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| **Regular Meeting of the** |
| **COUNCIL OF THE TOWN OF STAR CITY** |
| **January 17th, 2022**  |
| **Town of Star City Council Chambers** |

Mayor Beth Baerwald called the meeting to order at 4:28 pm.

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| **PRESENT:** | Mayor Beth Baerwald  |
|  | Councillors: Margaret Andris, Carol Frericks, Nicole Grout, |
|  | Nick Koturbash, Preston Smith, Charles BoulangerCouncillor Andris left the meeting at 5:50 pm, and did not return. |
|  | Temporary CAO: Fern Lucas  |
|  | Administrative Assistant: Crystal Smith |
| **REGRETS:** | Anita Tkachuk, CAO |

**AGENDA:**

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| 001-2022 | Andris/Freriks | THAT the Agenda be accepted as presented, a copy of which is attached herein.**Carried** |
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**CONFLICT OF INTEREST: None declared**

**MINUTES OF THE REGULAR MEETING:**

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| 002-2022 | Koturbash/Smith | THAT the Minutes from the regular meeting of council on December 15, 2021 be approved as presented, a copy of which is attached herein.  |
|  |  |  |
|  |  | **Carried** |

**MINUTES OF HUMAN RESOURCE MEETING:** December 16, 2021

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| 003-2022 | Freriks/Grout | THAT the Minutes from the Human Resources Committee Meeting held on December 16, 2021 be approved as presented, a copy of which is attached herein |
|  |  | **Carried** |

**MINUTES OF HUMAN RESOURCE MEETING:** December 21, 2021

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| 004-2022  | Grout/Freriks | THAT the Minutes from the Human Resources Committee Meeting held on December 21, 2021 be approved as presented, a copy of which is attached herein. |
|  |  | **Carried** |

**MINUTES OF SPECIAL MEETING:**

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| 005-2022  | Smith/Andris  | THAT the Minutes from the Special meeting of council on December 28, 2021 be approved as presented, a copy of which is attached herein. |
|  |  | **Carried** |

**DELECATION:** 4:52 – Staff Sargent Adare Guest; Constable Randy Parent – Melfort RCMP Detachment

**OLD BUSINSS:**  None

**NEW BUSINESS:**

 **RCMP REPORT**

|  |  |  |
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| 006-2022 | Boulanger/Andris  | THAT the police report for December, 2021 be accepted as presented.  |
|  |  | **Carried** |

**FIDELITY BOND**

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| 007-2022 | Koturbash/Grout  | THAT we acknowledge receipt of the Fidelity Bond as presented.  |
|  |  | **Carried** |

**COUNCIL REMUNERATION – 4TH QUARTER**

|  |  |  |
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| 008-2022  | Andris/Koturbash | THAT the 4th quarter remuneration for 2021 be paid as presented on the attached herein schedule.  |
|  |  | **Carried** |

**ACCEPTANCE OF 2021 OPERATING BUDGET**

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| --- | --- | --- |
| 009-2022 | Boulanger/Koturbash | THAT we accept the 2021 operating budget for payment of accounts until the 2022 operating budget has been approved. |
|  |  | **Carried** |

**DECLARATION OF ELIGIBILITY**

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| --- | --- | --- |
| 010-2022 | Grout/Smith | THAT the Council of the Town of Star City confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:* Submission of the 2020 Audited Financial Statement to the Ministry of Government Relations;
* Submission of the 2020 Public Reporting on Municipal

Waterworks to the Ministry of Government Relations * In good standing with respect to the reporting and remittance of the Education Property Taxes;
* Adoption of Council Procedures Bylaw;
* Adoption of Employee Code of Conduct and
* All members of council have filed and annually updated their Public Disclosure Statements as required; and

THAT we authorize the Administrator to sign the Declaration of Eligibility and submit to the Ministry of Government Relations. |
|  |  | **Carried** |

 **SUMA 2022 MEMBERSHIP**

|  |  |  |
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| 011-2022 | Freriks/Smith | THAT the SUMA membership for The Town of Star City be renewed for 2022. |
|  |  | **Carried** |

 **FCM 2022 MEMBERSHIP**

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| 012-2022 | Grout/Koturbash  | THAT the FCM membership for the Town of Star City be renewed for 2022. |
|  |  | **Carried** |

**LEGAL COUNCIL**

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| --- | --- | --- |
| 013-2022 | Koturbash/Andris  | THAT the Law Firm “The W Group”, of Melfort, Saskatchewan be the legal council for the town of Star City for 2022. |
|  |  | **Carried** |

**FEES AND CHARGES POLICY**

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| 014-2022 | Koturbash/Grout | THAT this business be tabled to the February, 2022 regular meeting of council. |
|  |  | **Carried** |

**MEETING DATES**

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| 015-2022 | Smith/Grout | THAT the schedule of regular meting dates be accepted as presented. |
|  |  | **Carried** |

**DEPUTY MAYOR SCHEDULE**

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| 016-2022 | Boulanger/Koturbash | THAT the schedule for the Deputy Mayor for the 2022 year be accepted as presented. |
|  |  | **Carried** |

**FUTURE STAFFING**

|  |  |  |
| --- | --- | --- |
| 017-2022 | Koturbash/Boulanger | THAT this business be tabled until the February, 2022 regular council meeting.  |
|  |  | **Carried** |

**AMEND EMPLOYMENT CONTRACT**

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| --- | --- | --- |
| 018-2022 | Freriks/Koturbash | THAT the Employment Contract be amended to include that, effective January 1st, 2021, a Form T2220 regarding personal cell phone usage, be issued to all employees of the Town of Star City. |
|  |  | **Carried** |

**O/S FIRE CALL INVOICE**

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| 019-2022 | Koturbash/Grout | THAT the outstanding fire service call invoice in amount of $800.00 be added to the taxes on Account STC001. |
|  |  | **Carried** |

**AMEND RESOLUTION 291-2021**

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| --- | --- | --- |
| 020-2022 | Boulanger/Grout  | THAT Resolution 291-2021 be amended to include the effective date of the increase to begin with Pay Period 27 in December, 2021. (December 12-31, 2021) |
|  |  | **Carried** |

**CODE OF CONDUCT**

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| 021-2022 | Boulanger/Grout  | THAT we acknowledge receipt of the Code of Conduct, signed by all employees including the temporary COA, a copy of which is on file. |
|  |  | **Carried** |

**TOWN SECTOR MEETING WEBINAR**

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| 022-2022 | Boulanger/Freriks  | THAT any council members that are able, attend the 2022 Town, Village, and Northern Sector Meeting to be held in the Star City United church from 9:00 am – 3:00 pm on February 9th, 2022. |
|  |  | **Carried** |

**OFFICE PRIVACY WALL**

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| 023-2022 | Smith/Boulanger  | THAT a privacy wall and door be constructed in the municipal office to enclose the office of the CAO.  |
|  |  | **Carried** |

**STATEMENT OF OPERATING REVENUES & EXPENDITURES**

|  |  |  |
| --- | --- | --- |
| 024-2022 | Koturbash/Grout | THAT the Statement of Operating Revenues and Expenditures for January 2022 be accepted as presented and attached herein. |
|  |  | **Carried** |

**BANK RECONCILIATIONS**

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| --- | --- | --- |
| 025-2022 | Koturbash/Grout | THAT the bank reconciliation for the Gas Tax Account for the month of December, 2021 be approved as presented and attached herein. |
|  |  | **Carried** |

**ACCOUNTS FOR APPROVAL**

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| 026-2022 | Smith/Koturbash | THAT the list of accounts for approval including Cheque #2809 to Cheque # 2850 totalling $21,861.47, Cheque #2851 to Cheque #2857 totalling $9,817.53; CAFT payroll amount of $ 14,696.16, online payments in the amount of $20,161.42 be approved for payment and attached herein. |
|  |  | **Carried** |

**REPORT OF OUTSTANDING TAXES & UTILITIES**

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| --- | --- | --- |
| 027-2022 | Grout/Boulanger | THAT the list of Outstanding Taxes and utilities be received and attached herein. |
|  |  | **Carried** |

**REPORTS:**

**ADMINISTRATOR’S REPORT:**

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| 028-2022 | Koturbash/Grout | THAT the Administrator’s Report be received as presented and attached herein. |
|  |  | **Carried** |

**ADJOURNMENT:**

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| 029-2022 | Freriks/Koturbash | THAT this regular meeting of Council be adjourned at 6:10 pm. |
|  |  | Carried |

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Mayor Chief Administrative Officer