

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF ITUNA HELD ON TUESDAY, AUGUST 19, 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 Salynuik
Administrator: Angela Fetch Muzyka

Call to Order:
A quorum being present, Mayor Rene Dubreuil called the meeting to order at 6:57PM.

APPROVAL OF AGENDA

Salyniuk/Keller

300/2025

THAT Council amend the agenda as follows and adopts the amended agenda:

9.4 Grass and tree cutting – Councillor Leontowich

9.5 Health and Safety – Councillor McCotter

CARRIED

APPROVAL OF MINUTES

Regular Meeting July 15, 2025

Salynuik/Overduin

301/2025

THAT Council approves the minutes of the regular council meeting held on July 15, 2025, as presented.

CARRIED

DELEGATION

Volunteer Fire Department

Overduin/Keller

302/2025

THAT Council accepts the verbal presentation John Sopel regarding the Fire Department donating \$66,666.66 to the Town for purchasing the new fire hall.

CARRIED

Purchase of Lot 1-7 Block 06 Plan AF1276

Overduin/Keller

303/2025

THAT Council take the \$66,666.66 donated by the Fire Department and use the money to purchase Lots 1-7 Block 06 Plan AF1276 for the new location of the Fire Hall, costs are to be shared with the Fire Association and the Fire Department; the payment is to be committed provided an agreement can be reached.

CARRIED

CORRESPONDENCE

Krett/Leontowich

304/2025

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

Melville/Ituna Police Weekly Report July 9-15

Melville/Ituna Police Weekly Report July 23-29

Melville/Ituna Police Weekly Report August 6-12

Structural Report for 301 Main Street North

Lagoon and Waterworks Compliance Reports

CARRIED

OLD BUSINESS

Tax Enforcement Lot 19 Block A Plan FW641

Salynuik/ -

305/2025

THAT Council authorizes TAXervice, on behalf of the Town of Ituna, be authorized to proceed under the Tax Enforcement Act to acquire title for the following described land:

LOT 19-BLK A-PLAN FW641 EXT 0

FALLS FOR LACK OF SECONDER

Ituna Waterworks Emergency Response Plan

Salynuik/Krett

306/2025

THAT Council approve the Waterworks Emergency Response Plan outlining contacts, levels of authority, and procedures to be followed in the case of a waterworks emergency.

CARRIED

Quality Assurance and Quality Control Policy for Waterworks

Salynuik/Keller

307/2025

THAT Council approve the Quality Assurance and Quality Control Policy for maintaining public waterworks which includes details about the type of system, maintenance schedule, procedure for treating water, safety measures in place, and identifies important contacts for the waterworks.

CARRIED

7th Avenue Southwest Boundary Survey

Salynuik/Leontowich

308/2025

THAT Council, having received the 7th Avenue Southwest Boundary Survey in preparation for the Water Treatment Plant upgrade, advise administration to notify the owner of Lots 33-40 Block 19 Y6120 of the encroachment and instruct that the following be remedied:

- Fence relocated to behind the boundary to allow for utility right-of-way setbacks as outlined in Zoning Bylaw 5-2015
- Front fence height reduced to 3ft as per Zoning Bylaw 5-2015
- Garden on roadway boundary removed
- Sidewalk on roadway boundary removed

that the resident has until September 30, 2025, to remedy or appeal; failure to remedy will result in a contractor hired to complete the above listed work and the costs charged back to the resident.

CARRIED

FINANCIAL STATEMENTS

List of Accounts for Approval

McCotter/Salyniuk

309/2025

THAT Council authorizes the payment of cheques numbered 5253 to 5327, the Town Mastercard and Utilities for a total amount of \$259,039.22 found on the List of Accounts for Approval attached hereto and forming part hereof.

CARRIED

Statement of Accounts

McCotter/Overduin

310/2025

THAT Council files the Statement of Financial Activities for the month of June as read, attached hereto and forming part hereof.

CARRIED

STAFF REPORTS

Administration Report

Leontowich/Overduin

311/2025

THAT Council having received the Administration written report for August 19 regarding the receipt of the Targeted Sector Support Grant, the Environmental Protection Officer visit, repair updates, installation updates, proceedings with the lawyer, Communities in Bloom, the orchard, and the need for the administrator to take a medical leave, files it as read.

CARRIED

Regional Emergency Services Planning Committee

Salynuik/Leontowich

312/2025

THAT Council, having been notified of receiving the \$100,000 of Targeted Sector Support Funding from the Government of Saskatchewan through the Saskatchewan Urban Municipalities Association to work on a regional emergency measures plan and to amalgamate the Fire Association and Town into one governing body for the Fire Department, do hereby appoint Councillor McCotter to the Regional Emergency Services Planning Committee and Councillor Overduin as the alternate; and that the Town of Ituna's Administrator serve as the committee's administrator for the duration of the committee.

CARRIED

FCM Final Fund Disbursement

Overduin/Krett

313/2025

THAT Council approves the release of the final funding from FCM of \$100,000 to be paid to the Ituna Arena Committee to disburse grant funds received by the Town of Ituna on behalf of the Ituna Arena Committee from the Green Municipal Fund.

CARRIED

**Medical Leave for Administrator
Salyniuk/Overduin
314/2025**

THAT Council approve up to 6 weeks of medical leave for the Administrator for post-operative recovery commencing September 2, 2025; that Stacey Yakimoski have signing authority in the administrator’s absence.

CARRIED

**Saskatchewan Parks and Recreation Association Training
Overduin/McCotter
315/2025**

THAT Council approves the attendance of Lara Hubenig to attend training on fruit trees to assist with maintaining the community orchard at a cost of \$150 through the Saskatchewan Parks and Recreation Association; funds to be drawn from the Communities in Bloom budget for 2025.

CARRIED

**Lead Hand Report
McCotter/Overduin
316/2025**

THAT Council accept the Lead Hand’s verbal report regarding the lift station maintenance, need for a new volute for the pump, signage installation, generator repairs at the North lift station and the water treatment plant, annual maintenance of the generators, sewer line repair at the arena, evaporation pond release in September, and upcoming gravel dump and grading of select gravel streets.

CARRIED

Item discussion moved ahead in the agenda from New Business to accommodate attendance of Lead Hand Holmstrom, Angela Fetch Muzyka declared conflict of interest at 7:39PM and returned to chambers at 7:50PM to record the motion.

**Replacement Vehicle for Public Works
Overduin/Leontowich
317/2025**

THAT Council tables the replacement of a replacement vehicle for public works; the replacement of a garbage truck has been identified as greater priority and council instructs the Lead Hand to investigate options.

CARRIED

**Utility Reads
McCotter/Overduin
318/2025**

THAT Council having received the Utility logs for July, file them as read.

CARRIED

**Staff Lunch
McCotter/Keller
319/2025**

THAT Council approves a staff lunch for up to \$150 to thank the staff and summer students for their work.

CARRIED

**Recreation Report
Leontowich/McCotter
320/2025**

THAT Council having received the Recreation written report for August 19 regarding summer programs, community win of the Participaction Challenge, golf tournament and the upcoming Saskatchewan Parks and Recreation annual convention, files it as read.

CARRIED

**SPARKS 25 Conference
Overduin/Keller
321/2025**

THAT Council approve the attendance of the Recreation Director to the annual SPARKS 25 conference October 7-9, 2025, for parks and recreation; cost for attendance to be split in thirds between the RM of Ituna Bon Accord and the Ituna and District Regional Park; the Town’s contribution estimated at \$350.00 including travel, accommodation and conference fees.

CARRIED

**Rental of Horse and Wagon for Winter Holiday Event
Overduin/Keller
322/2025**

THAT Council approves hiring Twylla Newton of Tail Winds Equine Services out of Yorkton for 3 hours of horse and wagon rides for the Winter Holiday Celebration for \$1080.00; cost includes travel and insurance weather permitting.

CARRIED

COUNCIL REPORTS
McCotter/Overduin
323/2025
THAT Council accepts the verbal report of Councillor Salyniuk regarding Recruitment and Retention committee dissolution, Councillor Overduin regarding Strategic Planning update and the Prairie Central Development Alliance, Councillor Leontowich regarding trees and grass cutting, and Councillor McCotter on health and safety.

CARRIED

NEW BUSINESS
Change Order Water Treatment Plant
Salynuik/Krett
324/2025
That Council accept the change order provided by Con-Tech General Contractors to increase the size of the E-house concrete slab at an additional cost of \$990.00.

CARRIED

Cummins Annual Maintenance
Overduin/Krett
325/2025
THAT Council ratifies the approval to pay \$4786.07 to Cummins Sales and Service for annual inspection and maintenance of the generators at the Water Treatment Plant and the North and South Lift Station.

CARRIED

Cummins Sales and Service Repair Quote
McCotter/Leontowich
326/2025
THAT Council ratify the estimate of \$2049.45 to Cummins Sales and Service to diagnose and repair switches and water issue with the generator at the North Lift station.

CARRIED

Cummins Sales and Service Repair Quote
McCotter/Krett
327/2025
THAT Council ratified the estimate of \$1742.00 to Cummins Sales and Service to diagnose and repair K4 relay issue with the generator at the Water Treatment Plant.

CARRIED

Targeted Sector Support Initiative
Leontowich/Overduin
328/2025
THAT Council enters into an agreement with the Saskatchewan Urban Municipalities Association as the administering organization for the Targeted Sector Support Grant on behalf of the Rural Municipality of Ituna Bon Accord #246, Rural Municipality of Gary #245, the Village of Hubbard, the Fire Association, the Fire Department, and the Town of Ituna.

CARRIED

Fall Workshop
McCotter/Overduin
329/2025
THAT Council approve the attendance of the Administrator and the Assistant Administrator at a cost of \$105.00 per participant plus tax to the Urban Municipal Administrator’s Association of Saskatchewan Fall Workshop on the role of the Administrator, the Role of Council and Meetings taking place in Melville October 2, 2025 with travel paid as per the Town policy; the office will be closed for the day.

CARRIED

Advanced Municipal Solutions
Leontowich/Keller
330/2025
THAT Council approve the administrative assistant attending the free workshop in Melville hosted by Advanced Municipal Solutions on Water Utility Management for Administrators on September 5, 2025, travel to be paid as per the Town’s policy; the office will be closed for the day.

CARRIED

**Video Equipment
Keller/McCotter
331/2025**

THAT Council approves the quote of up to \$3000 plus tax to purchase video equipment to provide council the ability to video conference and in future, livestream council meetings, items to include:

- 75 inch TV
- TV wall mount
- HDMI Cables
- High Speed USB Port Extender Adapter Kit
- Wide-Angle Hi Def Webcam
- Wireless Bluetooth Speakers
- Accessories such as extension cords and floor guards

CARRIED

**Saskatchewan Economic Development Alliance Provincial Summit
Krett/Keller
332/2025**

THAT Council approves the attendance of Councillor Overduin to the Saskatchewan Economic Development Alliance Provincial Summit Paths to Prosperity: Strengthening Local and Regional Economies taking place in Saskatoon November 3 to 5, conference fees \$655 per person plus tax if registered by September 15; travel and accommodation to be paid as per the Town policy.

Defeated

**Tenders for Snow Removal, Snow Hauling, and Building Removal
Krett/Keller
333/2025**

THAT Council approves the advertising of tenders for additional support for snow removal, snow hauling and for building demolition in the Ituna News, on the Town website and through SaskTenders.

CARRIED

**Building Tender
McCotter/Leontowich
334/2025**

THAT Council having received a sealed tender for Lot 26-27 Block 06 Plan AH3660 Extension 0 accept the offer of \$1000 from Ruby Kestle; the individual has 30 days to pay for the property in full from the date the agreement has been posted.

CARRIED

**Offer to Purchase Cardboard Compactor
Salynuik/Keller
335/2025**

THAT Council accepts the offer of \$1000 from Doug Scully to purchase the cardboard compactor provided it is still in working order.

CARRIED

**ADJOURNMENT
Leontowich/Salyniuk
336/2025**

THAT Council adjourn the regular council meeting at 9:21PM.

CARRIED

Mayor

Administrator