

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF ITUNA HELD ON TUESDAY, MARCH 18, 2025, IN THE ADMINISTRATION CENTRE AT 7-1st 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 6:57 PM.

APPROVAL OF AGENDA
Salyniuk/Leontowich
136/2025
THAT Council adopts the agenda as presented.

CARRIED

APPROVAL OF MINUTES
Salyniuk/Overduin
137/2025
THAT Council approves the minutes of the regular council meeting held on March 4, 2025, as presented.

CARRIED

Fire Department Operation Survey
Overduin/Salyniuk
138/2025
THAT Council acknowledges the presentation by Diana Lee and Jennifer Smith regarding the fire department operation survey.

CARRIED

CORRESPONDENCE
Salyniuk/McCotter
139/2025
THAT Council, having received the following correspondence, moves to file them as read:
RCMP Weekly Report February 26-March 3, 2025
SUMA Annual General Meeting
Letter from the Honourable Eric Schmalz
Invitation for a 100th Birthday Celebration
Canada Community Building Fund
Access Line Locates
CN 2024 Dangerous Goods Report

CARRIED

FINANCIAL STATEMENTS
List of Accounts for Approval
Salyniuk/Keller
140/2025
THAT Council authorizes the payment of cheques numbered 4977 to 5007 for a total amount of \$142,729.32 found on the List of Accounts for Approval attached hereto and forming part hereof.

CARRIED

January Financial Statements
Overduin/Salyniuk
141/2024
THAT Council approves for the January 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 same month.

CARRIED

OLD BUSINESS
Suncrest College Agreement
Salyniuk/Keller
142/2025
THAT Council accepts the agreement for the 14-week partnership with Suncrest College at a cost of \$7500 plus taxes to conduct a situational analysis, engage with stakeholders, identify key strategic priorities and goals, develop action plans and timelines, and provide a strategic plan document for the Town of Ituna; the agreement to be signed by the Deputy Mayor and the Administrator and attached hereto and forming part hereof.

CARRIED

Virtue Construction Street Sweeping
Krett/Salyniuk
143/2025

THAT Council approves the quote from Virtue Construction Limited for \$8201.18 for annual street sweeping.

CARRIED

PUBLIC WORKS REPORTS

Utility Logs
Salyniuk/Leontowich
144/2025

THAT Council moves the utility logs be received.

CARRIED

LEAD HAND’S REPORT

Salyniuk/Overduin
145/2025

THAT Council, having received the Lead Hand’s written report regarding water breaks, mechanical issues, frozen fire hydrant, street maintenance, conference highlights, and upcoming training, files it as read.

CARRIED

Training for Public Works Staff

Krett/Salyniuk
146/2025

THAT Council approves the attendance of Rodney Holmstrom and Brandon Choat to take Ground Disturbance for \$195.00 each and Fall Protection for \$175.00 each to be paid to Armour Safety; training takes place in Regina April 14 and 15, 2025; travel, hotels and meals to be paid in accordance with the Town’s travel policy.

CARRIED

ADMINISTRATOR’S REPORT

Overduin/Leontowich
147/2025

THAT Council, having received the Administrator’s written report regarding, notice of assessments, approved partnerships, office file cleaning, contests, water treatment plant tender, renewed certification, conference registration and communities in bloom, files it as read.

CARRIED

Ituna Recreation Board Appointments

Salyniuk/Overduin
148/2025

THAT Council appoint additional members, Stacey Yakimoski and Brittany Keisig to the Ituna Recreation Board.

CARRIED

Summer Yard Contest for Residents

Krett/McCotter
149/2025

THAT Council approves the 2nd Annual Summer Yard Contest and will spend up to \$250 on prizes.

CARRIED

Urban Municipal Administrator’s Association of Saskatchewan Conference

Leontowich/Overduin
150/2025

THAT Council approves the payment of \$305.00 plus applicable taxes per registrant to the Urban Municipal Administrator’s Association of Saskatchewan for Angela Fetch Muzyka and Stacey Yakimoski to attend the conference June 3-6, 2025; travel, hotel and meals to be paid in accordance with the Town’s travel policy.

CARRIED

MAYOR AND COUNCIL REPORTS

Salyniuk/Overduin
151/2025

THAT Council acknowledges they have been presented a verbal update on the Recruitment and Retention meeting by Councillor Salyniuk and written report on the Recreation Board by Councillor Overduin.

CARRIED

NEW BUSINESS

Sick Pay Policy

Salyniuk/Keller

152/2025

THAT Council adopts the Human Resource Sick Pay Policy HRP-38 which prescribes how employees earn, retain, and use paid sick time and the penalties for misuse.

CARRIED

Municipal Utilities

McCotter/Leontowich

153/2025

THAT Council tables the quote for the South Lift Station to clarify cost without emergency pump out from Municipal Utilities.

CARRIED

Municipal Utilities

Salyniuk/Overduin

154/2025

THAT Council accepts the quote from Municipal Utilities for \$49,500 plus tax for the North Sewage Lift Station Emergency Pump Piping installation.

DEFEATED

Committee of the Whole - Wage Discussions

McCotter/Salyniuk

155/2025

THAT Council adjourns to a closed session at 8:37PM to discuss a personnel review in accordance with 16(1)(b) if the *Local Authority and Freedom of Information and Protection of Privacy Act*.

CARRIED

Rise and Report

Krett/Leontowich

156/2025

THAT Council rises and reports at 9:02PM

CARRIED

Council Remuneration

McCotter/Keller

157/2025

THAT Council sets the council remuneration for 2025 for indemnities to be as follows:

Mayor Regular Meeting	\$175
Council Regular Meeting	\$150
Special Meeting (over 1 hour)	\$125
Committee Meeting	\$150
Workshop	\$150

and in the case that remuneration for attendance, meals or mileage is reimbursed by the entity hosting the meeting, the same fees cannot also be billed to the Town for reimbursement; expense claims for meetings other than council meetings must be submitted within 30 days from the meeting date to receive reimbursement.

CARRIED

Staff Wages

Salyniuk/Krett

158/2025

THAT Council approves the following staff wage increases effective March 16, 2025:

- Administrator 2% cost of living allowance, salary \$59,160.
- Administrative Assistant 2% cost of living allowance, salary \$53,501.21.
- Lead Hand 2% cost of living allowance, salary \$61,568.63.
- Transportation and Maintenance 2% cost of living allowance, salary \$49,857.60.
- Environment Health 16.7% increase to align wage with qualifications, salary \$43,680.
- Transit Operator 6.7% wage adjustment, \$17 per hour, estimated annual salary \$35,360.

CARRIED

Mileage and Per Diem Rates

Overduin/Salyniuk

159/2025

THAT Council set the current rates for mileage, travel and meal per diems to match those set by the Saskatchewan Government per diems as follows:

Kilometer rate 57 cents/km

Meal Rates \$70/day; breakfast \$16, dinner \$23, supper \$31

rates to apply to Council and all Town of Ituna employees submitting approved expense claims for travel and meals.

CARRIED

ADJOURNMENT

McCotter/Salyniuk

160/2025

THAT Council adjourns the regular council meeting at 9:07PM.

CARRIED

Mayor

Administrator