

AGENDA
TOWN OF STAR CITY
December 15, 2021 @ 4:30 p.m.
REGULAR MEETING
STAR CITY TOWN OFFICE

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. DELCARATION OF CONFLICT OF INTEREST
4. APPROVAL OF MINUTES: November 8, 2021 – Regular Meeting
 November 25, 2021 – Skating Rink Operations Committee Meeting
 November 15, 2021 – Human Resources Committee Meeting
 December 6, 2021 – Human Resources Committee Meeting
5. DELECATIONS: None
6. OLD BUISNESS:
 - a) Employee Policy
7. NEW BUISNESS
 - a) Staff Christmas Bonus
 - b) 2022 Staff Wage Increase
 - c) Custom Work Invoices to Taxes
 - d) Write of Taxes for Roll 112 & 108 – Town owned properties
 - e) Auditor Letter of Engagement
 - f) ICIP Grant – projects
 - g) Spring Workshop – Feb.17, 2022 Tisdale (Dealing with Difficult Conversations) Anita & Crystal
 - h) 2022 UMASS Membership
 - i) SPWA 2022 Annual Conference – Trevor & Preston?
 - j) Star City Housing
 - k) Policy 21-03 – COVID-19 Vaccination – Repercussions
 - l) Appointment of Board of Revisions for 2022
 - m) Roll 267- Tax Enforcement – How to proceed
 - n) RCMP Report
 - o) Office closure
8. STATEMENT OF OPERATING REVENUE & EXPENDITURES – November, 2021
9. BANK RECONCILIATION – November, 2021
10. ACCOUNTS FOR APPROVAL – November, 2021
11. REPORT OF OUTSTANDING TAXES & UTILITIES – November, 2021
12. REPORTS
 - a) ADMINISTRATORS REPORT
 - b) COMMITTEE OF THE WHOLE
13. CORRESPONDENCE
 - a) SUMA – President’s Resignation
 - b) Sask Water – 2022 Water Rate
 - c) Community Economic Development – Mathewson & Co.
14. ADJOURNMENT

**Regular Meeting of the
COUNCIL OF THE TOWN OF STAR CITY
December 15, 2021
STAR CITY TOWN OFFICE**

Mayor Beth Baerwald called the meeting to order at 4:23pm

PRESENT: Mayor Beth Baerwald
Councillors: Margaret Andris, Charles Boulanger, Carol Freriks, Nicole Grout
Nick Koturbash, Preston Smith
Administrative Assistant Crystal Smith

REGRETS: Anita Tkachuk, CAO

AGENDA:

284-2021 Andris/Boulanger THAT the Agenda be amended to include under New Business item O) Office Closure for December 17 & 20, 2021
Carried

CONFLICT OF INTEREST: Declared at the time.

MINUTES OF THE REGULAR MEETING:

285-2021 Koturbash/Freriks THAT the Minutes from the regular meeting of council held on November 8, 2021, be approved as presented and are attached herein.
Carried

MINUTES OF THE SKATING RINK COMMITTEE MEETING:

286-2021 Freriks/Koturbash THAT the Minutes from the Skating rink committee meeting held on November 25, 2021, be accepted as presented and are attached herein.
Carried

MINUTES OF THE HUMAN RESOURCES COMMITTEE MEETING:

287-2021 Grout/Freriks THAT the Minutes from the Human resources committee meeting held on November 15, 2021, be accepted as presented and are attached herein.
Carried

MINUTES OF THE HUMAN RESOURCES COMMITTEE MEETING:

288-2021 Freriks/Grout THAT the Minutes from the Human resources committee meeting held on December 6, 2021, be accepted as presented and are attached herein.
Carried

DELEGATION: None

OLD BUSINESS:

EMPLOYEE POLICY NO. 14-02:

289-2021 Smith/Boulangier THAT the employee policy be approved December 15, 2021 as attached herein.

Carried

NEW BUSINESS:

Councillor Preston Smith declared a conflict of interest and left the council meeting at 4:34pm

Administrative Assistant Crystal Smith left the meeting at 4:34pm

Councillor Preston Smith & Administrative Assistant returned to the meeting at 4:55pm

STAFF CHRISTMAS BONUS

290-2021 Freriks/Koturbash THAT the recommendation of the Human Resources committee be accepted; to give each employee including the skating rink contractor, \$100.00 Christmas Bonus.

Carried

2022 WAGE INCREASE

291-2021 Boulangier/Grout THAT the wage increases recommendation of the Human Resources committee be approved as recorded herein.
TKA001 – Increase of 3.5%
WOO001 – Increase of 3.5 %
SMI001 – Increase of 3.5 %
BRA001- Increase of 3.5%

Carried.

CUSTOM WORK INVOICES TO TAXES

292-2021 Andris/Boulangier THAT the following custom work invoices be transferred to the tax roll if unpaid by December 31, 2021.
Inv. 2021-0074/0095 - \$94.50 to Roll 330
Inv. 2021-0059/0081 - \$94.50 to Roll 125
Inv. 2021-0065/0085 - \$94.50 to Roll 130
Inv. 2020-00214/273 & 2021-0076/0098 - \$157.50 to Roll 215

Carried

WRITE OFF ACCOUNT RECEIVABLE INVOICES

293-2021 Freriks/Smith THAT the CAO be authorized to abate the outstanding account receivables invoice balances on the following invoices.

Inv. 2019-00064 - \$2959.65 – Star City Minor Sports

Inv. 2020-00019 - \$19375 - Kaiswatun

Inv.2020-00062 -\$ 11.25 - Kaiswatun

WRITE OFF TAXES FOR ROLL 108 & 112

294-2021 Koturbash/Andris THAT the CAO be authorized to abate the outstanding tax balance on the following properties as they are now town owned.

Roll 108 – \$1,065.92

Roll 112 – \$1,038.61

Carried.

AUDITOR ENGAGEMENT LETTER

295-2021 Grout/Koturbash THAT Janke Professional Accountant’s LLP be contracted to do the audit for 2021.

Carried

ICIP GRANT

296-2021 Grout/Smith THAT administration be approved to apply for an ICIP Grant.

Carried.

SPRING WORKSHOP – TISDALE SASK.

297-2021 Freriks/Andris THAT CAO Anita Tkachuk and Administrative Assistant be authorized to attend the Spring Workshop on February 17, 2021 in Tisdale, Saskatchewan.

And further;

THAT the office be closed that day.

Carried.

2022 UMASS MEMBERSHIP

298-2021 Boulanger/Andris THAT we approve the UMASS 2022 Membership application for \$220.00

Carried.

SPWA 2022 ANNUAL CONFERENCE

299-2021 Boulanger/Grout THAT Public Works Foreman Trevor Woolsey and councillor Smith be authorized to attend the SPWA 2022 Annual Conference in Saskatoon on February 22 to 24, 2022.
And further;
THAT hotel rooms will be booked for the Saskatoon Inn during the SPWA 2022 Annual Conference.

Carried.

Councillor Margaret Andris declared a conflict of interest and left the council meeting at 5:30pm

Councillor Margaret Andris returned to the meeting at 6:11pm

POLICY 21-03 – COVID-19 VACCINATION POLICY

300-2021 Koturbash/Boulanger THAT anyone employed by the Town of Star City, is a volunteer (ie. Firefighter, etc.) who does not produce proof of vaccination, will be suspended from work/duty until such time as policy changes.

Carried.

APPOINTMENT OF BOARD OF REVISION FOR 2022

301-2021 Freriks/ Grout THAT we appoint Nor Sask Board Services to provide our Board of Revision Services for 2022.
And further;
THAT we pay the retainer for their service.

Carried.

ROLL 267 – TAX ENFORCEMENT PROCEEDINGS

302-2021 Koturbash/Andris THAT we proceed as normal with Tax Enforcement on Roll 267.

Carried.

RCMP MONTHLY REPORT

303-2021 Koturbash/Andris THAT the we accept the October & November 2021 monthly RCMP report as presented.

Carried.

Administrative Assistant Crystal Smith left the council meeting at 5:50pm
Administrative Assistant Crystal Smith returned to the meeting at 5:52pm

CLOSURE OF THE OFFICE

304-2021 Koturbash/Boulanger THAT due to unforeseen circumstances, the office will be closed on December 17 & 20, 2021.

Carried.

STATEMENT OF OPERATING REVENUES & EXPENDITURES

305-2021 Koturbash/Andris THAT the Statement of Operating Revenues and Expenditures for November, 2021 be accepted as presented and attached herein.

Carried

ACCOUNTS FOR APPROVAL

306-2021 Grout/Andris THAT the list of accounts for approval including Cheque #2769 to Cheque #2808 totalling \$63,111.19, CAFT payroll amount of \$10,713.77, online payments in the amount of \$19,621.61 be approved for payment and attached herein.

Carried

BANK RECONCILIATIONS

307-2021 Smith/Boulanger THAT the bank reconciliations for the months of November 2021 be approved as presented and attached herein.

Carried

REPORT OF OUTSTANDING TAXES & UTILITIES

308-2021 Freriks/Smith THAT the list of Outstanding Taxes and utilities be received and attached herein.

Carried

REPORTS:

ADMINISTRATOR'S REPORT: Not presented

COMMITTEE OF THE WHOLE: None

CORRESPONDENCE:

309-2021 Koturbash/Boulanger THAT the correspondence as listed below be received and filed.

Carried

- a) SUMA - President's Resignation
- b) Sask Water - 2022 Water Rate
- c) Community Economic Development - Mathewson & Co.

ADJOURNMENT:

310-2021 Andris/Freriks THAT this regular meeting of Council be adjourned at 6:02 pm

Carried

Bati Baerwald
Mayor



C. Smith
for Chief Administrative Officer