

**MINUTES**  
**Regular Meeting of Council Town of Cupar**  
**Wednesday, 17 January 2024 at 7:00pm**  
**at Town Office**

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

1. **CALL TO ORDER** A quorum present, Mayor Orb called the meeting to order at 6:54pm

2024-0001

2. **ADOPT AGENDA**

Councillor Hill  
Councillor Hart

THAT the agenda be adopted as PRESENTED.

**CARRIED**

3. **DELEGATION**

*Joe & Bernadette Varga commenced at 6:58pm*

- Presented ATLAS invoice of \$763.25 for 219 Grey Street, Cupar and discussed sewer issue being on Town of Cupar property.

*Joe & Bernadette left meeting at 7:07pm*

2024-0002

4. **MINUTES**

Councillor Smotra  
Councillor German

THAT Regular Meeting Minutes dated 13 December 2023 be approved as PRESENTED.

**CARRIED**

5. **NOTICE OF PROCLAMATION** - None

6. **PRESENTATIONS AND RECOGNITIONS** - None

7. **PUBLIC HEARING** - None

8. **COMMUNICATIONS** - None

9. **REPORTS**

2024-0003

9.1 **Maintenance Report**

Councillor Kallichuk  
Councillor German

THAT Maintenance verbal report presented by Mike Pearce as at 17 January 2024 be accepted as PRESENTED.

**CARRIED**

2024-0004

9.2 **Administrator Report**

Councillor Kallichuk  
Councillor German

THAT Administrator's report presented by Silvia Virgilio as at 17 January 2024 be accepted as PRESENTED.

**CARRIED**

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**2024-0005**      **9.3 Committee Reports**  
 Councillor Kallichuk  
 Councillor German

- 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**

**2024-0006**      **10.1 Financial Statement**  
 Councillor Kallichuk  
 Councillor Hill

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

**CARRIED**

**2024-0007**      **10.2 Approval of Accounts Payable**  
 Councillor Kallichuk  
 Councillor Hill

THAT the Accounts Payable as listed be APPROVED for payment:

1. Payroll Journal for \$6,831.22 from 03Dec23 to 16Dec23
2. Payroll Journal for \$5,416.22 from 17Dec23 to 30Dec23
3. Payroll Journal for \$5,359.07 from 31Dec23 to 13Jan24
4. Batches;

From 2023-00128 to 2024-00004	\$81,994.41
2024-00006 – Council Meeting 17Jan24	\$97,293.53

**CARRIED**

**10.3 Cupar Fire Department - TABLED**  
 Cupar Foods invoice for \$354.65 for Cupar Volunteer Fire Department

**2024-0008**      **10.4 FCM – Federation of Canadian Municipalities**  
 Councillor Smotra

THAT Town of Cupar pays invoice ORD-61173-V5T0X0 for \$31.40 noted as OPTIONAL contribution towards a travel fund that supports the participation of elected officials from small communities in FCM’s National Board of Directors.

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**11. MAYOR AND COUNCILLORS' FORUM**

**11.1 SUMA Virtual Sector Meeting**

Attended by Councillor Kallichuk, held online on 16 January 2024. Agenda included;

- Greetings/update from:
  - Vice Presidents of Cities, Towns, Villages, Resort Villages and Northern Municipalities;
  - President Goulden
  - Minister McMorris
  - SaskWater
- Update from SUMAssure and Kinetic GPO
- Keynote Speaker – Laura Lawrence

**12. UNFINISHED BUSINESS - None**

**CARRIED**

**13. BYLAWS, POLICIES AND AGREEMENTS - None**

**14. CORRESPONDENCE**

**2024-0009**

Councillor Hill  
Councillor Kallichuk

THAT the following correspondence be acknowledged and filed as presented;

**14.1 East Central Transportation Planning Committee**

Copy of minutes 10 August 2023 and 9 November 2023.

**14.2 Town of Strasbourg**

Copy of letter to Honourable Minister Paul Merriman, Minister of Corrections,  
Policing & Public Safety

**CARRIED**

**15. NEW BUSINESS**

**2024-0010**

**15.1 DUDLEY & COMPANY LLP**

Councillor Hart  
Councillor German

THAT Town of Cupar approve and sign-off Engagement Letter with Dudley & Company LLP.

**CARRIED**

**2024-0011**

**15.2 ATLAS SEWER REIMBURSEMENT**

Councillor Smotra  
Councillor German

THAT Town of Cupar approves for reimbursement amount of \$381.62 being half the ATLAS invoice of \$763.25 for sewer blockage at 315 Stanley Street, Cupar.

**CARRIED**

**2024-0012**

**15.3 ACCESS COMMUNICATIONS**

Councillor Hill  
Councillor Kallichuk

THAT Town of Cupar approves to provide Letter of Support to Access Communications, for the proposed project that would bring fibre from Southey to Lipton, allowing Access to service Cupar along the route.

**CARRIED**

**2024-0013**

**15.4 2024 COUNCIL MEETING DATES**

Councillor Kallichuk  
Councillor German

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

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Wednesday, 17 January 2024  
Wednesday, 21 February 2024  
Tuesday, 26 March 2024 Audit 20Mar24 and Election training 27Mar24  
Wednesday, 10 April 2024 Moved from 3rd week to 2nd week due to SUMA Convention  
Wednesday, 15 May 2024  
Wednesday, 19 June 2024  
Wednesday, 17 July 2024  
Wednesday, 21 August 2024  
Wednesday, 18 September 2024  
Wednesday, 16 October 2024 Last Council Meeting for this Council  
**Wednesday, 13 November 2024 - Municipal Election**  
**CAO calls 1<sup>st</sup> Council Meeting following Municipal Election**

**CARRIED**

**2024-0014**      **15.5    STATORY HOLIDAYS**  
Councillor Smotra  
Councillor Hill

THAT the Town of Cupar observe the following public holidays and the office and Maintenance be closed;

New Year's Day	Monday, January 1
Family Day	Monday, February 19
Good Friday	Friday, March 29
Victoria Day	Monday, May 20
Canada Day	Monday, July 1
Saskatchewan Day	Monday, August 5
Labour Day	Monday, September 2
National Day of Truth & Reconciliation	Monday, September 30
Thanksgiving	Monday, October 14
Remembrance Day	Monday, November 11
Christmas Day	Wednesday, December 25
Boxing Day	Thursday, December 26
New Year's Day	Wednesday, January 1

**CARRIED**

**2024-0015**      **15.6    UMAAS SPRING WORKSHOP**  
Councillor Hart  
Councillor Hill

THAT the Town of Cupar approves for the CAO and Assistant Administrator attend the Municipal Elections Workshop on 26 March 2024 at Melville, Horizon Credit Union Centre from 9:30am to 4pm, closing the Town Office for one day. The cost of \$100.00 per person plus mileage to be covered by the Town of Cupar.

**CARRIED**

**2024-0016**      **15.7    TAX ABATEMENT**  
Councillor Smotra  
Councillor Kallichuk

**15.7.1** THAT Town of Cupar approves to abate taxes for 2023 on property described as Block H on Plan 102104165 as transfer of land from Town of Cupar to resident was effective 13 December 2023; and

**15.7.2** THAT Town of Cupar approves to abate taxes for 2023 on property described as Lot 11-12, Block 13, Plan AX3125 as transfer of land from Town of Cupar to resident was effective 22 December 2023.

**CARRIED**

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Initial [Signature]

**2024-0017**      **15.8 COMMUNITY RINK AFFORDABILITY GRANT**  
Councillor Hill  
Councillor Kallichuk

THAT Town of Cupar approves to re-imburse Cupar Memorial Rink the amount of \$2,500.00 for invoice from Cobalt Electric amount of \$2,621.82, from the Community Rink Affordability Grant received.

**CARRIED**

**2024-0018**      **15.9 EMPLOYEE BOND**  
Councillor Hart  
Councillor German

THAT Town of Cupar accepts and approves Section 3. Crime in the Certificate of Insurance issued by SUMAssure.

**CARRIED**

**15.10 WEDDING RENTAL**

Brooklyn Ballan and her fiance, Kaeden Krupski request approval to rent the Sportsground for their wedding reception from Friday 15 August to Sunday 17 August 2024.

- Request be forwarded to Cupar Ball Diamond Committee for their approval; and
- Campsites can be booked through the Town Office.

**2024-0019**      **15.11 PARKLAND REGIONAL LIBRARY**  
Councillor Hill  
Councillor German

THAT Town of Cupar Council approves for Local Branch Special Payment Agreement.

**CARRIED**

**2024-0020**      **15.12 2025 FEDERAL ELECTION**  
Councillor Smotra  
Councillor Kallichuk

THAT Town of Cupar approves rental of Cupar Town Hall, 901 Assiniboia Avenue, Cupar to be used for the 2025 Federal Election as a voting poll station.

**CARRIED**

**2024-0021**      **15.13 2024 SUMA CONVENTION**  
Councillor Hill  
Councillor Kallichuk

THAT Town of Cupar approves for Mayor and CAO to attend the 2025 SUMA Convention. Registration early-bird pricing to 29 February 2024 at \$550.00 per person (after 29 February 2024 cost will be \$650.00 per person). Convention held from Sunday 14 April 2024 to Wednesday 17 April 2024 in Regina. Approval includes cost of convention, accomodation in Regina and mileage to be paid by Town of Cupar.

**CARRIED**

**2024-0022**      **15.14 LEGAL LAND DESCRIPTION LOT 17 BLOCK 3 PLAN D4304**  
Councillor Hill  
Councillor Smotra

THAT Town of Cupar agree that tax card 0048 000 with an outstanding balance of \$5.84 remain as is, and no penalty interest be reversed as payment of taxes was physically received after the September discount period.

**CARRIED**

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Foreman and CAO left the meeting at 8:21pm

**CLOSED SESSION**

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

CAO returned to the meeting at 8:48pm

**15.15 EMPLOYEE PAY INCREASES**

2024-00023

Councillor Smotra  
Councillor Kallichuk

**15.15.1** THAT Town of Cupar approves for the CAO, Assistance Administrator, Foreman and Maintenance Worker to each receive a 5% annual pay increase and all SUMA Benefits to be paid in full by the Town of Cupar, effective from 2024 Payroll #1; and

**15.15.2** THAT the Maintenance Worker have his hours reduced to 16 hours bi-weekly to cover the days when the Foreman has his scheduled days off, plus any additional work hours at Council’s discretion. Maintenance Worker to be provided with six (6) weeks notice (payroll period). Council will advise when full-time employment hours will be re-instated.

**CARRIED**

**16. ADJOURNMENT**


2024-00024

Councillor Kallichuk

THAT this meeting be adjourned at 8:52pm.

Next Regular Meeting on Wednesday, 21 February 2024

  
for: Valerie Orb, Mayor **Deputy Mayor**

  
Silvia Virgilio, CAO

Date:

**FEB 21 2024**



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