

MINUTES
Regular Meeting of Council Town of Cupar
Wednesday, 22 March 2023 at 7:00pm
at Town Office

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

1. **CALL TO ORDER** A quorum present, Mayor Valerie Orb called the meeting to order at 6:57pm

2023-0032 2. **ADOPT AMENDED AGENDA**
Councillor Kallichuk
Councillor Hill

THAT the agenda be adopted as AMENDED.

CARRIED

3. **DELEGATION** - None

2023-0033 4. **MINUTES**
Councillor Smotra
Councillor Kallichuk

THAT Regular Meeting Minutes dated 15 February 2023 be approved.

CARRIED

5. **NOTICE OF PROCLAMATIONS** - None

6. **PRESENTATIONS AND RECOGNITIONS** - None

7. **PUBLIC HEARING** - None

8. **COMMUNICATIONS** – None

9. **REPORTS**

9.1 **Maintenance Report** - None

9.2 **Administrator Report** – presented by Silvia Virgilio

2023-0034 Councillor German
Councillor Szigli

THAT Administrator's verbal report presented by Silvia Virgilio as at 22 March 2023 be accepted as PRESENTED.

CARRIED

9.3 **Committee Reports**

2023-0035 Councillor German
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**

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- 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

10.1 Financial Statement

2023-0036

Councillor Smotra
 Councillor Kallichuk

THAT Statement of Financial Activities for period ending 28 February 2023 and Bank Reconciliation for Main Operating Account, Reserve Account and USD account completed for period ending 28 February 2023 be accepted as PRESENTED.

CARRIED

10.2 Approval of Accounts Payable

2023-0037

Councillor Smotra
 Councillor Kallichuk

THAT the Accounts Payable as listed be APPROVED for payment:

1. Payroll Journal for \$3,626.04 from 29Jan23 to 11Feb2323
 CAFT Payment \$5,139.04 = Payroll \$3,626.04 + C Benko \$1,513.00)
2. Payroll Journal for \$4,636.53 from 12Feb23 to 25Feb23
 CAFT Payment \$5,809.53 = Payroll \$4,636.53 + C Benko \$1,173.00)
3. Payroll Journal for \$3,629.13 from 26Feb23 to 11Mar23
 CAFT Payment \$5,006.13 = Payroll \$3,629.13 + C Benko \$1,377.00)
4. Batches;

2023-00021	\$5,266.19	2023-00023	\$1,150.00	2023-00025	Void Cheque
2023-00027	\$1,513.00	2023-00029	\$749.45	2023-00031	\$210.00
2023-00033	\$1,173.00	2023-00035	\$21,276.12	2023-00039	\$54,330.38

CARRIED

11. MAYOR AND COUNCILLORS' FORUM



11.1 EAST CENTRAL TRANSPORTATION COMMITTEE (ECTPC)

West Divisional meeting held on Thursday, 9th March 2023 at Town Hall, Southey attended by Mayor Valerie Orb and Deputy Mayor Dennis Smotra.

Points of discussion included:

- ECTPC Submission for Designated Highway Repair
- Designated 4th Quarter 2022-2023 MHI Program
- Highway 22 – West from Dysart at Junction #639 to Junction #6 at Southey
 - West of Town of Cupar #22 Highway from Grid 640 South, to the CPR railway crossing at North top of the Creek;
 - 0-8 kms; several failures exist, the crew are doing the best they can, however, shoulder work and resurfacing needed. Presently very rough and it is creating safety issues.

Submitted by Gary M. Kayter, Chair ECTPC

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12. UNFINISHED BUSINESS

12.1 STREET SWEEPING (TABLED)

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

2021	\$3,711
2022	\$4,368
2023	\$5,478

- b. Purchase of 96" Hydraulic Rotary Pick-Up Broom w/ Skid Steer from South Country Equipment for \$11,920.00
- c. Purchase of 84" John Deere Pick-Up Broom for \$15,768.00, plus Broom Mounted Water Tank Kit for \$1,020.00, plus Gutter Broom Kit for \$1,720.00

12.2 TOWN OF CUPAR – SHA LAND (TABLED)

SHA have not accepted \$1 offer for the old hospital site. SHA wish to continue disposition of the land at fair market value. The SHA have completed their appraisal. Does Council wish to obtain our own appraisal? In order to proceed once both appraisals are complete and start negotiations?

13. BYLAWS, POLICIES AND AGREEMENTS

13.1 CONDOLENCE/HOSPITALIZATION POLICY – 2023/P001 (TABLED)

13.2 CODE OF CONDUCT & ETHICS – 2023/P002 (TABLED)

13.3 MEMORANDUM OF AGREEMENT BETWEEN TOWN OF CUPAR & RM OF CUPAR NO. 218

2023-0038

Councillor Szigli
Councillor Hill

THAT Memorandum of Agreement dated 28 February 2023 expiring 31 December 2028 be approved and signed off by the Town of Cupar.

CARRIED

14. CORRESPONDENCE

2023-0039

Councillor Hill
Councillor German

THAT the following correspondence be acknowledged and filed as presented;

14.1 SASKTEL

Sasktel *infiNET* service to be launched in Cupar as part of the sixth phase of the Rural Fibre Initiative.

14.2 SASKATCHEWAN HOUSING CORPORATION

Copy of Ministerial Order 042/23


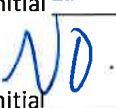
14.3 BALCARRES INTEGRATED CARE CENTRE

Health Care services information and concerns meeting on Tuesday 25 April 2023 at 3:30pm at Balcarres Town Office.

14.4 MATTHEWSON & CO

Opportunity for resident of the community to apply for a \$500 bursary toward their post-secondary education offered by Matthewson & Co.

CARRIED

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Initial 

15. NEW BUSINESS

15.1 SWIMMING POOL

2023-0040

Councillor Hill
Councillor Smotra

THAT the Town of Cupar approves a new bank account to be opened for the sole purpose of collecting swimming pool fees using a Global Payments wireless terminal.

CARRIED

15.2 CANADIAN HISTORY EHX

THAT Town of Cupar approve Canadian History EHX to:

- Website post on the history of Cupar for \$250.00; or
- Podcast on the history of Cupar for \$1,000.00

LOST FOR WANT OF A SECONDER

15.3 MILEAGE RATE

2023-0041

Councillor Smotra
Councillor German

THAT Town of Cupar approve increase mileage rate from 48¢ to the 2023 Government of Canada Saskatchewan Mileage rate of;

- 68¢ per kilometre for the first 5,000 driven; then
- 62¢ per kilometre driven after that

CARRIED

15.4 BYLAW VIOLATIONS

15.4.1 BYLAW 12-2010 A BYLAW TO REGULATE THE OPERATION & PARKING OF VEHICLES AND THE USE OF HIGHWAYS

2023-0042

Councillor German
Councillor Hill

THAT Town of Cupar approve to have cargo trailer on 105 Grey Street towed at the resident's expense if not removed by Friday, 24 March 2023.

CARRIED

15.4.2 BYLAW 07-2022 A BYLAW TO REGISTER, LICENSE, REGULATE AND RESTRAIN DOGS AND CATS

2023-0043

Councillor Szigli
Councillor Smotra

THAT Town of Cupar approve commencement of collections/legal proceedings for unpaid fine of \$200.00 for 206 Lansdowne Street, Cupar.

CARRIED

15.5 CUPAR LIBRARY

2023-0044

Councillor Hill
Councillor German

THAT the Town of Cupar provides support for Cupar Library to remain open 16 hours per week, as Parkland Regional Library had reduced the hours to 12 hours per week as at 1 March 2023. The amount of \$1,456.00 pa will be given to Cupar Library Board to support the extra work hours, however, if Parkland Regional Library re-instates the hours to Cupar Library, then the pro-rata repayment amount will be returned to Town of Cupar.

CARRIED

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2023-0045 **15.6 PROFESSIONAL BUILDING INSPECTIONS, INC**
 Councillor Hill
 Councillor Szigli

THAT under the Authority of Subsections 16(2) and 16(3) of the Construction Codes Act, the Town of Cupar hereby resolves to issue a Certificate of Appointment for;

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
Walter Schroeder	Class 1 Licensed Building Official, Saskatchewan	BOL488
David Kindred	Class 1 Licensed Building Official, Saskatchewan	BOL514
Dustin Masuk	Class 1 Licensed Building Official, Saskatchewan	BOL667
Joshua Nitz	Class 1 Licensed Building Official, Saskatchewan	BOL785
John Dulle	Class 1 Licensed Building Official, Saskatchewan	BOL789
William Hudema	T-Class 1 Licensed Building Official, Saskatchewan	BOL780

being residents of the Province of Saskatchewan.

CARRIED

2023-0046 **15.7 TAXervice SERVICE CONTRACT RENEWAL**
 Councillor Smotra
 Councillor German

THAT the Town of Cupar approve to renew tax enforcement services provided by TAXervice for a further 3-year term.

CARRIED

2023-0047 **15.8 TAXervice – SIX MONTH WAITING PERIOD EXPIRED**
 Councillor Szigli
 Councillor German

THAT TAXervice be authorized under s22(1) of *The Tax Enforcement Act* on or after March 20, 2023 to commence proceedings to request title with respect to the following described lands:

Roll	66000	LOT 13-BLK/PAR 4-PLAN D4304 EXT 0
Roll	134000	LOT 7-BLK/PAR 8-PLAN D4304 EXT 0
Roll	145000	LOT 1-BLK/PAR 9-PLAN AZ2907 EXT 0 LOT 2-BLK/PAR 9-PLAN AZ2907 EXT 0 LOT 3-BLK/PAR 9-PLAN AZ2907 EXT 0 LOT 4-BLK/PAR 9-PLAN AZ2907 EXT 0
Roll	179000	LOT 4-BLK/PAR 12-PLAN AX3125 EXT 0

CARRIED

2023-0048 **15.9 TAXervice – LIST OF LANDS IN ARREARS**
 Councillor Smotra
 Councillor Szigli

THAT Council accept the list of lands in arrears as presented, and to exclude from the list of lands properties in which the amount of taxes in arrears does not exceed one half of the immediately preceding year's tax levy. THAT TAXervice be authorized to handle the Tax Enforcement proceedings on behalf of the municipality.

Town Of Cupar
List of Lands with Arrears
 As of 20 March 2023

Roll Number	Lot	Block	Plan	2022 Tax Levy	Total Arrears
00000012 000	20	1	D4304	\$1,025.61	\$1,124.52
00000052 000	24-25	3	D4304	\$2,482.56	\$2,634.51
00000064 000	7-10	4	D4304	\$1,924.76	\$2,042.48
00000099 000	19-20	6	D4304	\$1,025.61	\$1,088.38
00000158 000	27	9	AZ2907	\$1,186.13	\$1,258.73
00000181 000	6	12	AX3125	\$1,396.67	\$1,482.15
00000203 000	24	13	AX3125	\$1,658.39	\$1,759.90
00000204 000	PT 1-2	14	59R10212	\$2,334.21	\$2,477.08
00000230 000	6	16	59R09404	\$1,789.83	\$2,704.98
00000330 000	4	5	EX1023CNV	\$1,393.18	\$1,478.45

CARRIED

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2023-0049 **15.10 311 STANLEY STREET, CUPAR**
Councillor German
Councillor Smotra

THAT Town of Cupar send correspondence to resident advising that clearing snow and hauling onto the boulevard is not permitted as this is a safety concern and causes drainage issues, if this continues, he will be invoiced for snow clearing by Maintenance team at \$100.00 per hour.

CARRIED

2023-0050 **15.11 COMMISSIONAIRES**
Councillor Hill
Councillor Szigli

THAT the Town of Cupar to approve the Commissionaires to conduct bylaw enforcement from 1 June 2023 to 31 October 2023.

CARRIED

2023-0051 **15.12 CUPAR MEMORIAL RINK BOARD**
Councillor German
Councillor Kallichuk

THAT the Town of Cupar will not proceed with a SUMAssure insurance claim for the repairs to the chiller of \$12,746.70 but will provide the Cupar Memorial Rink Board with \$2,500.00 being the Community Rink Affordability Grant.

CARRIED

2023-0052 **15.13 TRANSFER SITE**
Councillor Hill
Councillor Szigli

THAT the Town of Cupar open the Transfer Site for 2023 season from May long weekend and close Labour Day weekend; and that a transfer site attendant is hired for this period and be paid \$15.00 per hour.

CARRIED

2023-0053 **15.14 CUPAR CAMPGROUND**
Councillor Hill
Councillor Kallichuk

THAT the Town of Cupar, weather permitting, opens the Cupar campground from 1 May 2023.

CARRIED

2023-0054 **15.15 COMMUNITY GARAGE SALE**
Councillor Hill
Councillor Kallichuk

THAT the Town of Cupar proceeds with a town Community garage sale on Saturday, 17 June 2023.

CARRIED

2023-0055 **15.16 CUPAR CAR CLUB**
Councillor Szigli
Councillor Smotra

THAT the Town of Cupar approves the Annual Cupar Car Club Show and Shine to be held on Sunday, 11 June 2023, approval for the one and two hundred block of Stanley Street to be closed to traffic between 9:45am to 4pm, and use of the Legion washrooms. Traffic access to Cupar Foods and High Plains Restaurant will be allowed.

CARRIED

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2023-0056 **15.17 TAX ABATEMENT**
Councillor Smotra
Councillor Kallichuk

THAT Town of Cupar approve 2022 tax abatement for property situated at 904 Railway Avenue, Cupar, being the purchase of a Tax Title Property.

CARRIED

2023-0057 **15.18 DUDLEY & COMPANY LLP**
Councillor Hill
Councillor Kallichuk

THAT the Town of Cupar approve the 2022 Audit and Draft Financial Statements completed by Dudley & Co.

CARRIED

2023-0058 **15.19 214 STANLEY STREET, CUPAR**
Councillor Kallichuk
Councillor Hill

THAT request received from the purchaser of property 214 Stanley Street, to re-zone from Commercial to combination of Residential/Commercial be approved and Town of Cupar commence process of re-zoning as per *The Planning and Development Act, 2007*, subject to purchase of property proceeding.

CARRIED

15.20 CUPAR FIRE DEPARTMENT (TABLED)

THAT the Town of Cupar approve Online Firefighter Training (as per Chris McLeod's email), conducted through Carlton College at a cost of approx. \$1,554.00 for 2023, and reducing in the second year of membership.

15.21 WATER TREATMENT PLANT (TABLED)

Welding repair required on the water distribution line.

2023-0059 **15.22 SUMMER STUDENT**
Councillor Hill
Councillor Kallichuk

THAT Town of Cupar approve employing two Maintenance Summer Students, one position will be partly funded by Canada Summer Jobs Grant. Position to commence Monday 26 June 2023 and finish Friday 1 September 2023, to be paid minimum wage at \$13.00 per hour.

CARRIED

2023-0060 **15.23 CUPAR LIONS CLUB**
Councillor Szigli
Councillor Hill



THAT the Town of Cupar provide the Town Hall free of charge to the Cupar Lions Club for the annual Lions Ag Supper on Saturday 1 April 2023.

CARRIED

2023-0061 **15.24 CONFINED SPACE TRAINING**
Councillor Smotra
Councillor Kallichuk

THAT the Town of Cupar approves for the Foreman (upon return) and Maintenance to attend online HAZWOPER Confined Space Entry course, designed to help employees understand how to reduce or eliminate potential exposure to hazardous materials in confined space work environments as required by OSHA's HAZWOPER regulation (29 CFR 1910.120) at the cost of \$49.99 + taxes each.

CARRIED

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2023-0062 **15.25 EMPLOYEE BOND LAID BEFORE COUNCIL**
Councillor German
Councillor Kallichuk

THAT Town of Cupar Council acknowledgement and approve for SUMAssure Certificate of Insurance Section 3 – Crime.

CARRIED

2023-0063 **15.26 VACATION**
Councillor Kallichuk
Councillor German

THAT vacation be approved for Admin Assistant from Monday 3rd April to Thursday 6th April 2023 (inclusive).

CARRIED

Silvia Virgilio left the room at 8:41pm

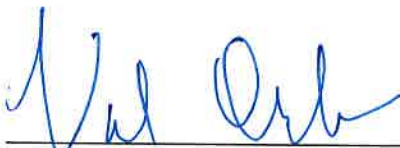
15.27 Council "In Camera" session held

Silvia Virgilio returned at 8:57pm

2023-0064 **16. ADJOURNMENT**
Councillor German

THAT this meeting be adjourned at 8:58pm.

Next Regular Meeting will be held on Wednesday, 12 April 2023



Valerie Orb, Mayor



Silvia Virgilio, CAO

Date:

APR 12 2023



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