valerie Orb and Administrator attend the 2023 SUMA Convention held at TCU Place, Saskatoon from Sunday 16 April 2023 to Wednesday 19 April 2023. The cost covered by Town of Cupar will be early bird registration is \$500.00 per person plus accommodation, mileage and daily meal allowance for the Administrator only.

CARRIED

2023-0023 15.7 CUPAR FIRE DEPARTMENT
Councillor German
Councillor Hill

THAT the Town of Cupar approve to have the Cupar Fire Department financials audited by Dudley & Co. Documentation to be provided to Dudley & Co. when the Town of Cupar is audited on 13-15 March 2023. Notice has been given to Cupar Fire Department to provide all financial documents.

CARRIED

Initial 

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2023-0024 **15.8 SWIMMING POOL**
Councillor Smotra
Councillor Hill

THAT the Town of Cupar approve the swimming pool to open on 17 June 2023 providing lifeguards are available.

CARRIED

2023-0025 **15.9 ALERTABLE**
Councillor Smotra
Councillor German

THAT Town of Cupar approve to renew Alertable subscription at \$3,996.00 for 2023, for one year.

CARRIED

2023-0026 **15.10 SEWER REIMBURSEMENT – 306 ABERDEEN STREET**
Councillor Hill
Councillor German

THAT the Town of Cupar reimburse the resident at 306 Aberdeen Street for sewer blockage at 45 feet (Town property), for the amount of \$250.00.

CARRIED

15.11 VIRTUE CONSTRUCTION & STREET SWEEPING (TABLED)

Council approval for Cupar street sweeping to be completed by Virtue Construction in spring 2023 for \$5,478.00 (estimate provided);

2021	\$3,711
2023	\$4,368
2023	\$5,478

*Silvia Virgilio left the meeting at 7:56pm for Council in-camera session
Silvia Virgilio returned to the meeting at 8:21pm*

2023-0027 **15.12 TOWN OF CUPAR – PAY REVIEWS**
 15.12.1 ADMINISTRATOR
Councillor Kallichuk
Councillor Smotra

THAT the Town of Cupar approve pay increase for the Administrator to \$65,000.00pa, retro-active from 01 January 2023, working office hours. No overtime to be paid instead banked time will be allowed.

CARRIED

2023-0028 **15.12.2 ASSISTANT ADMINISTRATOR**
Councillor Smotra
Councillor German

THAT the Town of Cupar approve pay increase for the Assistant Administrator to \$20.00 per hour, retro-active from 01 January 2023.

CARRIED

2023-0028 **15.12.3 MAINTENANCE**
Councillor Hill
Councillor Hart

THAT the Town of Cupar approve pay increase for Maintenance worker to \$23.00 per hour, retro active from 01 January 2023.

CARRIED

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2023-0029 **15.13 WATER SECURITY AGENCY (WSA)**
Councillor Hill
Councillor Kallichuk

THAT the Town of Cupar approve for the Water Security Agency in order to conduct their snow survey and spring run-offs, allow WSA employees to enter and collect snow samples from fields 2kms west of Cupar.

CARRIED

2023-0030 **15.14 REGULAR MEETING DATE**
Councillor Hill
Councillor Hart

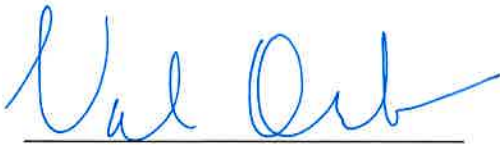
THAT the Town of Cupar next regular meeting be held on Wednesday, 22 March 2023.

CARRIED

2023-0031 **16. ADJOURNMENT**
Councillor Kallichuk

THAT this meeting be adjourned at 8:27pm.

Next Regular Meeting will be held on Wednesday, 22 March 2023



Valerie Orb, Mayor



Silvia Virgilio, CAO

Date: **MAR 22 2023**



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