

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF ITUNA HELD ON THURSDAY, FEBRUARY 8, 2024 IN THE ADMINISTRATION CENTRE AT ITUNA, SASKATCHEWAN.

PRESENT: Mayor: Mayor Rene Dubreuil
Aldermen: Diane Olech, Linda Smuk, Kevin Krett, John Machuik, and Gail Renkas

Interim Administrator: Diana Lee
Acting Administrator: Angela Fetch Muzyka

Call to Order:

A quorum being present, Mayor Rene Dubreuil called the meeting to order at 7:08PM.

Approval of Agenda

54/2024

Machuik/Olech

THAT agenda be approved as presented.

CARRIED

Approval of Minutes

55/2024

Machuik/Smuk

THAT minutes of regular council meeting held on January 23, 2024, be approved as presented.

CARRIED

Correspondence

56/2024

Olech/Smuk

THAT the following correspondence, having been read, be filed:

Melville/Ituna Police Weekly Report Jan 17-24, 2024

Melville/Ituna Police Weekly Report Jan 24-31, 2024

Prairie Wild Consulting

Melville/Ituna Police Weekly Report Jan 31-Feb 7, 2024

Independent Legal Advice FCM Grant

CARRIED

Councillor Machuik declared a financial conflict of interest on the next agenda item and left Council Chambers at 7:11PM.

Sponsorship Request

57/2024

Olech/Krett

THAT Council approves payment to Ituna School \$100 to support the Senior Curling Team.

CARRIED

Councillor Machuik returned to Council Chambers at 7:19PM.

Delegation – Hector Roy

58/2024

Renkas/Olech

THAT Council authorizes Hector Roy to solicit donations and to sell advertising at \$250 annual fee per advertisement for the exterior of the bus with funds raised to support transit operations.

CARRIED

OLD BUSINESS:

GRADUATION BANNERS

59/2024

Machuik/Krett

THAT Council approves purchase of the graduation banners from A Squared Printing Company in accordance with their quotation of \$1243.20 and that the banners be given to the graduates once removed.

CARRIED

Offer to Purchase Lots 11 and 12, Block 21, Plan No Y6120

60/2024

Krett/Olech

THAT the offer to accept the purchase of Lots 11 and 12, Block 21, Plan No. Y6120 as approved by Resolution No. 49/2024 made at meeting of council held on January 23, 2024, be held in abeyance pending receipt of further information from the town's solicitor.

CARRIED

OVERTIME POLICY

61/2024

Krett/Smuk

THAT Council tables the overtime policy until the matter can be discussed with staff and that public works staff be invited to the next regular meeting of council.

CARRIED

Wildlife Lease Agreement

62/2024

Machuik/Olech

THAT the Town enters into a lease agreement with Beaver Hills Wildlife Club to lease North half of the building located on Lot 34 to 36, Block 5, Plan AH3660 in accordance with lease agreement attached hereto and forming part hereof.

CARRIED

FINANCIAL REPORTS:

November Financial Reports

63/2024

Smuk/Renkas

THAT Council acknowledges the receipt of the November General Bank Reconciliation, Bank Reconciliation of the Investment in Canadian Infrastructure Program Savings Account, Bank Reconciliation of the Infrastructure Improvement Savings Account and Statement of Financial Activities.

CARRIED

December Financial Reports

64/2024

Olech/Renkas

THAT Council approves the December General Bank Reconciliation, Bank Reconciliation of the Investment in Canadian Infrastructure Program Savings Account, Bank Reconciliation of the Infrastructure Improvement Savings Account and Statement of Financial Activities.

CARRIED

LIST OF ACCOUNTS:

List of Accounts for Approval

65/2024

Smuk/Machuik

THAT Council authorizes payment of cheques numbered 4171 to 4199 in the total amount of \$85,546.64 found on the List of Accounts for Approval attached hereto and forming part hereof.

CARRIED

APPOINTMENTS:

Acting Administrator Appointment

66/2024

Krett/Olech

THAT Council appoints Angela Fetch Muzyka as Acting Administrator.

CARRIED

Delegation of Signing Authority

67/2024

Smuk/Krett

THAT Council authorizes the Acting Administrator to delegate signing authority on cheques to the Administrative Assistant, Stacey Yakimoski.

CARRIED

Canada Revenue Agency Appointments

68/2024

Krett/Olech

THAT Council appoints Acting Administrator Angela Fetch Muzyka and Administrative Assistant Stacey Yakimoski as Town of Ituna representatives for the Canada Revenue Agency.

CARRIED

Mentor Appointment

69/2024

Olech/Smuk

THAT Council appoints Diana Lee as mentor for the Acting Administrator at a rate of \$50.00 per hour and that she be reimbursed for mileage expenses in accordance with municipal policy on travel reimbursement.

CARRIED

ADMINISTRATOR'S REPORT:

70/2024

Machuik/Krett

THAT Council instructs staff to correspond with the Cornerstone Credit Union and Ituna Foods regarding the concrete quotation to determine willingness to cost share.

CARRIED

Conditional Certificate

71/2024

Olech/Smuk

THAT Council approves payment of \$275.00 to the Urban Municipal Administrators Association of Saskatchewan for the application to acquire the Conditional Urban Certificate of Qualification for the Acting Administrator.

CARRIED

Computer Purchase

72/2024

Machuik/Krett

THAT Council instructs staff to provide quotes for the purchase of two desktop towers and one laptop to replace the office computers.

CARRIED

Wage Increase

73/2024

Machuik/Krett

THAT Council approves payment of a 5% wage increase retroactive to January 1, 2024 for Stacey Yakimoski as she has received no wage increase since 2021.

CARRIED

Administrator's Report

74/2024

Machuik/Olech

THAT Council accepts the administration verbal report.

CARRIED

Meeting overtime

75/2024

Machuik/Krett

THAT Council approves continuing the meeting past 10:00PM.

CARRIED

New Business:

Municipal Election Training

76/2024

Olech/Smuk

THAT Council approves payment of \$200 to Rural Municipal Administrators Association Workshop Fund for Municipal Election Training in Melville for the Acting Administrator and Administrative Assistant, that travel costs be reimbursed in accordance with municipal policy on travel reimbursement; and THAT the closure of the office be authorized for March 27, 2024, to enable staff to attend the training.

CARRIED

Provincial Disaster Assistance Program

77/2024

Machuik/Renkas

THAT Council approves the Acting Administrator, a Councillor and the Lead Hand to attend the Provincial Disaster Assistant Program in Yorkton on February 28th or 29th as part of the Municipal Emergency Management Plan which has no cost and that their travel costs be reimbursed in accordance with municipal policy on travel reimbursement.

CARRIED

Mathewson and Co Webinars

78/2024

Krett/Olech

THAT Council authorizes up to three webinars at \$57.24 each be taken through Matthewson & Co. for the Acting Administrator and Administrative Assistant.

CARRIED

Munisoft February Webinars

79/2024

Smuk/Olech

THAT Council authorizes payment of \$238 to Munisoft for Assessment Processing Training on February 26 through Munisoft for the Acting Administrator and Administrative Assistant and that staff are authorized to close the office for 90 minutes to complete this training starting at 10:00AM.

CARRIED

Adjournment

80/2024

Machuik/Olech

THAT Council adjourn the regular council meeting on February 8, 2024 at 10:29PM.

Mayor

Administrator