

MINUTES
Regular Meeting of Council Town of Cupar
Wednesday, 20 September 2023 at 7:00pm
at Town Office

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

1. **CALL TO ORDER** A quorum present, Mayor Valerie Orb called the meeting to order at 6:56pm

2023-0195
2. **ADOPT AGENDA**
Councillor Hill
Councillor German

THAT the agenda be adopted as PRESENTED.

CARRIED

3. **DELEGATION – None**

2023-0196
4. **MINUTES**
Councillor Hill
Councillor Smotra

THAT Regular Meeting Minutes dated 23 August 2023 be approved as PRESENTED.

CARRIED

5. **NOTICE OF PROCLAMATION - None**

6. **PRESENTATIONS AND RECOGNITIONS - None**

7. **PUBLIC HEARING - None**

8. **COMMUNICATIONS - None**

2023-0197
9. **REPORTS**
9.1 **Maintenance Report**
Councillor Hill
Councillor Szigli

THAT Maintenance verbal report presented by Mike Pearce as at 20 September 2023 be accepted as PRESENTED.

CARRIED

2023-0198
9.2 **Administrator Report**
Councillor Hill
Councillor Szigli

THAT Administrator's verbal report presented by Silvia Virgilio as at 20 September 2023 be accepted as PRESENTED.

CARRIED


Initial _____


Initial _____

2023-0199 **9.3 Committee Reports**
 Councillor Hill
 Councillor Szigli

- 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

2023-0200 **10. ACCOUNTS**
10.1 Financial Statement
 Councillor German
 Councillor Kallichuk

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

CARRIED

2023-0201 **10.2 Approval of Accounts Payable**
 Councillor German
 Councillor Kallichuk

THAT the Accounts Payable as listed be APPROVED for payment:

1. Payroll Journal for \$9,664.69 from 13Aug23 to 26Aug23
2. Payroll Journal for \$8,191.24 from 27 Aug23 to 09Sept23
3. Batches;

From 2023-00085 to 2023-00087	\$66,721.35
2023-00090 to 2023-00091 Council Meeting 20Sept23	\$116,905.22

CARRIED

11. MAYOR AND COUNCILLORS' FORUM - None

12. UNFINISHED BUSINESS

12.1 WATER TREATMENT PLANT - TABLED TO 18 OCTOBER 2023 (from 15 March 2023)

Welding repair required on the water distribution line

- Quote received from Municipal Utilities \$119,689.00 + taxes
- Quote received from Balzer's Canada Inc \$85,125.00 + taxes (not including discount)
- Foreman to obtain further quote from Municipal Utilities

2023-0202 **12.2 SUMASSURE INSURANCE**
 Councillor German
 Councillor Smotra

THAT Town of Cupar approves and confirms that they will remain with SUMAssure for municipal insurance cover.

CARRIED

Initial 

Initial 

2023-0203 **12.3 CUPAR LION'S AMBULANCE BOARD**
Councillor Smotra
Councillor German

THAT Town of Cupar approves request to expand building 30 feet north to build a drive-thru bay so that the ambulance drivers do not have to reverse into the building (as per hand-drawn map provided), subject to Professional Building Inspections fees and regulations.

CARRIED

12.4 TOWN TRUCK - TABLED TO 18 OCTOBER 2023 (from 23 August 2023)

- Council does not approve for truck to be sold at auction.
- Quotes to be provided to install new motor.

13. BYLAWS, POLICIES AND AGREEMENTS

2023-0204 **13.1 PERFORMANCE REVIEW DOCUMENT**
Councillor Hill
Councillor Kallichuk

THAT further to Greenline Consultancy recommendation, Council approves updated Performance Reviews documents as presented for;

- 3 Month Probationary Period
- 6 Month Probationary Period
- One Page Employee Self Assessment Review and
- Annual Performance Review

CARRIED

14. CORRESPONDENCE - None

15. NEW BUSINESS

2023-0205 **15.1 BANK ACCOUNT TRANSFER**
Councillor German
Councillor Kallichuk

THAT Town of Cupar Council approves transfer of \$3,314.22 from Swimming Pool account (plus interest/less fees) to Main Account with Raymore Credit Union due to end of swimming pool season.

CARRIED

2023-0206 **15.2 116 MINTO STREET**
Councillor German
Councillor Smotra

THAT Town of Cupar approves for partial refund of \$225.00 for sewer reimbursement at 116 Minto Street, Cupar.

CARRIED

2023-0207 **15.3 HALLOWEEN & CHRISTMAS – HOUSE DECORATION AWARDS**
Councillor Hill
Councillor Kallichuk

THAT Town of Cupar approves following prizes for Halloween and Christmas best house decoration awards:

- 1st prize \$50.00
- 2nd prize \$25.00
- Honourable mentions

Judges for Halloween will be Councillor Hill and Councillor Kallichuk. Christmas judges to be decided at a later date.

CARRIED

Initial 

Initial 

2023-0208 15.4 CUPAR PLAYGROUND & POOL PROJECT
Councillor Hill
Councillor Szigli

THAT Town of Cupar approves to provide the Town Hall rent free to the Cupar Playground & Pool Project for the Ladies Diamond Night on 18 November 2023, including access the day prior to assist with setup.

CARRIED

2023-0209 15.5 SWWA CONFERENCE
Councillor Hill
Councillor German

THAT Town of Cupar approves for Foreman to attend Annual SWWA Conference from 1-3 November 2023 at TCU Place, Saskatoon, including cost of conference \$441.00, accommodation \$525.05, mileage \$375.36 and meals, if required.

CARRIED

2023-0210 15.6 UMMAS FALL WORKSHOP
Councillor Smotra
Councillor German

THAT Town of Cupar approves for CAO to attend UMAAS Fall Workshop on 24 October 2023 at Centennial Hall, Lumsden, including cost of workshop \$105.00 and mileage \$107.44.

CARRIED

2023-0211 15.7 DESKTOP COMPUTERS
Councillor Smotra
Councillor Hill

THAT Town of Cupar approves for CAO to purchase new desktop computers from Munisoft to update existing hardware and email provider as per quote of \$4,036.00 + taxes without any optional extras.

CARRIED

2023-0212 15.8 SUMA REGIONAL MEETING
Councillor Szigli
Councillor German

THAT Town of Cupar approves for Mayor Orb and Councillor Kallichuk to attend the SUMA Regional Meeting on 16 October 2023 in Lumsden, including cost of conference (\$40.00 per person) and mileage \$107.44; and CAO to attend virtual online covering cost of conference only.

CARRIED

2023-0213 15.9 COUNCIL RENUMERATION
Councillor Hill
Councillor Kallichuk

THAT Town of Cupar approves for Council remuneration of \$400.00 per month for Mayor and \$200.00 per month for Councillors to be paid in October 2023.

CARRIED

2023-0214 15.10 VACATION
Councillor German
Councillor Hill

THAT Town of Cupar approves vacation for assistant administrator from Monday, 25 September to Wednesday 27 September 2023 inclusive.

CARRIED

Initial 

Initial 

2023-0215 **15.11 TAX ROLL 145 BEING LOT 1-4 BLOCK 9 PLAN AZ2907**
Councillor Smotra
Councillor German

THAT Town of Cupar approves repayment arrangements of \$1,300.00 per month, starting 1st November 2023 to repay outstanding taxes, currently owing \$6,789.06 including 2023 taxes. Once fully repaid the exiting tax lien can be discharged.

CARRIED

2023-0216 **15.12 LEGION CUPAR BRANCH #217**
Councillor Szigli
Councillor Hill

THAT Town of Cupar approves request from Legion Cupar Branch to use the Cupar Town Hall on 11 November 2023 for Remembrance Day Service (including 10 November 2023 to set-up) free of charge.

CARRIED

2023-0217 **15.13 214 STANLEY STREET**
Councillor German
Councillor Hill


THAT Town of Cupar gives permission the property owner 102135778 Saskatchewan Inc., 214 Stanley Street, Cupar to temporarily operate without a public washroom for up to one year; and, that the request will be reviewed each year.

CARRIED

2023-0218 **16. ADJOURNMENT**
Councillor Kallichuk

THAT this meeting be adjourned at 8:06pm.

Next Regular Meeting on Wednesday, 18 October 2023.



Valerie Orb, Mayor



Silvia Virgilio, CAO

Date: **OCT 18 2023**



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