

**MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF ITUNA HELD ON TUESDAY, JANUARY 9, 2024, IN THE ADMINISTRATION CENTRE AT ITUNA, SASKATCHEWAN**

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

In Attendance: Administrator: Diana Lee

**Call to Order:**

A quorum being present, Mayor Rene Dubreuil called the meeting to order at 7:00 pm.

**Approval of Agenda**

**01/2024 Smuk/Machuik**

THAT agenda be amended to include "Welcome Wagon" as item 10.5 and that agenda be approved as amended.

**CARRIED**

**Approval of Minutes**

**02/2024 Olech/Smuk**

THAT minutes of regular meeting of council held on December 19, 2023, be approved as presented.

**CARRIED**

**Councillor Resignation**

**03/2024 Smuk/Renkas**

THAT we acknowledge resignation of Councillor Rodney Holmstrom effective January 2, 2024, and THAT, being a year in which a general election will be held, we shall not hold a by-election to fill the council vacancy.

**CARRIED**

**Fire Association**

**04/2024 Olech/Smuk**

THAT the Ituna Area Fire Protection Association be advised that council 's contribution to the operation of the building located on Lots 1 – 3, Block 4, Plan AH3660 will be to provide water and sewer and waste removal at no cost and

THAT some opportunity exists for cost sharing of taxes, which amount shall be negotiable and later determined.

**CARRIED**

**Public Works Report**

Aaron Tank, Public Works, attended council meeting at 7:35 pm to provide a report on public work activities, particularly sewer line issues.

**05/2024 Machuik/Renkas**

THAT residents at the following locations be billed one-half of the cost of cameraing their sewer lines due to issues found in both the property owner's and the town's respective sewer lines:

537 – 5<sup>th</sup> Street NE - \$200.00

112 – 1<sup>st</sup> Avenue NW - \$200.00

23 – 1<sup>st</sup> Avenue SE - \$200.00

125 – 1<sup>st</sup> Avenue NW - \$200.00

**CARRIED**

**06/2024 Machuk/Smuk**

THAT resident at 537 – 5<sup>th</sup> Street NE be advised that council is prepared to split the cost of roto-rooting the sewer line.

**CARRIED**

**07/2024**

**Krett/Machuik**

THAT the Town contract the services of Professional Business Inspection Inc. to inspect the town building formerly used for recycling to determine structural integrity for the use of equipment storage and the installation of overhead door.

**CARRIED**

Aaron Tank, Public Works, left council chambers at 8:24 pm.

**Saskatchewan Public Works Association Conference**

**08/2024 Olech/Smuk**

That correspondence regarding the Saskatchewan Public Works Association Conference be tabled to the next council meeting.

**CARRIED**

**Correspondence**

**09/2024 Machuik/Renkas**

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

Associated Engineering Application for Permit to Construct Water Treatment Plant Upgrade  
Professional Building Inspections, Inc. Progress Inspection 23 – 25 1<sup>st</sup> Avenue SW  
ATAP site visit report  
ATAP newsletter  
SUMA Firefighter and First Responders Insurance 2024  
SUMA Update  
Plant based Treaty  
Outcomes-Based Service Delivery Pilot

**CARRIED**

**Lease of Lots 5 – 7, Block 4, Plan AH3660**

**10/2024 Olech/Renkas**

THAT the Town enter into a Lease Agreement with the Saskatchewan Association of Rehabilitation Centres operating the SARCAN Recycling depot to lease Lots 5 – 7, Block 4, Plan AH3660, in accordance with the Lease Agreement attached hereto and forming part hereof, and that the Mayor and the Administrator are authorized to sign the agreement to give effect to same.

**CARRIED**

**Green Municipal Fund Loan and Grant Agreement**

**11/2024 Machuik/Olech**

THAT the Town enter into an agreement with the Federation of Canadian Municipalities to borrow \$1,288,800 and obtain a grant of \$429,600 in accordance with the Green Municipal Fund Loan and Grant Agreement, copy of which agreement is attached hereto and forms part hereof, and that the Mayor and Administrator be authorized to sign the agreement to give effect to same.

**CARRIED**

**Urban Administrator Employment Agreement**

**12/2024 Krett/Smuk**

THAT Urban Administrator Employment Agreement prepared be approved and provided to Angela Muzyka for execution.

**CARRIED**

**Accounts for Approval**

**13/2024 Machuik/Renkas**

THAT List of Accounts for Approval, List #1, being cheques numbered 4115 to 4128, Royal Bank Visa and utility account payments in the total amount of \$18,332.06, be approved for payment.

**CARRIED**

*Councillor Smuk declared a financial conflict of interest in the next agenda item, vacated her chair and left Council chambers at 8:51 pm.*

**14/2024 Renkas/Olech**

THAT List of Accounts for Approval, List #2, being cheque numbered 4125, in the amount of \$486.60, be approved for payment.

**CARRIED**

*Councillor Smuk returned to Council chambers at 8:53 pm and assumed her chair.*

**Reports**

**15/2024 Smuk/Olech**

THAT Administrator's and Mayor's verbal reports be accepted as presented.

**CARRIED**

**Fidelity Bond**

**16/2024 Renkas/Smuk**

THAT we acknowledge that Fidelity Bond for office staff was laid on the table and is sufficient for our municipal purposes.

**CARRIED**

**2024 Council Meeting Dates**

**17/2024 Machuik/Krett**

THAT 2024 regular council meetings be set for the following dates at 7:00 pm:

January 23	July 16
February 8 and 20	August 20
March 5 and 19	September 3 and 17
April 2 and 16	October 1 and 15
May 7 and 21	November 5 and 19
June 4 and 18	December 3 and 17.

**CARRIED**

**Appointments**

**18/2024 Olech/Renkas**

THAT Prairie Strong Chartered Professional Accountants be appointed Town auditor for 2024;  
That Rusnak Balacko Kachur Rusnak be appoint Town solicitor for 2024;  
That Ron Voeltz be appointed Pest Control Officer for 2024;  
That Professional Building Inspections, Inc. be appointed building inspectors for 2024;  
That Councillor Linda Smuk be appointed to the Parkland Regional Library Board;  
That Nor Sask Board Services, being Timothy P. Furlong, Glen Neuert, Kirby Fesser, and Sabrina Saccucci be appointed to Town Board of Revision;  
That Mike Ligtermoet be appointed Secretary to the Board of Revision; and  
That, in view of resignation of Councillor Rodney Holmstrom, Councillor Kevin Krett be appointed to the following: Water, Water Treatment Plant, Sewer, Lagoons, Lift Stations, Wells, Town Equipment, Town Shop, Recycling Building and Sarcan.

**CARRIED**

**Canada Summer Jobs Grant**

**19/2024 Krett/Smuk**

THAT we ratify the decision to make application for Canada Summer Jobs funding for two public works labourers and one landscape labourer.

**CARRIED**

*Mayor Dubreuil declared a financial conflict of interest in the following agenda item, vacated the chair and left council chambers at 9:20 pm. Deputy Mayor Olech assumed the chair.*

**Council Remuneration**

**20/2024 Renkas/Smuk**

THAT mayor remuneration be increased to \$150 per meeting and that the council member's remuneration remain at \$125.00 for regular meetings.

**CARRIED**

*Deputy Mayor Olech vacated the Chair. Mayor Dubreuil returned to council chambers at 9:30 pm and assumed the chair.*

**Closed Session**

**21/2024 Machuik/Krett**

THAT we move into a closed session at 9:40 pm to discuss a matter regarding personnel in accordance with Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*.

**CARRIED**

**22/2024 Krett/Olech**

THAT we rise and report and return to regular open council meeting at 9:56 pm.

**CARRIED**

**Lead Hand**

**23/2024 Machuik/Renkas**

THAT the Town hire Rodney Holmstrom for the Public Works Lead Hand position at a salary of \$29.00 per hour, that employment commence February 1, 2024, and that, in view of his satisfactory performance in his past position as a town employee, a probation period be hereby waived.

**CARRIED**

**Bylaw No. 5/2023**

**24/2024 Olech/Smuk**

THAT Bylaw No. 5/2023, being a bylaw to authorize certain expenditures, be introduced and read a first time.

**CARRIED**

**25/2024 Krett/Renkas**

THAT Bylaw No. 5/2023 be read a second time.

**CARRIED**

**26/2024 Machuik/Olech**

THAT Bylaw No. 5/2023, being a bylaw to authorize certain expenditures, be given three readings at this one meeting.

**CARRIED UNANIMOUSLY**

**27/2024 Smuk/Machuik**

THAT Bylaw No. 5/2023, being a bylaw to authorize certain expenditures, be read a third and final time and be adopted.

**CARRIED**

**Bylaw No. 1/2024**

**28/2024 Olech/Smuk**

THAT Bylaw No. 1/2024, being a bylaw for the establishment of the duties and powers of the Administrator and Designated Officers, be introduced and read a first time.

**CARRIED**

**29/2024 Machuik/Renkas**

THAT Bylaw No. 1/2024 be read a second time.

**CARRIED**

**30/2024 Krett/Machuik**

THAT Bylaw No. 1/2024, being a bylaw for the establishment of the duties and powers of the Administrator and Designated Officers, be given three readings at this one meeting.

**CARRIED UNANIMOUSLY**

**31/2024 Olech/Smuk**

THAT Bylaw No. 1/2024, being a bylaw for the establishment of the duties and powers of the Administrator and Designated Officers, be read a third and final time and be adopted.

**CARRIED**

**Adjournment**

**32/2024 Machuik/Dubreuil**

THAT we do now adjourn at 10:05 pm.

**CARRIED**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator