



Regular Meeting of Council, Town of Springside  
Springside Centennial Hall, 217 Railway Avenue, Springside SK  
December 15, 2025

**Mayor:** Debbie Banks

**Councillors:** Al Langley, Jamie Breitkreuz, Levi Tillman, Chuck Allary

## Regrets:

**Staff:** Kathy Novak – Administrator

**Delegates:** David Sutter (Fire Department)

**Gallery:** via Facebook live

## CALL TO ORDER

- Mayor Debbie Banks called the meeting to order at 6:53 pm.

## ADOPTION OF AGENDA

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2025-129 Langley/Tillman

THAT the agenda for this regular meeting, as attached hereto and forming a part of these minutes, be approved. **CARRIED UNANIMOUSLY.**

## DELEGATIONS

## Public Works:

- The Administrator presented the monthly Public Works report prepared by Riley Wiens, which Council had received in the meeting package.
- Council reviewed the Snow Removal Policy and confirmed that the current timelines and prioritization for clearing streets following snowfall are appropriate.
- Council also considered a request from the Springside Housing Authority regarding snow removal in the main portion of the Heritage Heights parking lot. It was agreed that while Public Works staff are in the vicinity clearing the street and back alley, they will remove two bucket-widths of snow from the parking lot to ensure emergency vehicle access. This service will be provided at no cost to the Springside Housing Authority.

## Fire Department

- Fire Chief David Sutter arrived at 6:44 p.m. to present the monthly reports for Springside Fire Rescue and the Springside Firefighters Association, which Council had received in the meeting package.
- Council discussed the Fire Hall Expansion project, including details provided by Brownlee Beaton Kreke (BBK). The estimated cost for electrical and mechanical engineering services, including site visit fees and BBK's coordination charges, is approximately \$16,000.

JB  
Mayor Initials

- David Sutter reported that, after consulting Reg Churko, the Town's Building Inspector, it was confirmed that engineered mechanical or electrical plans are not mandatory. David feels the key requirement is compliance with Building Code standards, allowing the Town to issue a tender with detailed specifications to ensure consistent quotes.
- To move forward, David Sutter and Mayor Debbie Banks will contact local professionals for estimates on these services and to gauge interest in working with us on this project. BBK has provided their drawings for use in this process.
- Council also reviewed the 2026 Fire Agreement fees and agreed that a 5% increase for each partner would be appropriate.

**2025-130      Langley/Breitkreuz**

THAT Council sets the fees for the 2026 Fire Agreements as follows:

RM of Garry	\$10,600.00
RM of Orkney	\$15,300.00
Whitespruce Provincial Training Centre	\$2,950.00
Good Spirit Provincial Park	\$2,300.00

**CARRIED UNANIMOUSLY.**

- Fire Chief David Sutter exited the hall at 8:35 pm

**APPROVAL OF MEETING MINUTES**

**2025-131      Tillman/Allary**

THAT the minutes of the Regular Meeting of Council held on November 12, 2025, be approved as presented.

**CARRIED UNANIMOUSLY.**

**APPROVAL OF ACCOUNTS**

**2025-132      Breitkreuz/Langley**

THAT the Statement of Financial Activities and Account Balances to November 30, 2025, attached to and forming part of these minutes, be approved. AND THAT the List of Accounts for Approval which includes Payroll, Online Payment and MasterCard transactions totaling \$81,742.67, attached to, and forming part of these minutes, be approved for payment.

**CARRIED UNANIMOUSLY.**

**CORRESPONDENCE**

- a. RCMP Monthly Occurrence Summary – November 2025
- b. SAMA re Service Fees
- c. BakerTilly Engagement Letter
- d. RM of Good Lake SRA appointment
- e. Water Security Agency Permit of Operate Waterworks
- f. Saskatchewan Housing Authority 2024 Settlement
- g. RM of Orkney Fire Committee appointment

**2025-133      Langley/Allary**

THAT the correspondence be acknowledged and filed.

**CARRIED UNANIMOUSLY.**

**NEW BUSINESS**

**Emergency Response Plan**

- Council directed the Administrator and Office Assistant to update the existing Emergency Response Plan.

**Parkland Search & Rescue**

**Municipal Revenue Sharing**

2025-134

Langley/Langley

THAT the Council of the Town of Springside confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- Submission of the 2024 Audited Financial Statement to the Ministry of Government Relations;
- Submission of the 2024 Public Reporting on Municipal Waterworks to the Ministry of Government Relations;
- In Good Standing with respect to the reporting and remittance of Education Property Taxes;
- Adoption of a Council Procedures Bylaw;
- Adoption of an Employee Code of Conduct; and
- All members of the Council have filed their Public Disclosure Statements, as required; and

THAT the Council of the Town of Springside authorize the Administrator to sign the Declaration of Eligibility and submit same to the Ministry of Government Relations.

**CARRIED UNANIMOUSLY.**

**Parkland Regional Library**

**Jenny Kwan, MP for Vancouver East**

**Outstanding Accounts for Service Line Repairs**

2025-135

Langley/Breitkreuz

WHEREAS the Administrator issued registered notices to the following property owners with outstanding accounts related to service line repairs completed in 2024 as follows:

- **Adam Brandt & Tabitha Brandt, 12 Railway Street South** — \$1,561.91
- **Janine Wookey, 6 Adams Street** — \$9,600.00

WHEREAS these notices provided the statutory 30-day period for payment, advising that failure to remit the outstanding amounts would result in the sums being added to the respective property owner's tax roll effective December 31, 2025.

BE IT RESOLVED that Council, pursuant to Section 369 of *The Municipalities Act*, hereby directs the Administrator to enter the unpaid amounts onto the tax roll of the respective property owners, together with an administration fee of \$20.00 if they remain unpaid as of December 31, 2025.

**CARRIED UNANIMOUSLY.**

**Records Retention**

2025-136

Breitkreuz/Tillman

THAT having reviewed the list of Records of Destruction dated November 19, 2025 as presented by the Town Administrator, the Council of the town of Springside approves of their destruction in accordance with Bylaw No. 2022-09 A Bylaw for the Destruction of Documents.

**CARRIED UNANIMOUSLY.**

**Junior Volunteer Firefighter Application**

2025-137

Langley/Allary

THAT Council accepts the Junior Volunteer Firefighter Application for Bohdan K nomeko.

**CARRIED UNANIMOUSLY.**

**Council Appointments**

2025-138

Breitkreuz/Tillman

THAT the Council accepts the appointments as per Town of Springside Bylaws and *The Municipalities Act* as follows:

Administrator	Kathryn Novak
Treasurer	Kathryn Novak

Assessor/Assessment Officer	Kathryn Novak
Office Assistant	Dana Betz
Auditor	Baker Tilly
Building Inspector	Reg Churko – RC Inspection Services
Fire Chief	David Sutter
Deputy Mayor	Councillors in Alphabetical order beginning with Councillor Allary for a one-year term from November 1 to October 31 OR appoint one Deputy Mayor
Board of Revision	NorSask Board Services
Pest Control	Rene Dubriel, Stephen Spearman, Michael Pasloski
Solicitor	Randy Kachur – Rusnak, Balacko, Kachur, Rusnak
Weed Control	Trevor Shindle
Bylaw Control	Commissionaires
Assiniboine Watershed Representative	Stephen Spearman
Library Board (Springside)	Chuck Allary
Library Board (Parkland)	Chuck Allary
Water, Sewer, Landfill	Levi Tillman
Streets, Machinery, Buildings	Al Langley
Occupational Health & Safety	Levi Tillman
Community Development	Jamie Breitkreuz
Hall, Parks, Cemetery	Al Langley & Chuck Allary
Protective Services	Al Langley & Levi Tillman
Ridge Runner Arena, SRA (2)	Chuck Allary, Jamie Breitkreuz
Administration, HR	Debbie Banks, Jamie Breitkreuz, Al Langley

**CARRIED UNANIMOUSLY.**

#### Furnace at Springside Centennial Hall

2025-139      **Langley/Allary**

THAT Council accepts the quote from 3D Plumbing & Heating for a two-stage variable furnace at a cost of \$4,635.00 plus taxes and labour.

**CARRIED UNANIMOUSLY.**

#### **OLD BUSINESS**

##### Skid Steer Auger Attachment

2025-140      **Langley/Allary**

THAT Council directs Public Works to purchase a skid steer auger attachment from Brian Duguid at a cost of \$1,995.00 plus taxes.

**CARRIED UNANIMOUSLY.**

##### Ridge Runner Arena Lighting Project

2025-141      **Breitkreuz/Tillman**

THAT Council accepts the quote from Cobb Electric Inc. to replace the existing fixtures on the ice surface at the Ridger Runner Arena with LED high bay lighting at a cost of \$24,447.52 (tax included) with the understanding that the Springside Recreation Association will pay \$3,354.17 towards this lighting upgrade.

**CARRIED UNANIMOUSLY.**

##### Ridge Runner Arena Board Advertising

2025-142      **Langley/Allary**

THAT Council agrees to set the fee for Arena Board Advertising at the Ridge Runner Arena at \$200/year/board at that this fee will be invoiced in October of every year.

**CARRIED UNANIMOUSLY.**

SK Recycles Update – TABLED

**ADMINISTRATOR'S REPORT**

- Council acknowledged the Administrator's Report as presented.

**MAYOR & COUNCILLOR FORUM**

**NEXT MEETING**

- The next Regular Meeting of the Springside Town Council will be on WEDNESDAY, January 14, 2026.

**CLOSED SESSION**

2025-143      Langley/Breitkreuz

THAT Council move into CLOSED SESSION under section 120 of *The Municipalities Act* to discuss Human Resources Matters at 9:16 pm. **CARRIED UNANIMOUSLY.**

*Council returned to open session at 9:46 pm*

2025-144      Allary/Tillman

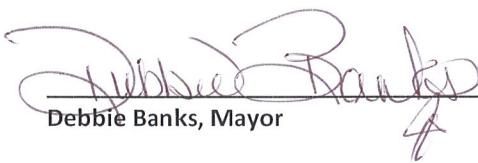
THAT Council agrees to hire Chase Kirk for a permanent full-time public works position with the Town of Springside in accordance with his Offer of Employment.  
AND THAT Council agrees to hire Dana Betz for a permanent part-time office assistant position with the Town of Springside in accordance with her Offer of Employment.

**CARRIED UNANIMOUSLY**

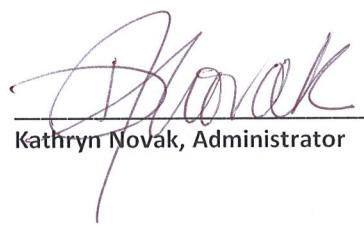
**ADJOURNMENT**

2025-145      Allary

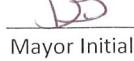
THAT this meeting is adjourned at 9:46 pm.



Debbie Banks



Kathryn Novak



DB  
Mayor Initial

**Town of Springside**  
**2025 Statement of Financial Activities - Summary**

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End date: 2025-12-31 Start Date: 2025-01-01

	Current	Year to Date	Budget
<b>Revenue</b>			
Taxation	-936.48	452,858.27	447,847.00
<b>Fees and Charges</b>			
F & C - General Government	40.00	7,994.50	7,800.00
F & C - Fine Revenue	109.50	277.12	500.00
F & C - Fire Protection	6,200.42	42,091.64	61,300.00
F & C - Transportation	0.00	4,509.00	5,000.00
F & C - Rink/Hall Revenue	2,000.00	37,169.24	23,530.00
F & C - Cemetery	0.00	1,865.00	2,000.00
F & C - Garbage & Recycling	17,826.64	71,379.12	71,600.00
F & C - Utility Revenue (inc Infra Levy)	86,059.49	303,595.40	263,796.00
F & C - SPSA Deployment	0.00	328,977.99	0.00
Grants - Conditional & Unconditional	36,694.09	544,662.67	225,512.00
Grants in Lieu of Taxes	5,224.79	27,450.32	27,371.00
Investment Income & Commissions	3,259.85	44,176.15	66,300.00
SaskLotto Community & PNPCG	0.00	11,898.00	12,138.00
Other Miscellaneous Grant Revenue	0.00	10,538.80	2,500.00
Other Miscellaneous Revenues	26.00	40,394.13	0.00
Capital Asset Proceeds	0.00	220.00	10,000.00
Land Sales - Gain	0.00	0.00	0.00
<b>Total Revenue:</b>	<b>156,504.30</b>	<b>1,930,057.35</b>	<b>1,227,194.00</b>
<b>Expenditures</b>			
General Government Services	22,417.40	411,351.31	418,782.00
Police/Bylaw Enforcement Services	0.00	30,062.73	33,691.00
Fire Protective Services	22,775.63	125,800.38	101,500.00
Transportation/Public Works Services	2,464.71	101,008.93	151,740.00
Garbage, Recycling, Pest & Weed Control	6,457.65	59,297.01	69,660.00
Cemetery	0.00	123.94	0.00
Recreation & Cultural Services	28,095.10	202,720.17	78,643.00
Utility Expenses (inc Deb P & I)	30,077.46	323,179.38	361,178.00
Health Foundation Annual Pledge	0.00	5,000.00	5,000.00
FD Purchase of Cap Assets	0.00	102,293.64	0.00
<b>Total Expenditures:</b>	<b>112,287.95</b>	<b>1,360,837.49</b>	<b>1,220,194.00</b>
<b>Change in Net-Financial Assets</b>			
Change in Non-Financial Assets	0.00	0.00	0.00
<b>Change in Net Assets</b>	<b>34,820.10</b>	<b>277,739.50</b>	<b>7,000.00</b>
Transfer to Capital Fund	0.00	0.00	0.00
Transfer to Reserves	0.00	-12,000.00	0.00
<b>Change in Surplus</b>	<b>34,820.10</b>	<b>289,739.50</b>	<b>7,000.00</b>

Town of Springside  
**2025 Statement of Financial Activities - Summary**

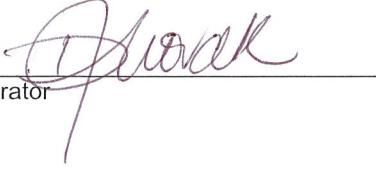
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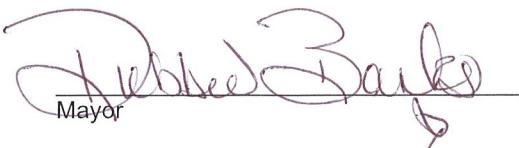
End date: 2025-12-31 Start Date: 2025-01-01

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Current	Year to Date	Budget
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Certified correct and in accordance with the records. Presented to Council on Jan 14, 2026  
(Date)

  
Administrator

  
Mayor

**Town of Springside  
Account Balances**

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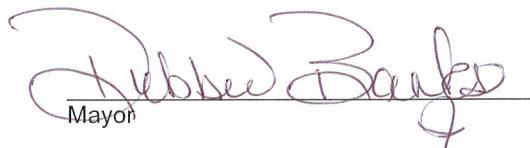
End date: 2025-12-31 Start Date: 2025-01-01

		<b>Current</b>	<b>Year to Date</b>	<b>Balance</b>
<b>Cash</b>				
110-110-120	BANK - CHQ ACCOUNT	-25,528.15	-39,335.67	678,109.09
110-110-126	BANK - HIGH INT CHQ - RESERVES	2,332.96	190,621.75	1,123,503.97
110-110-190	CREDIT UNION SHARES	0.00	0.00	197.98
	<b>Total Cash:</b>	<b>-23,195.19</b>	<b>151,286.08</b>	<b>1,801,811.04</b>
<b>Municipal Receivables</b>				
110-200-100	Municipal - Tax Receivable - Current	-5,929.11	62,007.05	58,508.60
110-200-110	Municipal - Tax Receivable - Arrears	-3,079.16	-57,819.87	20,310.82
	<b>Total Municipal Receivables:</b>	<b>-9,008.27</b>	<b>4,187.18</b>	<b>78,819.42</b>

Certified correct and in accordance with the records. Presented to Council on

Jan 14, 2026  
(Date)

  
Administrator

  
Mayor