

MINUTES
Regular Meeting of Council Town of Cupar
Wednesday, 13 December 2023 at 7:00pm
at Town Office

Present: Mayor Val Orb
Deputy Mayor: Dennis Smotra
Councillors: Georgina Kallichuk, Chris Hill, Cory Hart,
Jordan German, Darcy Szigli arrived at 7:10pm
CAO: Silvia Virgilio
Foreman: Mike Pearce

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

2023-0274 2. **ADOPT AGENDA**
Councillor German
Councillor Kallichuk

THAT the agenda be adopted as PRESENTED.

CARRIED

3. **DELEGATION** - None

2023-0275 4. **MINUTES**
Councillor Smotra
Councillor Kallichuk

THAT Regular Meeting Minutes dated 15 November 2023 be approved as PRESENTED.

CARRIED

5. **NOTICE OF PROCLAMATION** - None

6. **PRESENTATIONS AND RECOGNITIONS** - None

7. **PUBLIC HEARING** - None

8. **COMMUNICATIONS** - None

2023-0276 9. **REPORTS**
9.1 **Maintenance Report**
Councillor Hill
Councillor Hart

THAT Maintenance verbal report presented by Mike Pearce as at 13 December 2023 be accepted as PRESENTED.

CARRIED

2023-0277 9.2 **Administrator Report**
Councillor Hill
Councillor Hart

THAT Administrator's verbal report presented by Silvia Virgilio as at 13 December 2023 be accepted as PRESENTED.

CARRIED

Initial 

Initial 

- 2023-0278** **9.3 Committee Reports**
 Councillor Hill
 Councillor Hart
- 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

- 2023-0279** **10. ACCOUNTS**
10.1 Financial Statement
 Councillor German
 Councillor Hart

THAT Statement of Financial Activities for period ending 30 November 2023 Bank Reconciliation for Main Operating Account, Swimming Pool Account and Reserve Account completed for period ending 30 November 2023 be accepted as PRESENTED.

CARRIED

- 2023-0280** **10.2 Approval of Accounts Payable**
 Councillor German
 Councillor Hart

THAT the Accounts Payable as listed be APPROVED for payment:

1. Payroll Journal for \$5,138.60 from 05Nov23 to 18Nov23
2. Payroll Journal for \$5,102.52 from 19Nov23 to 02Dec23
3. Batches;

From 2023-00116 to 2023-00124	\$46,934.47
2023-000126 – Council Meeting 13Dec23	\$83,513.41

CARRIED

11. MAYOR AND COUNCILLORS' FORUM – None

- 12. UNFINISHED BUSINESS**
12.1 TREE REMOVAL – T BENKO INVOICE
2023-0281 Councillor Smotra
 Councillor Hill

THAT Town of Cupar approves payment of invoice #635274 for \$929.25 to Tony Benko.

CARRIED

- 2023-0282** **12.2 TOWN TRUCK – 2008 FORD HEAVY VEHICLE (PLATE NO. 312 MFD)**
 Councillor German
 Councillor Kallichuk

THAT Town of Cupar approves payment of invoice INV-21084 to Yellowstone Auto Recyclers, 240187 Rainbow Road, Chestermere AB, for \$16,302.15, including Turbo Charger, High Idle Switch and Battery; and

CARRIED

Initial 

Initial 

2023-0283 **12.3 101 STUART STREET, CUPAR**
Councillor German
Councillor Kallichuk

THAT Town of Cupar approves reimbursement of airline fare for Dennis Smotra \$244.78 and Joan Smotra \$244.78 for pick-up of Town of Cupar town truck from Yellowstone Auto Recyclers, 240187 Rainbow Road, Chestermere AB.

CARRIED

2023-0284 **12.4 101 STUART STREET, CUPAR**
Councillor Hill
Councillor German

THAT Town of Cupar, together with Saskatchewan Housing Corporation and Cupar Housing Authority Board are in agreement of allowing the tenants to purchase property at 101 Stuart Street, Cupar with a First Right of Offer.

CARRIED

2023-0285 **12.5 ANNUAL SEWER CLEAN-OUTS**
Councillor Kallichuk
Councillor Smotra

THAT Town of Cupar will add the amount of \$6,000.00 to the 2024 Budget to purchase own camera for sewer clean-outs.

CARRIED

12.6 COMMUNITY FUTURES VENTURES
Community Futures Ventures may provide sponsorship or donations, depending on what funds will be used for. Information on this can be sent to their office and will presented and discussed with the board of directors.

13. BYLAWS, POLICIES AND AGREEMENTS - None

2023-0286 **14. CORRESPONDENCE**
Councillor Hill
Councillor Szigli

THAT the following correspondence be acknowledged and filed as presented;

- 14.1 OLD HOSPITAL SITE – SHA LAND**
- 14.2 PARKLAND REGIONAL LIBRARY – SEMI ANNUAL MEETING**
- 14.3 PROFESSIONAL BUILDING INSPECTIONS - 2020 NATIONAL BUILDING CODE ADOPTION**

CARRIED

15. NEW BUSINESS

2023-287 **15.1 SUMA VIRTUAL SECTOR MEETING**
Councillor Hill
Councillor Smotra

THAT Town of Cupar approves for Mayor Orb, Councillor Kallichuk and CAO to attend the SUMA Virtual Sector Meeting at a cost of \$40.00 per person on Tuesday, 16 January 2023.

CARRIED

2023-288 **15.2 DIRECT DEBIT CAMPAIGN**
Councillor Hart
Councillor Kallichuk

THAT Town of Cupar approves direct debit campaign with prize of one \$50.00 gift card, all residents that convert payment method and those already paying by direct debit will go into a draw for the gift card.

CARRIED

Initial 

Initial 

2023-289 **15.3 MUNISOFT – UTILITY BILLING**
Councillor Smotra
Councillor German

THAT Town of Cupar approves the purchase of eNotice extension for \$999.00 and SSA (Software Support Agreement) of \$150.00 pa, for Utility Billing. Purchase will be invoiced by Munisoft in 2024.

CARRIED

2023-290 **15.4 DUMP - TREES**
Councillor Hart
Councillor Hill

THAT the Town of Cupar approves for Calvin Kirchhofer to take away the dirt at the dump in lieu of payment for the trees that were pushed on 18-19 November 2023, making the dump ready for burning.

CARRIED

2023-291 **15.5 CUPAR FIRE TRUCK**
Councillor Szigli
Councillor Hill

THAT the Town of Cupar approves for the fire truck to be sent to RCS in Lipton for immediate repairs.

CARRIED

2023-292 **15.6 ATLAS SEWER REIMBURSEMENT**
Councillor Szigli
Councillor Smotra

THAT the Town of Cupar approves reimbursement of \$250.00 for 315 Stanley Street, Cupar.

CARRIED

2023-293 **15.7 RAYMORE CREDIT UNION BANK ACCOUNT**
Councillor German
Councillor Kallichuk

THAT the Town of Cupar approves transfer of 0.19c from Swimming Pool Account to General Account.

CARRIED

2023-294 **15.8 DOGS & CATS BYLAW**
Councillor Smotra
Councillor Hill

THAT the Town of Cupar approves for invoices to be sent to residents for dogs and cats for payment of registration fee/s, in accordance to Bylaw No. 07-2023 Animal Control Bylaw - A Bylaw of the Town of Cupar, in the Province of Saskatchewan, To Register, License, Regulate And Restrain Dogs And Cats.

CARRIED

2023-295 **15.9 BOBCATS ON SIDEWALK**
Councillor Szigli
Councillor Kallichuk

THAT the Town of Cupar approves for;

- i. Letters to be sent to bobcat service providers and all businesses advising that a fine of up to \$2,500.00 will be imposed for any damage caused to curb-stops due to heavy equipment, track-hoe, bob-cat etc; and
- ii. A new Policy/Bylaw to be created.

CARRIED

Initial 

Initial 

2023-296 15.10 SHALOM SPARKLE TOUR

Councillor Kallichuk
Councillor Hill

THAT the Town of Cupar approves to register Handivan (24 hour permit \$26.66) for each Shalom Sparkle Tour on 11 and 14 December 2023 and the residents vote on the best Christmas decorated house in Cupar.

CARRIED

2023-297 15.11 DAMAGE DEPOSIT REFUNDS

Councillor Smotra
Councillor Kallichuk

THAT the Town of Cupar grants authority to the CAO to process damage deposit refunds for up to Town Hall rental \$150.00, Legion Hall rental \$150.00 and returned via e-transfer to Renter, with approval of additional \$100.00 if was alcohol served. All damage deposit amounts greater than these will require Council approval.

CARRIED

2023-298 15.12 DECLARATION OF MUNICIPAL REVENUE SHARING ELIGIBILITY

Councillor Kallichuk
Councillor German

THAT Council of the Town of Cupar confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- Submission of the 2022 Audited Annual Financial Statement to the Ministry of Government Relations;
- Submission of the 2022 Public Reporting on Municipal Waterworks to the Ministry of Government Relations;
- In Good Standing with respect to the reporting and remittance of Education Property Taxes;
- Adoption of a Council Procedures Bylaw;
- Adoption of an Employee Code of Conduct; and
- All members of council have filed and annually updated their Public Disclosure Statements, as required; and

THAT the Administrator be authorized to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

CARRIED

2023-299 15.13 FEDERAL CANADA COMMUNITY BUILDING FUND

Councillor Hill
Councillor Smotra

THAT the Town of Cupar approves to amend Schedule A of the Municipal Gas Tax Funding Agreement (MGTF) dated November 15, 2019 under the Canada Community Building Fund (formerly Gas Tax Fund) as follows:

- Clause 3.3 b) is amended by striking out "December 31, 2023" and substituting with "December 31, 2024"

CARRIED

16. ADJOURNMENT

2023-300 Councillor Kallichuk

THAT this meeting be adjourned at 7:54pm.

Next Regular Meeting on Wednesday, 17 January 2024


Valerie Orb, Mayor

Deputy Mayor


Silvia Virgilio, CAO

Date: 17 January 2024
seal



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