

MINUTES
Regular Meeting of Council Town of Cupar
Wednesday, 16 February 2022 at 7:00pm

Present: Mayor: Valerie Orb
Councillors: Georgina Kallichuk, Jordan German, Chris Hill
Darcy Szigli, Cory Hart, Dennis Smotra
Administrator: Silvia Virgilio
Foreman: Mike Pearce
Delegates: Fire Chief, Chris McLeod
Firefighters Jay Swalm, Tyler Roberts, Dallas Michlik
Treasurer of Cupar Memorial Rink Board, Cory Haines

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

2022-015
2. **ADOPT AGENDA**
Councillor Kallichuk
Councillor German

THAT the AMENDED agenda be adopted.

Carried unanimously

3. **DELEGATIONS**

3.1 *Chris McLeod, Fire Chief, Cupar Volunteer Fire Department and firefighters arrived at 6:56pm*
A proposal for 7 year purchasing cycle to maintain current level of service, including budget requirements was presented for Council consideration.
Chris McLeod and firefighters left the meeting at 7:29pm

3.2 *Cory Haines, Treasurer for the Cupar Memorial Rink arrived at 7:02pm*
A repayment proposal for monies owing to the Town of Cupar for installation of new ice plant was presented for Council approval.
Cory Haines left the meeting at 7:39pm

2022-016
4. **MINUTES**
Councillor Kallichuk
Councillor Hart

THAT Minutes for Regular Meeting Minutes 19 January 2022 be approved as PRESENTED.

Carried unanimously

5. **NOTICE OF PROCLAMATIONS** - None

6. **PRESENTATIONS AND RECOGNITIONS** – None

7. **PUBLIC HEARING**

Re-zoning Bylaw

2022-017
Councillor Hill
Councillor Kallichuk

THAT Mayor Orb suspend the regular council meeting for public hearing with regards to adoption of re-zoning bylaw at the time of 7:40pm.

Carried unanimously

2022-021
Councillor Hill
Councillor Smotra

THAT public hearing session end at the time of 7:46pm and regular council meeting be resumed.

Carried unanimously

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8. COMMUNICATIONS – None

9. REPORTS

9.1 Foreman Report

2022-022

Councillor Hart
 Councillor Kallichuk

THAT Foreman’s verbal Report as at 16 February 2022 be accepted as PRESENTED.

Carried unanimously

9.2 Administrator Report

2022-023

Councillor Hart
 Councillor Kallichuk

THAT Administrator’s verbal Report as at 16 February 2022 be accepted as PRESENTED.

Carried unanimously

9.3 Committee Reports

2022-024

Councillor Hart
 Councillor Kallichuk

- 9.3.1 Buildings & Hall
- 9.3.2 Cemetery
- 9.3.3 Equipment
- 9.3.4 Fire
- 9.3.5 Health
- 9.3.6 NVIMO
- 9.3.7 Personnel Committee
- 9.3.8 Rink
- 9.3.9 Shalom
- 9.3.10 Streets
- 9.3.11 Water & Sewer

THAT Committee Reports be accepted as PRESENTED.

Carried unanimously

10. ACCOUNTS

10.1 Financial Statement

2022-025

Councillor Kallichuk
 Councillor Hart

THAT Statement of Financial Activities for period ending 31 January 2022 and Bank Reconciliation for Main Operating Account, Reserve Account and USD account completed for period ending 31 January 2022 be accepted as PRESENTED.

Carried unanimously

10.2 Approval of Accounts Payable

2022-026

Councillor Kallichuk
 Councillor Hart


THAT the Accounts Payable as listed be APPROVED for payment:

1. Payroll Journal for \$4,464.52 from 02Jan22 to 15Jan22
2. Payroll Journal for \$4,253.22 from 16Jan22 to 29Jan22
3. Batches;

2022-00004	\$562.61	2022-00006	Void cheque	2022-00008	Void cheque
2022-00010	\$10,897.28	2022-00012	\$230.52	2022-00015	54,890.45

Carried unanimously

11. MAYOR AND COUNCILLORS’ FORUM – None

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12. UNFINISHED BUSINESS

12.1 CUPAR MEMORIAL RINK – ICE PLANT PURCHASE AND INSTALLATION

2022-027

Councillor Hill
Councillor German

THAT Town of Cupar accept:

1. For CRA reporting purposes the Insurance monies totalling \$17,895.00 received by the Town of Cupar for lost revenue (MNP Report) be made payable to the Cupar Memorial Rink Board;
2. Loan amalgamation;
 - i. The rink will immediately repay monies back to the Town of Cupar the amount of \$17,895.00, keeping the current outstanding amount owing at \$23,595.75;
 - ii. The Rink will pay back a sum of \$3,595.75 to reduce total loan amount (on new debt) to \$20,000.00 even;
 - iii. That the Town of Cupar amalgamate the 2 loans together (\$16,000.00 old debt and \$20,000 new debt) into one "New Loan" totalling \$36,000.00;
 - iv. Repayments to remain as per the current arrangement of \$4,000.00 per year, interest free and payable over a nine (9) year term; and
 - v. The new loan of \$36,000.00 to include a clause that if the rink is doing well financially, extra payments can be made as the board sees fit to reduce the term of the loan.

Carried unanimously

12.2 SASKWATER

2022-028

Councillor Smotra
Councillor German

THAT the Town of Cupar accept option 3 – Complete PW5 Well Replacement then service PW6 subject to SaskWater confirmation that the rate increase of 2% annual rate adjustments for 2022, 2023 and 2025 will not increase for the said mentioned years.

Carried unanimously

12.3 COLA AVENUE DEVELOPMENT

022-029

Councillor Smotra
Councillor German

THAT the Town of Cupar suspend development on the Cola Avenue Project for the time being.

Carried unanimously

13. BYLAWS, POLICIES AND AGREEMENTS

13.1 WATER AND SEWER BYLAW – TABLED

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

2022-030

Councillor Kallichuk
Councillor Hill

Second Reading

THAT Bylaw 01-2021 A Bylaw known as Zoning Bylaw be given SECOND READING.

Carried unanimously

Third Reading

2022-031

Councillor German
Councillor Szigli

THAT Bylaw 01-2022 A Bylaw known as Zoning Bylaw be given three readings at this meeting and adopted, signed and sealed forming part of the minutes.



Carried unanimously

14. CORRESPONDENCE

14.1 White City Proposal for amalgamation

14.2 Government of Saskatchewan updated procurement thresholds

THAT the correspondence having been reviewed by FILED.

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15. NEW BUSINESS

15.1 SEWER – REIMBURSEMENT

2022-032

Councillor Smotra
Councillor Kallichuk

THAT property owner at 1110 Railway Avenue be reimbursement the amount of \$125.00 for sewer blockage at 34-36 ft.

Carried unanimously

15.2 CONTRACTOR PAYMENT

2022-033

Councillor Szigli
Councillor Hill

THAT the Town of Cupar pays Wayne Roske for 5 hours work completed for snow clearing on 14 January 2022 using own equipment (5220 bobcat) at the rate of \$80.00 per hour.

Carried unanimously

15.3 SWIMMING POOL

2022-034

Councillor Kallichuk
Councillor Hart

THAT the Town of Cupar form the Cupar Swimming Pool Committee with committee members consisting of Marci McKay, Sandra Geber, Trish Webster, Krista Kirchhofer, Mayor Val Orb and Administrator Silvia Virgilio; and

THAT the pool season be open from Friday 1 July 2022 and close on Sunday 4 September 2022.

Carried unanimously

15.4 MILEAGE

2022-035

Councillor Hill
Councillor German

THAT the Town of Cupar mileage rate remains at 0.48¢.

Carried unanimously

15.5 WATER SECURITY AGENCY

2022-036

Councillor Smotra
Councillor Hart

THAT the Town of Cupar accept the renewal "Permit to Operate a Sewage Works" as provided by Sask Water Authority.

Carried unanimously

15.6 TRAINING COURSES/CONVENTIONS

15.6.1 Saskatchewan Public Works (SPWA) Conference

2022-037

Councillor Kallichuk
Councillor Szigli

THAT Foreman, Mike Pearce to attend the Saskatchewan Public Works (SPWA) Conference from 22-24 February 2022 at Saskatoon Inn, Saskatoon including accommodation, daily meal allowance and mileage.

Carried unanimously

15.6.2 Class 1 Water Treatment & Water Distribution Course

2022-038

Councillor Hill
Councillor Szigli

THAT Assistant Foreman, Kelly Findling attends Class 1 Water Treatment & Water Distribution Course from 28 February to 4 March 2022 at Sandman Hotel, 1800 Victoria Avenue, East, Regina, including daily meal allowance and mileage.

Carried unanimously

Initial 

Initial 

15.6.3 Class 1 Wastewater Treatment & Wastewater Collection Course

2022-039

Councillor Kallichuk
Councillor Szigli

THAT Assistant Foreman, Kelly Findling attends Class 1 Wastewater Treatment & Wastewater Collection Course from 28 March to 1 April 2022, including daily meal allowance and milage.

Carried unanimously

15.6.4 SUMA Convention

2022-040

Councillor Kallichuk
Councillor German

THAT the Town of Cupar completes early bird registration for SUMA Convention to be held on 3-6 April 2022 at the Queensbury Convention Centre and International Trade Centre, Regina for Mayor Val Orb (registration only) and Administrator Silvia Virgilio (including accommodation, daily meal allowance and mileage).

Carried unanimously

15.7 COMMISSIONAIRES

2022-041

Councillor Hart
Councillor Hill

THAT the Town of Cupar contract the Commissionaires to act as Bylaw Enforcement Officer from 1 May 2022 to 31 October 2022.

Carried unanimously

15.8 WORK HOURS

2022-042

Councillor Kallichuk
Councillor Smotra

THAT the Town of Cupar approve the following work hours:

- i. Maintenance team to remain working from 7am to 3:30pm, paid until 4pm for their 2 x 15-min break taken at the end of the day = 8 hours per day;
- ii. Town Office hours to change to 8:30am to 4pm for accommodate office staff to the same entitlement as Maintenance, being paid 2 x 15-min break taken at end of the day;
- iii. Assistant Administrator will work 8:30am to 4pm, paid until 4:30pm = 7 hours per day;
- iv. Administrator will work 8am to 4:30pm, paid until 5pm = 8 hours per day.

Carried unanimously

15.9 TIME BANK AGREEMENT

2022-043

Councillor Kallichuk
Councillor Hart

THAT the Town of Cupar approve and allow staff bank time. Bank Time Agreement with terms and conditions as per *Employment Standards Regulations*, Saskatchewan to be signed by all full-time employees and held in the employee file.

Carried unanimously

15.10 108 LORNE STREET

2022-044

Councillor Hart
Councillor German

THAT the Town of Cupar accepts the amendment to the contract to extend the "closing date" from 60 days to 180 days, and the final date being no later than 1 year.

Carried unanimously

15.11 VACATION

2022-045

Councillor Kallichuk
Councillor Hart

THAT the Town of Cupar approves the Administrator and Assistant Foreman vacation of 4 weeks for January and February 2023 for travel to Australia. One week vacation to be carried over from 2022 to 2023 in order to meet *Employment Standards Regulations*, Saskatchewan.

Carried unanimously

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2022-046 **15.12 TAXERVICE**
Councillor Hart
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 15-BLK/PAR 13-PLAN AX3125 EXT 0, 146501254

Carried unanimously

2022-047 **15.13 TRANSFER SITE**
Councillor Hill
Councillor Hart

THAT the Town of Cupar open the transfer site for 2022 season from May long weekend and close Labour Day weekend.

Carried unanimously

2022-048 **15.14 CAMPGROUP OPENING DATE**
Councillor Kallichuk
Councillor Hart

THAT the town of Cupar, weather permitting, opens the Cupar campground from 1 May 2022.

Carried unanimously

2022-049 **15.15 COMMUNITY GARAGE SALE**
Councillor German
Councillor Kallichuk

THAT the Town of Cupar proceed with a town Community garage sale on Saturday 18 June 2022.

Carried unanimously

2022-050 **15.16 PAYMATE**
Councillor Smotra
Councillor Szigli

THAT the Town of Cupar purchase Paymate upgrade for paystubs and T4's to be sent via email at a cost of \$60.00 per year.

Carried unanimously

15.17 BRANDT TRACTOR QUOTE – TABLED FOR MARCH MEETING
Review tractor options

2022-051 **15.18 CUPAR PLUS 50**
Councillor Kallichuk
Councillor German

THAT the Town of Cupar approves rent reduction to \$150.00 per month commencing February 2022.

Carried unanimously

2022-052 **15.19 CUPAR PLAY GROUND & POOL COMMITTEE**
Councillor Hill
Councillor German


THAT the Town of Cupar approves:

- i. Use of Town Hall for Poker Tournament to be held on Friday 25 March 2022; and
- ii. The closure of Qu'Appelle block for Street Hockey Tournament on Saturday 28 May 2022.

Carried unanimously

Foreman Mike Pearce left the meeting at 9:19pm

15.20 FOREMAN PAY – TABLED FOR MARCH MEETING

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16. ADJOURNMENT

2022-053

Councillor Kallichuk

THAT this meeting be adjourned at 9:25pm.

Next Regular Meeting will be held on Wednesday, 09 March 2022



Mayor, Valerie Orb - DENNIS SMOTRA
Date: DEPUTY MAYOR seal



Administrator, Silvia Virgilio

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