Minutes of the regular meeting of the Council of the Town of Willow Bunch held in the Municipal Board room at #16 Edouard Beaupre St., Willow Bunch, Saskatchewan on December 7th, 2020

Present were: Mayor Wayne Joyal, Administrator Sharleine Eger and the following councillors:
Wanda Newans
Margaret Brown
Via Zoom: Marissa Gellner
Raymond Martin

**Additions to the Agenda**

185/2020 Wanda Newans: New Business: p) Volunteer Recognition

Carried

**Minutes**

186/2020 Wanda Newans: That the following minutes be approved as presented:
November 2nd, 2020.

Carried

**Minutes**

187/2020 Margaret Brown: That the following minutes be approved as amended by striking out "Michel Cayer" on resolution #182/2020 and replacing it with "Raymond Martin":
November 30th, 2020.

Carried

**Committee Reports**

188/2020 Committee Reports: That the following reports be accepted as presented:

a) Raymond Martin: Street Report
b) Margaret Brown: No Report
c) Wanda Newans: Rec Board Monthly meeting
d) Marissa Gellner: No Report
e) Wayne Joyal: Coulee Project Committee, JLLRP report

Carried

**Employee Reports**

189/2020 Wanda Newans: That the following reports be accepted as presented:

a) CDO report as filed
b) Foreman Water reports
c) Admin Report as filed

Carried

**Property Line Survey**

190/2020 Margaret Brown: That as a result of the findings of the legal survey, the town request the removal/movement of the shed that is extended over onto town property and that the invoice for the survey, agreed upon between the Town and Ms. Turner, as per the August 17th, 2020 and September 30th, 2020 meetings is due by December 31st, 2020.

Carried

**Request for Minutes**

191/2020 Raymond Martin: That the Town send a letter to the property owner of #20 Edouard Beaupre St. indicating that past years minutes, not available on the website, are available to view at the Town office during regular office hours.

Carried

**Appoint Provincial Representative to Saskatchewan Housing**

192/2020 Margaret Brown: That the Town appoint Marissa Gellner as Provincial Representative on the nominating committee for the Willow Bunch Housing Authority.

Carried

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**2021 Appointments**

193/2020 Wanda Newans: That the list for 2021 appointments attached hereto and forming part of these minutes be approved.

Carried

**Hills of Home Rental**

194/2020 Wanda Newans: That the Town charge $100 for hall rental and another $40 for cleaning services for the Hills of Home centre and that local community, non-profit organizations are exempt.

Carried

**Amend Motion 151/2020**

195/2020 Wanda Newans: That motion 15/2020 be amended to read:
Highway 36 Gas - $2,850
Jean Louis Legare Regional Park – Willow Bunch Swimming Pool Fundraising Committee - $1,110
Floyd's Variety Store: - $3,000

Carried

**Rescind Motions 130/2018 and 171/2018**

196/2020 Margaret Brown: That motions 130/2018 and 171/2018 pertaining to the sale of Parcel A/Plan 101067083 be rescinded.

Carried

**Tender – Door/Window Replacement at Clinic Building**

197/2020 Wanda Newans: That the Town advertise the invitation to tender to replace 2 doors and 3 windows at the SGI/Clinic building at #17 3rd St. East.

Carried

**2020 Bonuses**

198/2020 Margaret Brown: That the Town approve the following bonuses:
Trevor Wandler, Claire Lesperance $500 in Visa Gift Cards.
Ken Gaudry, Sarah Thorhaug, $250 in Visa Gift Cards.

Carried

**Holiday Office Closure**

199/2020 Raymond Martin: That the Town approve following holiday hours:
Dec. 23rd open
Dec. 24th, 25th, 28th, closed
Dec. 29, 30, 31st open
January 1st, 2021 closed.

Carried

**Declaration of Eligibility**

200/2020 Margaret Brown: The Council of the Town of Willow Bunch confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- Submission of the 2019 Audited Financial Statement to the Ministry of Government Relations;
- Submission of the 2019 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 council have filed and annually updated their Public Disclosure Statements, as required; and

That we authorize the Administrator to sign the Declaration of Eligibility and submit to the Ministry of Government Relations. Carried

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**Outstanding Custom Work to Tax Roll**

201/2020 Wanda Newans: That the Town add any outstanding custom work and invoices and any accounts receivables to the tax roll if not paid by Dec.31st, 2020.

Carried

**Dudley & Company Engagement Letters**

202/2020 Marissa Gellner: That the Town approve and sign the letters from Dudley & Company for the terms of engagement & the responsibilities of Council & Auditors.

Carried

**Fire Dispatch Services Agreement**

203/2020 Wanda Newans: That the Town acknowledge and sign the agreement with Saskatchewan Public Safety Agency for Fire Dispatch Services.

Carried

**2020 Final Pest Control Report**

204/2020 Margaret Brown: That the final pest control report for 2020 be acknowledged as presented and that the invoice for $320.00 to Brian Kuysten for Pest Control Services be approved for payment.

Carried

**Board of Revision**

205/2020 Margaret Brown: That the Town appoint the following from Gord Krismer and Associates Ltd. for the 2021 Board of Revision; Clint Krismer, Gord Krismer, Jeff Hutton, Christina Krismer, Kirby Bodnard, Brenda Lauf, Cam Duncan, Dave Lang, Pam Malach and Aileen Swenson as Secretary, and that the Town pay the 2020 retainer fee of $200 plus GST.

Carried

**Bylaw 2/2020 First Reading**

206/2020 Wanda Newans: That Bylaw 2/2020 being a bylaw to amend bylaw 5/2016 known as the Council Procedures Bylaw, be given first reading at this meeting.

Carried

**Bylaw 2/2020 Second Reading**

207/2020 Raymond Martin: That Bylaw 2/2020 being a bylaw to amend bylaw 5/2016 known as the Council Procedures Bylaw, be given second reading at this meeting.

Carried

**Bylaw 2/2020 Three Readings**

208/2020 Wayne Joyal: That Bylaw 2/2020 being a bylaw to amend bylaw 5/2016 known as the Council Procedures Bylaw be read three times at this meeting.

Carried Unanimously

**Bylaw 2/2020 Third Reading**

209/2020 Margaret Brown: That Bylaw 2/2020 being a bylaw to amend bylaw 5/2016 known as the Council Procedures Bylaw be given third and final reading.

Carried

**Approve 2021 Council Meeting Dates**

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**Approve 2021 Council Meeting Dates**

210/2020 Wanda Newans: That the Town accept the list of regular council meeting dates, attached hereto and forming part of these minutes, as set by Section 6.1 & 6.3 of the Council Procedure bylaw.

Carried

**Internet Connectivity and Bandwidth**

211/2020 Marissa Gellner: That the Town of Willow Bunch support the South Saskatchewan Regional Economic Partnership in the development of a Memorandum of Understanding with Access Communications to improve economic, social, cultural and educational opportunities through improved internet connectivity and bandwidth.

Carried

**Letter to Saskatchewan Health Authority**

212/2020 Margaret Brown: That the Town send a letter of concern and opposition regarding the decrease to clinic services, from two to one day a week in Willow Bunch, to the Saskatchewan Health Authority and cc MLA, David Marit, & Primary Health Care Manager, Lisa Cairns.

Carried

**COLA Policy**

213/2020 Margaret Brown: That the Town approve a 2.5% wage increase for the CDO and Town Foreman and that the 2021 wages will be as follows: CDO $19.41/hour and Foreman $61,500 annually.

Carried

**Financials**

214/2020 Marissa Gellner: That the November 2020 financial statements and bank reconciliation be approved as presented.

Carried

**Accounts Payable**

215/2020 Wanda Newans: That the accounts paid and presented for payment be approved and a list of the cheques #12239 to #12290 ($90,274.33) inclusive, the November payroll in the amount of ($4,794.75) and EFT payments ($3,879.32) be annexed hereto and form a part of these minutes.

Carried

**Adjournment**

216/2020 Raymond Martin: That this meeting adjourn at 3:30p.m.

Carried

MAYOR _____

ADMINISTRATOR _____

**NEXT MEETING – January 5th, 2021 @ 7:00 p.m.**