

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

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

1. **CALL TO ORDER** A quorum present, Deputy Mayor Dennis Smotra called the meeting to order at 6:58pm

2023-0239

2. **ADOPT AGENDA**
Councillor Hill
Councillor Kallichuk

THAT the agenda be adopted as PRESENTED.

CARRIED

3. **DELEGATION**

3.1 COMMUNITY FUTURES VENTURES

Corinne Lubiniecki commenced at 7pm

Corinne Lubiniecki, General Manager of Community Futures Ventures presented CAO and each Council member with a Community Futures Program 'Business Starts Here' pack. The pack included information on;

- Community Futures Ventures background and zoning
- Studying the Market
- Creating your first business plan
- Small Business startup checklist
- Business Builder
- GO Digital SK Provincial launch
- Virtual training available

Corrine Lubinieck left meeting at 7:11pm

3.2 CUPAR VOLUNTEER FIRE DEPARTMENT

Chris McLeod commenced at 7:25pm

Fire Chief, Chris McLeod provided background information and his recommendation on Entering into a Mutual Aid Agreement to Provide Fire Protection Services to the Rural Municipality of Kellross No. 247.

Chris McLeod left meeting at 7:30pm


2023-0240

4. **MINUTES**
Councillor Hart
Councillor Kallichuk

THAT Regular Meeting Minutes dated 20 September 2023 be approved as PRESENTED.

CARRIED

5. **NOTICE OF PROCLAMATION** - None
6. **PRESENTATIONS AND RECOGNITIONS** - None
7. **PUBLIC HEARING** - None
8. **COMMUNICATIONS** - None

Initial 
Initial 

9. REPORTS

2023-0241 **9.1 Maintenance Report**
Councillor Hill
Councillor German

THAT Maintenance verbal report presented by Mike Pearce as at 15 November 2023 be accepted as PRESENTED.

CARRIED

2023-0242 **9.2 Administrator Report**
Councillor Hill
Councillor German

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

CARRIED

2023-0243 **9.3 Committee Reports**
Councillor Hill
Councillor German

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

THAT the verbal Committee Reports be accepted as PRESENTED.

CARRIED

10. ACCOUNTS

2023-0244 **10.1 Financial Statement**
Councillor German
Councillor Kallichuk

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

CARRIED

2023-0245 **10.2 Approval of Accounts Payable**
Councillor Hart
Councillor Hill



THAT the Accounts Payable as listed be APPROVED for payment:

1. Council Remuneration for \$19,200.00
2. Payroll Journal for \$4,171.77 from 08Oct23 to 21Oct23
3. Payroll Journal for \$4,481.26 from 22Oct23 to 04Nov23
4. Batches;

From 2023-00105 to 2023-00111	\$74,272.93
2023-000114 – Council Meeting 15Nov23	\$75,669.60

CARRIED

11. MAYOR AND COUNCILLORS' FORUM - None

Initial 
Initial 

12. UNFINISHED BUSINESS

12.1 DISEASED TREE REMOVAL – T BENKO INVOICE

2023-0246
Councillor Kallichuk
Councillor German

THAT Town of Cupar approves payment of invoice #635278 for \$14,302.31 for removal of diseased trees.

CARRIED

13. BYLAWS, POLICIES AND AGREEMENTS

13.1 Bylaw 06-2023 A Bylaw to Establish a Volunteer Fire Department

2023-0247
Councillor Hill
Councillor Hart

Second Reading

THAT Bylaw 06-2023 A Bylaw to Establish a Volunteer Fire Department be given SECOND READING.

CARRIED

2023-0248
Councillor Szigli
Councillor Kallichuk

Third Reading

THAT Bylaw 06-2023 A Bylaw to Establish a Volunteer Fire Department be given three readings at this meeting and adopted, signed and sealed forming part of the minutes.

CARRIED UNANIMOUSLY

13.2 Bylaw 08-2023 A Bylaw to Provide for Entering into An Agreement to Provide Fire Protection Services to the Rural Municipality of Kellross No. 247

2023-0249
Councillor Hart
Councillor Hill

First Reading

THAT Bylaw 08-2023 A Bylaw to Provide for Entering into An Agreement to Provide Fire Protection Services to the Rural Municipality of Kellross No. 247 be given FIRST READING.

CARRIED

2023-0250
Councillor Kallichuk
Councillor German

Second Reading

THAT Bylaw 08-2023 A Bylaw to Provide for Entering into An Agreement to Provide Fire Protection Services to the Rural Municipality of Kellross No. 247 be given SECOND READING.

CARRIED

2023-0251
Councillor Szigli
Councillor German

Third Reading

THAT Bylaw 08-2023 A Bylaw to Provide for Entering into An Agreement to Provide Fire Protection Services to the Rural Municipality of Kellross No. 247 be given three readings at this meeting and adopted, signed and sealed forming part of the minutes.

CARRIED UNANIMOUSLY

13.3 Bylaw 07-2023 A Bylaw to Register, License, Regulate And Restrain Dogs And Cats

2023-0252
Councillor Hart
Councillor German

First Reading

THAT Bylaw 07-2023 A Bylaw to Register, License, Regulate And Restrain Dogs And Cats be given FIRST READING.

CARRIED

Initial 

Initial 

2023-0253

Councillor Hill
Councillor Szigli

Second Reading

THAT Bylaw 07-2023 A Bylaw to Register, License, Regulate And Restrain Dogs And Cats be given SECOND READING.

CARRIED

2023-0254

Councillor Kallichuk
Councillor German

Third Reading

THAT Bylaw 07-2023 A Bylaw to Register, License, Regulate And Restrain Dogs And Cats be given three readings at this meeting and adopted, signed and sealed forming part of the minutes.

CARRIED UNANIMOUSLY

14. CORRESPONDENCE – None

15. NEW BUSINESS

15.1 LORAAS

2023-255

Councillor Hart
Councillor Hill

THAT Town of Cupar lock one red bin at the Rink.

CARRIED

15.2 BUILDING & TECHINICAL STANDARDS

2023-256

Councillor Hart
Councillor German

THAT Town of Cupar approves for CAO and Assistant Administrator to attend workshop in Balcarres on Thursday 23 November about Municipal Responsibility and *The Construction Codes Act*. Workshop is free, mileage to be paid to/from Balcarres only.

CARRIED

15.3 CUPAR MEMORIAL RINK

2023-257

Councillor Hill
Councillor Hart

Councillor Szigli abstained from voting due to conflict of interest.

THAT the Town of Cupar approve sponsorship for public skating for the amount of \$550.00.

CARRIED

15.4 SUMAssure INSURANCE RENEWAL

2023-258

Councillor Hart
Councillor Kallichuk

THAT the Town of Cupar approves to renew insurance with AON Reed Stenhouse Inc, on behalf of SUMAssure expiring 31 December 2023.

CARRIED

Initial



Initial



2023-259 **15.5 PROFESSIONAL BUILDING INSPECTIONS, INC.**
 Councillor Hill
 Councillor Kallichuk

THAT the Town of Cupar approves Certificate of Appointment as follows:

CERTIFICATE OF APPOINTMENT

THIS IS TO CERTIFY THAT

Douglas Mulhall	Class 3 Licensed Building Official, Saskatchewan	BOL001
Virginia Shepley	Class 3 Licensed Building Official, Saskatchewan	BOL517
Bobby Baker	R-Class 3 Licensed Building Official, Saskatchewan	BOL552/701
Amanda Kaufmann	Class 2 Licensed Building Official, Saskatchewan	BOL405
Joshua Nitz	R-Class 2 Licensed Building Official, Saskatchewan	BOL785/804
Walter Schroeder	Class 1 Licensed Building Official, Saskatchewan	BOL488
David Kindred	Class 1 Licensed Building Official, Saskatchewan	BOL514
John Dulle	Class 1 Licensed Building Official, Saskatchewan	BOL789

Residents of the Province of Saskatchewan, who are employed by

PROFESSIONAL BUILDING INSPECTIONS, INC.
 5 GREGORY AVENUE EAST – UNIT 5
 BOX 517 STN MAIN
 WHITE CITY, SASKATCHEWAN

HAVE BEEN APPOINTED AS LICENSED BUILDING OFFICIALS

BY THE COUNCIL OF THE TOWN of CUPAR

UNDER THE AUTHORITY OF SUBSECTIONS 16(2) AND 16(3) OF

THE CONSTRUCTION CODES ACT

CARRIED

2023-260 **15.6 CUPAR & DISTRICT NURSING HOME INC**
 Councillor Szigli
 Councillor German

THAT the Town of Cupar appoint Councillor Kallichuk to act as proxy on behalf of the Town of Cupar to exercise right and vote as a Member at the meeting of the Members of Cupar & District Nursing Home Inc, meeting on Monday, 27th November 2023.

CARRIED

2023-261 **15.7 DONALD ROAD**
 THAT the Town of Cupar purchase street signs for Donald Road.

LOST

2023-262 **15.8 TOWN OF CUPAR - CHRISTMAS HOURS**
 Councillor Hart
 Councillor Szigli

THAT the Town of Cupar approves Christmas/New Year Town Office hours as follows:


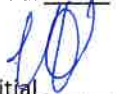
- Friday, 22 December – closed at 12 noon
- Monday, 25 December – closed Christmas Day
- Tuesday, 26 December – closed Boxing Day
- Friday, 29 December – closed at 12 noon
- Monday, 1 January – closed New Years Day

CARRIED

2023-263 **15.9 HONORARIUMS**
 Councillor Hill
 Councillor German

THAT the Town of Cupar approve honorarium payment to Larry Junek for pest control services for 2023 for \$150.00 and to Linda Nameth for maintenance and upkeep of Cupar Cemetery records in 2023 for \$300.00.

CARRIED

Initial 
 Initial 

2023-264 **15.10 CHRISTMAS PARTY**
Councillor Hill
Councillor Kallichuk

THAT the Town of Cupar approve a Christmas Party for Council, Staff and partners at the Cupar Hotel on Wednesday 20 December 2023 for maximum cost of \$800.00 for meal only, not including any alcoholic beverages.

CARRIED

2023-265 **15.11 CUPAR TOWN HALL RENTAL – DAMAGE DEPOSIT REFUND**
Councillor Hart
Councillor Szigli

THAT the Town of Cupar approves refund of damage deposit of \$150.00 to Saskatchewan Wheat Development Commission.

CARRIED

2023-266 **15.12 BUILDING APPROVAL**
Councillor Hart
Councillor Szigli

THAT Town of Cupar approves construction of garden shed/storage at 207 Donald Road, Cupar.

CARRIED

2023-267 **15.13 ANNUAL SEWER CLEAN-OUTS**
Councillor German
Councillor Kallichuk

THAT the Town of Cupar approves for the annual sewer clean-out of 211 Donald Road, Cupar.

CARRIED

2023-268 **15.14 1010 RAILWAY AVENUE, CUPAR**
Councillor Kallichuk
Councillor Szigli

THAT the Town of Cupar approves the dig at 1010 Railway Avenue, Cupar by Elite Trenching due to water won't shut-down fully in order to have it rectified.

CARRIED

2023-269 **15.15 CUPAR PRESCHOOL FUNDRAISING COMMITTEE**
Councillor Kallichuk

THAT the Town of Cupar provide donation for raffle basket fundraiser.

LOST FOR WANT OF A SECONDER

15.16 101 STUART STREET, CUPAR (TABLED)

Property owned by Cupar Housing Authority, currently renter approached Saskatchewan Housing Authority to purchase the home. SHC and Cupar Housing Authority Board are in agreement of allowing the tenants a First Right of Offer. Does Council approve?

2023-270 **15.17 CUPAR AMBULANCE**



THAT the Town of Cupar provide the Cupar Lion's Ambulance storage space for their new ambulance.

LOST

2023-271 **15.18 SWIMMING POOL COMMITTEE**
Councillor Kallichuk

THAT the Town of Cupar approve for a paid supper for the Swimming Pool Committee for their contribution to 2023 Pool season.

LOST FOR WANT OF A SECONDER

Initial 
Initial 
Initial _____

15.19 CLOSED SESSION (TABLED TO JANUARY 2024)

That Council move into close session as per the *Local Authority Freedom of Information and Protection of Privacy Act III*, for discussion of Human Resources.

2023-272

Councillor Hart
Councillor German

THAT the Town of Cupar approves for each employee to receive a gift card in lieu of cash for Christmas bonus for the amount of \$100.00.

CARRIED

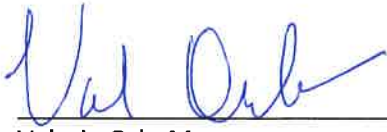
16. ADJOURNMENT

2023-273

Councillor Kallichuk

THAT this meeting be adjourned at 9:22pm.

Next Regular Meeting on Wednesday, 13 December 2023



Valerie Orb, Mayor



Silvia Virgilio, CAO

Date: 13 December 2023

seal



Initial 
Initial 