

**MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF ITUNA HELD ON TUESDAY, JANUARY 7, 2025, IN THE ADMINISTRATION CENTRE AT 7-1<sup>st</sup> Avenue NE, ITUNA, SASKATCHEWAN.**

**PRESENT:** Mayor: Rene Dubreuil  
Aldermen: Roger Keller, Kevin Krett, Nancy Leontowich, Edward McCotter, Peter Overduin, Mark Salyniuk  
Administrator: Angela Fetch Muzyka

**Call to Order:**

A quorum being present, Mayor Rene Dubreuil called the meeting to order at 7:01PM.

**APPROVAL OF AGENDA**

**Krett/Overduin**

**1/2025**

THAT Council adopts the agenda as presented.

**CARRIED**

**APPROVAL OF MINUTES**

**Krett/Salyniuk**

**2/2025**

THAT Council approves the minutes of the regular council meeting held on December 17, 2024, as presented.

**CARRIED**

**DELEGATION**

**Building Community Ties – Tracey Stuart Introduction**

**Leontowich/Overduin**

**3/2025**

THAT Council accepts the introduction of Building Community Ties initiatives to the Council from Tracey Stuart.

**CARRIED**

**Suncrest College – Gwen Machnee & Steve Variyan – Strategic Planning**

**Leontowich/Overduin**

**4/2025**

THAT Council accepts the presentation from Gwen Machnee and Steve Variyan regarding Strategic Planning and a potential partnership with Suncrest College to deliver a Town Hall meeting and a Strategic Plan for the council.

**CARRIED**

**McCotter/Overduin**

**5/2025**

THAT Council tables the motion to partner with Suncrest College to prepare a Strategic Plan, community consultations and a Town Hall meeting until the agreement can be drawn up and brought to the next meeting for consideration.

**CARRIED**

**CORRESPONDENCE**

**Krett/Leontowich**

**6/2025**

THAT Council, having received the following correspondences, moves to file them as read:

Melville/Ituna Police Weekly Report December 11-17, 2024

Follow-up Correspondence from Lot 4 Block K Plan 66R3501 Re: Trees

Ituna Arena Grand Opening Invitation

Central Prairie Development Minutes and Presentation

Arena Correspondence Regarding Sewer Line Clearing

**CARRIED**

**Keller/Overduin**

**7/2025**

THAT Council approves payment of \$590.74 to Reel Reliable Rooter for sewer line service at the Ituna Arena.

**CARRIED**

**OLD BUSINESS**

**PBI Report - 301 Main Street**

**McCotter/Keller**

**8/2025**

THAT Council, having received the Professional Building Inspectors report regarding 301 Main Street North, moves to file it as read.

**CARRIED**

**Quotes for Water Tower**

**Krett/Leontowich**

**9/2025**

THAT Council approves the extension on the deadline for accepting welding quotes for the water tower until January 17, 2025, as only one quote was received by the deadline.

**CARRIED**

**LIST OF ACCOUNTS**

**Leontowich/Krett**

**10/2025**

THAT Council authorizes the payment of cheques numbered 4822 to 4843, credit card and utility payments in the total amount of \$35,799.89 found on the List of Accounts for Approval attached hereto and forming part hereof.

**CARRIED**

**FINANCIAL REPORTS**

**Overduin/Leontowich**

**11/2025**

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

**CARRIED**

**FOREMAN'S REPORT**

**Utility Logs**

**Krett/Keller**

**12/2025**

THAT Council accepts the utility logs for December, that council acknowledges that the South Lift Station is not recording the amount of effluent pumped out and that a technician has been called for repair, council moves the reads be filed as read.

**CARRIED**

**RECREATION PRACTITIONER'S REPORT**

**Leontowich/McCotter**

**13/2025**

THAT the Recreation Practitioner's written report regarding the recreation survey, operational plan, upcoming programming, and grants be filed as read.

**CARRIED**

**ADMINISTRATOR'S REPORT**

**Salyniuk/Overduin**

**14/2025**

THAT the Administrator's written report regarding year end, audit, billing, certification and community interactions be filed as read.

**CARRIED**

**Office Closure for Annual Cleaning**

**Salyniuk/Overduin**

**15/2025**

THAT Council approves the closure of the Town office Monday, February 10 and Tuesday, February 11, 2025, to arranging for disposal of documents, transfer and storage of previous year documents and file clean up.

**CARRIED**

**Conditional Certificate Renewal**

**McCotter/Leontowich**

**16/2025**

THAT Council authorizes the payment of \$100 to the Urban Board of Examiners for the renewal of the Administrator's Conditional Certificate of Qualifications which expires on March 31, 2025, and is required until further certification requirements are met.

**CARRIED**

**Purchase of Street Signs**

**Salyniuk/Keller**

**17/2025**

THAT Council approves the payment \$1758.34 to ATS Traffic for replacement of faded signage throughout the town.

**CARRIED**

**MAYOR AND COUNCIL REPORTS**

**Salyniuk/Krett**

**18/2025**

THAT Councillor Salyniuk's written report regarding bylaws be filed as read.

**CARRIED**

**NEW BUSINESS**

**Prairie Strong Audit**

**Leontowich/McCotter**

**19/2025**

THAT Council accepts the 2024 Audit Plan proposed by Mr. Kreklewich of Prairie Strong, the plan and agreement are attached hereto and forming part hereof and that the mayor and administrator be authorized to sign the agreement.

**CARRIED**

**Department of Highways Contract**

**McCotter/Overduin**

**20/2025**

THAT Council authorizes entering a contract with the Ministry of Highways for the Province of Saskatchewan to provide all winter maintenance on Highway #15-04 and 310-01 which run through the Town of Ituna; the contract is attached hereto and forming part hereof and that the mayor and administrator be authorized to sign the agreement.

**CARRIED**

**Municipal Sewer Maintenance Contract**

**Leontowich/Overduin**

**21/2025**

THAT Council authorizes entering an agreement with Municipal Sewer Maintenance Limited for cleaning of sanitary sewer within the Town of Ituna for a period of 3 years at a rate of:

\$0.82 per lineal foot for 8" diameter sewer lines,

\$0.92 per lineal foot for 10' diameter sewer lines

\$1.00 per lineal foot for 12"

with a 2-cent raise each year for both the 8" and 10" diameter sewer lines

\$500.00 per hour for cleaning the lift stations and storm sewer

in the event of problems with the sewer assistance will be at a rate of:

\$275.00 per hour for travel time and cleaning of sewer line

\$340.00 per hour if the B-15 combination unit is required

Camera inspections are provided at a rate of:

\$1.25 per lineal foot without coding

\$3.00 per lineal foot with coding

\$1.00 per lineal foot for jetting with a camera inspection

Root cutting and chain flailing at a rate of:

\$400.00/hour

the Town having the right to determine each year how many lineal feet to be cleared each year; the agreement is attached hereto and forming part hereof and that the mayor and administrator be authorized to sign the agreement.

**CARRIED**

**Fidelity Bond**

**Salyniuk/Leontowich**

**22/2025**

THAT Council acknowledges that the Fidelity Bond for office staff for 2025 was laid on the table and is sufficient for our municipal purposes.

**CARRIED**

**Beaver Hills Wildlife Club Contract Renewal**

**McCotter/Salyniuk**

**23/2025**

THAT Council approves the renewal of the Beaver Hills Wildlife Club rental agreement for \$500 per year for two years starting January 1, 2025, and ending December 31, 2027; the contract is attached hereto and forming part hereof and that the mayor and administrator be authorized to sign the agreement.

**CARRIED**

**Debenture Payment**

**Salyniuk/Overduin**

**24/2025**

THAT Council, having received disbursement of all loan funds from the Federation of Canadian Municipalities authorizes the prepayment in full a 2.85% July 28, 2021, debenture of the Town of Ituna that is held by the Municipal Financing Corporation of Saskatchewan at a cost of \$925,368.75 to be paid on January 8, 2025, to the Municipal Financing Corporation of Saskatchewan.

**CARRIED**

**Annual Appointments**

**McCotter/Overduin**

**25/2025**

THAT Council hereby appoints:

Prairie Strong Chartered Professional Accountants as the Town auditor for 2025;

Rusnak Balacko Kachur Rusnak as the Town solicitor for 2025;

Professional Building Inspections Incorporated as the Town building inspectors for 2025;

Shamrock Appeals Board be appointed as the Town’s Board of Revision, including board

members Chantel Anthony, Brenda Kipling, Willy Zuchkan, Howie Linnen, Shanna York and

Dennis Karcachuk, and that Chantel Anthony be appointed as the Secretary of the Board of

Revision; and

that the appointment of a pest control officer be deferred to the Rural Municipality of Bon

Accord #246 to cover both areas.

**CARRIED**

**ADJOURNMENT**

**Salyniuk**

**26/2024**

THAT Council adjourns the regular council meeting at 9:44 PM.

**CARRIED**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator