

AGENDA
TOWN OF STAR CITY
December 19, 2022 @ 4:30 p.m.
REGULAR MEETING
STAR CITY TOWN OFFICE

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. DECLARATION OF CONFLICT OF INTEREST

4. APPROVAL OF MINUTES:

October 26, 2022 – Op Committee Meeting
November 14, 2022 – Regular Meeting
November 30, 2022 – Op Committee Meeting
December 14, 2022 – HR Committee Meeting

5. DELEGATIONS : None

6. OLD BUSINESS: None

7. NEW BUSINESS

- a) Notice of Development Appeals Board – In Camera
- b) HR Committee – Wage Increases – In Camera
- c) HR Committee – Christmas Bonus – In Camera
- d) Auditor Engagement Letter
- e) SUMA – change of election date – letter of support
- f) Regional Recreation Practitioner Pilot Program
- g) Cancel Taxes – Roll 124/130/341
- h) Increase Allowance transfers
- i) Apply outstanding utility arrears to taxes
- j) Apply outstanding AR invoices to taxes
- k) Acceptance of the Renewed Permit to Operate
- l) Online Fire Fighting Training – Carleton Trail College
- m) Office Closure to public– Jan. 3 4, & 5, 2023 for Year End/New Year Processing
- n) Acceptance of 2023 Meeting Dates
- o) Acceptance of Deputy Mayor Schedule

8. STATEMENT OF OPERATING REVENUES & EXPENDITURES – November, 2022

9. BANK RECONCILIATION – November, 2022

10. ACCOUNTS FOR APPROVAL - November, 2022

11. REPORT OF OUTSTANDING TAXES & UTILITIES - November, 2022

12. REPORTS

- a) ADMINISTRATOR'S REPORT
- b) MAYOR COUNCILLOR FORUM
 - i. Branch Open Hours Allocation

**Regular Meeting of the
COUNCIL OF THE TOWN OF STAR CITY
December 19, 2022
STAR CITY TOWN OFFICE**

Mayor Beth Baerwald called the meeting to order at 4:24pm

PRESENT: Mayor Beth Baerwald
Councillors: Carol Freriks, Nicole Grout, Dena Mackenzie
Nick Koturbash, Charles Boulanger, Preston Smith
CAO: Anita Tkachuk

REGRETS: None

AGENDA:

304-2022 Mackenzie/Freriks THAT the Agenda be approved as presented and is attached herein.

Carried

CONFLICT OF INTEREST: Declared at the time.

MINUTES OF THE SKATING RINK OPERATING COMMITTEE MEETING:

305-2022 Kotorbash/Freriks THAT the Minutes from the Skating Rink Committee meeting held on October 26, 2022, are accepted as presented and are attached herein.

Carried

MINUTES OF THE REGULAR MEETING:

306-2022 Grout/Mackenzie THAT the Minutes from the regular meeting of council held on November 14, 2022, are approved as presented and are attached herein.

Carried

MINUTES OF THE SKATING RINK OPERATING COMMITTEE MEETING:

307-2022 Kotorbash/Smith THAT the Minutes from the Skating Rink Operating Committee meeting held on November 30, 2022, are accepted as presented and are attached herein.

Carried

MINUTES OF THE HR COMMITTEE MEETING:

308-2022 Grout/Freriks THAT the Minutes from the HR Committee meeting of council held on December 14, 2022, are accepted as presented and are attached herein.

Carried

B.B.

NEW BUSINESS:

MOTION TO MOVE IN CAMERA :

309-2022 Grout/Boulanger THAT Council moved into closed session to discuss strategic planning of Council at 4:28 pm
Carried

MOTION TO RESUME OPEN SESSION:

310-2022 Freriks/Smith THAT Council moved into open session at 4:34 pm
Carried

NOTICE OF DEVELOPMENT APPEALS BOARD DECISION :

311-2022 Kotorbash/Freriks THAT we accept the Development Appeals Board Decision regarding Development Appeal #2-2022
Carried

MOTION TO MOVE IN CAMERA :

312-2022 Boulanger/Mackenzie THAT Council moved into closed session to discuss Human Resources business at 4:36 pm
Carried

CAO Anita Tkachuk and Councillor Preston Smith left the meeting at 4:36 pm and returned at 4:55 pm

MOTION TO RESUME OPEN SESSION:

313-2022 Grout/Mackenzie THAT Council moved into open session at 4:53pm
Carried

WAGE INCREASE FOR 2023:

314-2022 Freriks/Grout THAT we approve staff increases as recommended by the HR Committee.
Carried

MOTION TO MOVE IN CAMERA:

315-2022 Freriks/Boulanger THAT Council moved into closed session to discuss Human Resources business at 4:57 pm
Carried

CAO Anita Tkachuk and Councillor Preston Smith left meeting at 4:58 pm returned at 4:59 pm

MOTION TO RESUME OPEN SESSION:

316-2022 Mackenzie/Kotorbash THAT Council moved into open session at 4:59 pm
Carried

CHRISTMAS BONUS :

317-2022 Boulanger/Kotorbash THAT we approve Christmas Bonuses as recommended by the HR Committee.
Carried

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AUDITOR ENGAGEMENT LETTER :

318-2022 Kotorbash/Grout THAT Council acknowledges receipt of the Auditor Engagement Letter;
And further,
THAT Council appoint Janke LLP Professional Accountants as the Auditor for the Town of Star City for 2023.

Carried

SUMA-CHANGE OF ELECTION DATE - LETTER OF SUPPORT:

319-2022 Freriks/Boulanger THAT we send a letter of support to SUMA regarding the change of election date.

Carried

REGIONAL RECREATION PRACTITIONER:

320-2022 Boulanger/Smith THAT we do not participate in the program at this time.

Carried

CANCEL TAXES - ROLL 124/130/341:

321-2022 Freriks/Grout THAT the following tax amounts be cancelled as they are now town owned property

Roll 124 - \$216.06
Roll 130 - \$320.94
Roll 341 - \$320.94

Carried

INCREASE ALLOWANCE TRANSFER:

322-2022 Boulanger/Smith THAT we increase the allowance amounts as follows:

Acct: 110-200-800 - Increase by \$64,800.00 to \$100,000.00
Acct: 110-320-160 - Increase by \$2,763.16 to \$5,000.00
Acct: 110-320-130 - Increase by \$6,000.00 to \$10,000.00

Carried

APPLY OUTSTANDING UTILITY ARREARS TO TAX ROLL:

323-2022 Kotorbash/Grout THAT if the following remains unpaid after December 31, 2022 they will be applied to the applicable tax roll account:

Ut Acct #341.10 - \$444.06 - Roll 25
Ut Acct # 267.1 - \$518.92 - Roll 267
Ut Acct # 250.1 - \$441.88 - Roll 250

Carried

APPLY OUTSTANDING ACCOUNTS RECEIVABLE TO TAX ROLL :

324-2022 Freriks/Grout THAT if the following remains unpaid after December 31, 2022 they will be applied to the applicable tax roll account:

AR Acct #ANT001 - \$55.50 - Roll 250
AR Acct #GUY001 - \$31.50 - Roll 97
AR Acct #HUG001 - \$94.50 - Roll 330
AR Acct #MAL001 - \$157.50 - Roll 65
AR Acct #MCG002 - \$8,586.25 - RM of Star City
AR Acct #PRA001 - \$157.50 - Roll 261
AR Acct #PRO001 - \$31.50 - Roll 132

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AR Acct #REM001 - \$157.50 – Roll 34
AR Acct #STA002 - \$75.73 – Roll 210

Carried

ACCEPTANCE OF THE RENEWED PERMIT TO OPERATE :

325-2022 Kotorbash/Boulanger THAT we accept the renewed Permit to Operate a Sewage Works as presented by the Water Security Agency.

Carried

ONLINE FIRE FIGHTING TRAINING – CARLETON TRAIL COLLEGE :

326-2022 Grout/Smith THAT we forward the correspondence the Star City Fire Brigade for them to determine necessity and interest and report back.

Carried

OFFICE CLOSURE TO PUBLIC JANUARY 3-5, 2023:

327-2022 Freriks/Kotorbash THAT we close the office to the public on January 3-5, 2023 to facilitate year end and new year processing.

Carried

ACCEPTANCE OF 2023 MEETING DATES:

328-2022 Baerwald/Boulanger THAT we accept the 2023 Meeting Dates as presented.

Carried

ACCEPTANCE OF DEPUTY MAYOR SCHEDULE FOR 2023:

329-2022 Smith/Grout THAT we accept the 2023 Deputy Mayor Schedule for 2023.

Carried

STATEMENT OF OPERATING REVENUES & EXPENDITURES

330-2022 Freriks/Smith THAT the Statement of Operating Revenues and Expenditures for November 2022 be accepted as presented and attached herein.

Carried

Councillor Freriks declared pecuniary interest

ACCOUNTS FOR APPROVAL

331-2022 Smith/Grout THAT the list of accounts for approval including Cheque #3178 to Cheque #3203 totalling \$34,796.09, CAFT payroll amount of \$10,471.55, online payments in the amount of \$26,961.86 be approved for payment and attached herein.

Carried

BANK RECONCILIATIONS

332-2022 Smith/Boulanger THAT the bank reconciliations for the month of November 2022 be approved as presented and attached herein.

Carried

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REPORT OF OUTSTANDING TAXES & UTILITIES

333-2022 Freriks/Smith THAT the list of Outstanding Taxes and utilities be received and attached herein.

Carried

REPORTS:

ADMINISTRATOR'S REPORT:

334-2022 Boulanger/Mackenzie THAT the Administrator's Report be received as presented and attached herein.

Carried

COMMITTEE OF THE WHOLE:

Councillor Mackenzie declared a conflict of interest and left 5:47 and returned 5:55

STAR CITY LIBRARY BRANCH HOURS ALLOCATION:

335-2022 Boulanger/Freriks THAT we send a letter indication that we do not support the decision of the Wapiti Regional Library Board.

Carried

CORRESPONDENCE:

336-2022 Grout/Kotorbash THAT the correspondence as listed below be received and filed.

Carried

- a) Sask Public Safety Agency
- b) Star City Rec Board Minutes - Oct. 19/22
- c) Star City Museum Minutes - Nov. 4/22
- d) 1000 Miles of Snow Minutes - Nov. 23/22
- e) Nor Sask Board of Revision
- f) Sask Today

ADJOURNMENT:

337-2022 Boulanger/Mackenzie THAT this regular meeting of Council be adjourned at 6:00 pm

Carried

Beth Boerswald
Mayor



A. MacLure
Chief Administrative Officer