

MINUTES
Regular Meeting of Council Town of Cupar
Wednesday, 21 February 2024 at 7:00pm
at Town Office

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

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

2024-0030
2. **ADOPT AGENDA**
Councillor Hill
Councillor Kallichuk

THAT the agenda be adopted as PRESENTED.

CARRIED

3. **DELEGATION** - None

2024-0031
4. **MINUTES**
Councillor Hart
Councillor Szigli

- 4.1 Approve Regular Meeting Minutes dated 17 January 2024
- 4.2 Approve Special Meeting Minutes dated 21 January 2024

CARRIED

5. **NOTICE OF PROCLAMATION** - None

6. **PRESENTATIONS AND RECOGNITIONS** - None

7. **PUBLIC HEARING** - None

8. **COMMUNICATIONS** - None

2024-0032
9. **REPORTS**
9.1 **Maintenance Report**
Councillor Hart
Councillor Kallichuk

THAT Maintenance verbal report presented by Mike Pearce as at 21 February 2024 be accepted as PRESENTED.

CARRIED

2024-0033
9.2 **Administrator Report**
Councillor Hart
Councillor Kallichuk

THAT Administrator's report presented by Silvia Virgilio as at 21 February 2024 be accepted as PRESENTED.

CARRIED


Initial _____

Initial 

2024-0034 **9.3 Committee Reports**
 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 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

2024-0035 **10.1 Financial Statement**
 Councillor Hill
 Councillor Kallichuk

THAT Statement of Financial Activities for period ending 31 January 2024, Bank Reconciliation for Main Operating Account, Swimming Pool Account and Reserve Account completed for period ending 31 January 2024 be accepted as PRESENTED.

CARRIED

2024-0036 **10.2 Approval of Accounts Payable**
 Councillor Hart
 Councillor Kallichuk

THAT the Accounts Payable as listed be APPROVED for payment:

1. Payroll Journal for \$6,920.38 from to 14Jan24 to 27Jan24
2. Payroll Journal for \$5,671.42 from to 28Jan24 to 10Feb24
3. Batches;

| | |
|--------------------------------------|-------------|
| From 2024-00008 to 2024-00014 | \$31,149.65 |
| 2024-00017 – Council Meeting 21Feb24 | \$70,840.65 |
| 2024-00019 | \$7,828.38 |

CARRIED

11. MAYOR AND COUNCILLORS' FORUM – None

12. UNFINISHED BUSINESS

2024-0037 **12.1 Cupar Fire Department**
 Councillor Hill
 Councillor Hart

THAT Town of Cupar approves for new General Ledger expense account (525-420-100) to be created for Fire Department incidentals at Cupar Foods and to be included in annual budget figures.

CARRIED

Initial 

Initial 

2024-0038 12.2 2024 COUNCIL MEETING DATES

Councillor Szigli
Councillor German

THAT Town of Cupar rescind Resoluation 2024-0013.

CARRIED

13. BYLAWS, POLICIES AND AGREEMENTS

13.1 Bylaw 01-2024 A Bylaw to Regulate The Proceeding Of Municipal Council And Council's Committees

2023-0039
Councillor Hart
Councillor German

First Reading

THAT Bylaw 01-2024 A Bylaw to Regulate The Proceeding Of Municipal Council And Council's Committees be given FIRST READING.

CARRIED

2023-0040
Councillor Hill
Councillor Szigli

Second Reading

THAT Bylaw 01-2024 A Bylaw to Regulate The Proceeding Of Municipal Council And Council's Committees be given SECOND READING.

CARRIED

2023-0041
Councillor Kallichuk
Councillor Hart

Third Reading

THAT Bylaw 01-2024 A Bylaw to Regulate The Proceeding Of Municipal Council And Council's Committees be given three readings at this meeting and adopted, signed and sealed forming part of the minutes.

CARRIED UNANIMOUSLY

14. CORRESPONDENCE

2023-0042
Councillor Hart
Councillor Hill

THAT the following correspondence be acknowledged and filed as presented;

14.1 B&B GRAVESTONE CLEANING SERVICES

Email received - Restoration of marble, limestone, bronze and all other stones

14.2 SUMAssure

Virtual Annual General Meeting held via zoom – Tuesday, 12 March 2024

14.3 EAST CENTRAL TRANSPORTATION PLANNING COMMITTEE (ECTPC)

Minutes 14 December 2023 and Letter dated January 2024

14.4 RCMP COMMUNITY POLICING REPORT

Community Policing Report from 1 April 2023 to 31 December 2023

CARRIED

15. NEW BUSINESS

2024-0043 15.1 2024 COUNCIL MEETING DATES

Councillor German
Councillor Hill

THAT the Town of Cupar approves the following dates for Regular Council Meetings in 2024 up to prior to Municipal Election;

Wednesday, 20 March 2024

Wednesday, 10 April 2024

Wednesday, 8 May 2024

Wednesday, 12 June 2024

Wednesday, 10 July 2024

Wednesday, 14 August 2024

Wednesday, 11 September 2024

Wednesday, 9 October 2024 Last Council Meeting for this Council

Wednesday, 13 November 2024 Municipal Election

CARRIED

Initial 

Initial 

15.2 CUPAR MEMORIAL RINK

Tender for Rink backwall to be advertised by Town of Cupar.

15.3 VOLUNTEER APPRECIATION

Town of Cupar Council to host a Volunteer Appreciation supper for Boards in town in 2024, quotes to be obtained to make a decision.

15.4 SK PUBLIC SAFETY AGENCY – PROVINCIAL DISASTER ASSISTANCE PROGRAM TRAINING

2024-0044

Councillor Hart
Councillor Hill

THAT Town of Cupar approves for Councillor Kallichuk to attend one day training held at Yorkton Family Resource Centre, 345 Broadway Street W, Yorkton on Wednesday, 28 February 2024, with mileage of \$216.24 to/from event paid by Town of Cupar.

CARRIED

15.5 CUPAR LEGION NO #217

2024-0045

Councillor Hill
Councillor German

THAT Town of Cupar approves the Cupar Legion No.217 to build a utility shed, set on a cement pad, in the Legion Park.

CARRIED

15.6 STAFF TRAINING

15.6.1 ARMOUR SAFETY INC. TRAINING

2024-0046

Councillor Hart
Councillor Kallichuk

THAT Town of Cupar approves for the Foreman and Maintenance worker to attend Armour Safety training as follows;

\$175.00 per person + taxes

Foreman: In-person Regina Tuesday, 30 January 2024

Maintenance Worker: In-person Regina Tuesday, 6 February 2024

Confined Space Entry & Rescue

\$205.00 per person + taxes

Foreman: In-person Regina Thursday, 15 February 2024

Maintenance Worker: In-person Regina Tuesday, 22 February 2024

Chainsaw Safety

\$79.99 + taxes

Foreman: Online

Maintenance Online

Including mileage to/from Cupar to Armour Safety Inc. 2110 E Redbear Ave, Regina.

CARRIED

15.6.2 FLOCOR – WATER WORKS SEMINAR

2024-0047

Councillor German
Councillor Szigli

THAT Town of Cupar approves for Foreman and Maintenance worker to both attend the free Flocor Water Works seminar on Wednesday, 10 April 2024 at 285 Mill Street, Regina and mileage to/from Regina to be paid by Town of Cupar.

CARRIED

15.6.3 Munisoft

2024-0048

Councillor Hill
Councillor German

THAT Town of Cupar approves for CAO and Assistant Administrator to both attend Munisoft Refresher Seminar on Thursday, 9 May 2024 at 1834 McAra Street, Regina – total cost of \$472.00 + taxes and mileage to/from Regina to be paid by Town of Cupar.

CARRIED

Initial 

Initial 

15.11 SWIMMING POOL

15.11.1 ELECTRICAL WORK

2024-0054

Councillor German
Councillor Hill

THAT Town of Cupar approves Installation of new inside and outside power outlets by Echo Electric for \$1,720.50.

CARRIED

15.11.2 TABLED – POOL TARPS

Swimming Pool tarps, quote from Pleasureway Sales
o \$20,146.50 included taxes and shipping/freight to Cupar

15.11.3 TABLED – RUBBER SEALS

Swimming Pool rubber seals. Health Inspector advised in 2023 that these need to be replaced.

15.11.4 SWIMMING POOL RATES

2024-0055

Councillor German
Councillor Kallichuk

THAT the Town of Cupar approves for 2024 Swimming Pool rates, as approved by Swimming Pool Committee;

| | |
|------------------|------------------|
| Instructor | \$20.00 per hour |
| Senior Lifeguard | \$18.00 per hour |
| Junior Lifeguard | \$16.00 per hour |

CARRIED

CAO & Foreman left the meeting at 8:58pm

IN CAMERA SESSION

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

END OF IN CAMERA SESSION - CAO returned to the meeting at 9:19pm

15.12 STAFF VACATION

2024-0056

Councillor German
Councillor Kallichuk

THAT Town of Cupar approves staff vacation as follows:

15.12.1 Assistant Administrator

7 days from Tuesday, 02 April 2024 to Wednesday, 10 April 2024 (inclusive)
Annual Leave request approved by CAO on 29 January 2024;

15.12.2 CAO

9 days from Tuesday, 21 May 2024 to Friday, 31 May 2024 (inclusive)
Annual Leave request approved by Mayor Val Orb on 23 August 2023;

15.12.3 Maintenance Worker

9 days from Tuesday, 21 May 2024 to Friday, 31 May 2024 (inclusive)
Annual Leave request approved by Mayor Val Orb on 23 August 2023;

15.12.4 Foreman

9 days from Tuesday, 21 May 2024 to Friday, 31 May 2024 (inclusive).

All staff to be reminded that all vacation time must be approved prior to booking/arranging travel. During the period Tuesday, 21 May 2024 to Friday, 31 May 2024, the CAO will arrange temporary workers to do the necessary water readings, cut-grass etc.

CARRIED

15.13 TABLED - TREE PLANTING

Council to approve green space for tree planting and budget.


Initial _____


Initial _____

2024-0057 **15.14 108 LORNE STREET, CUPAR**
Councillor Hart
Councillor Szigli

Councillor Hill declared conflict of interest and abstained from voting.

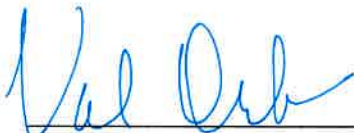
THAT Town of Cupar rescinds resolution 2023-0166 and approves request to return the amount of \$7,828.38 being the amount paid \$9,450.00 less Brownlee LLP fees of \$1,621.62 to Lorne Arthur Bumphrey and Jacqueline Christine Bumphrey in exchange for signed ISC Transfer Authorization.

CARRIED

2024-0058 **16. ADJOURNMENT**
Councillor Kallichuk

THAT this meeting be adjourned at 9:34pm.

Next Regular Meeting on Wednesday, 20 March 2024



Valerie Orb, Mayor



Silvia Virgilio, CAO

Date: **MAR 20 2024**

seal



Initial 

Initial 