

Minutes of the regular meeting of the Council of the Town of Willow Bunch held in the Municipal Board room at #16 Edouard Beupre St., Willow Bunch, Saskatchewan on January 8th, 2025

Present were: Mayor Marissa Baril Assistant Administrator Tereena Bartlett, Administrator Sharleine Eger (via Zoom) and the following councillors:

Jasmine Deblois
Margaret Brown
Nicole Cochrane
Nichole Donnelly

Mayor Baril called the meeting to order.

Agenda

01/2025 Jasmine Deblois: That the following be added to the agenda:
Old Business: e) Response to Kelly Gibbons letter
New Business: i) Vacant Lots
j) Notice of Council Meetings
k) Budget
l) Landfill

Carried

Minutes

02/2025 Nicole Cochrane: That the December 2024 regular meeting minutes be approved as presented.

Carried

Minutes

03/2025 Jasmine Deblois: That the December 16th, 2024 special minutes be approved as presented.

Carried

Committee Reports

04/2025 Margaret Brown: That the following verbal reports be accepted as presented:
a) Jasmine Deblois: No Report
b) Margaret Brown: Jean Louis Legare Regional Park
c) Nicole Cochrane: No Report
d) Nichole Donnelly: Communities In Bloom
e) Marissa Baril: Fire Department

Carried

Fire Department Awards Ceremony Expenses

05/2025 Nichole Cochrane: That the Town approve a \$75/day per diem for meals incurred for the 5 award recipients travelling to Ottawa for the Emergency Management Exemplary Service Award; that this cost be split 50/50 with the RM.

Carried

DELEGATION: Dwayne Bekar – Town Foreman

- Exam rewrite is booked for January 13th in Moose Jaw.
- Water is good
- Gas valve changed on the boiler at the Hills of Home
- Work on sanding streets

Employee Reports

06/2025 Jasmine Deblois: That the following reports be accepted as presented:
a) CDO Report as Filed
b) Foreman Report as Filed
c) Admin Report as Filed

Carried

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Community Development Officer 2025

07/2025 Jasmine Deblois: That the 2025 hourly wage for the community development officer be set at \$25.00.

Carried

Maintenance Foreman 2025

08/2025 Marissa Gellner: That the 2025 annual salary for maintenance foreman be set at \$62,668.56.

Carried

3rd St. East Traffic Changes

09/2025 Jasmine Deblois: That the 4 way stop currently located at Ave D and Edouard Beupre St. be moved to Ave D and 3rd St. East to assist in reducing traffic speed through this main route; that admin be instructed to amend or revise the towns Traffic Bylaw for readings at future meetings.

Carried

Change Signing Authority

10/2025 Jasmine Deblois: That Margaret Brown be appointed to signing authority at Bengough Credit Union and Conexus Credit Union, and that any one of Marissa Baril (Mayor), Margaret Brown (deputy Mayor) must sign along with any one of Sharleine Eger (Administrator) or Tereena Bartlett (Assistant Administrator).

Carried

Bylaw 1-2025 Council Procedures Bylaw First Reading

11/2025 Nicole Cochrane: That bylaw 1-2025 being a bylaw to provide for procedures of council be given first reading at this meeting.

Carried

2025 Insurance Policy - SGI

12/2025 Nichole Donnelly: That after review of the statement of values for the Town's property and liability insurance, that admin be authorized to pay the corresponding invoice.

Carried

Resignation – Willow Bunch Recreation Authority

13/2025 Margaret Brown: That the Town acknowledge and accept the resignation tendered by Wanda Newans from the Willow Bunch Recreation Authority.

Carried

Federation of Canadian Municipalities

14/2025 Margaret Brown: That the town continue their membership with the Federation of Canadian Municipalities for 2025 for \$218.04.

Carried

Town Property – Lot 3, Block 9, Plan CF1607

15/2025 Nichole Donnelly: That use of the property for storage can continue provided Mr. Gaudry maintain the property, ie) cut the grass, manage snow etc.

Carried

Merchant Surcharge Program for Point of Sales Machine

16/2025 Margaret Brown: That the Town participate in the surcharge program offered by Clover Network – our point of sales machine company, whereby a uniform 2.4% surcharge fee will be applied to all credit card transactions to help offset the expense to the municipality; that as a merchant, we are required to clearly and prominently display the surcharge rate at the Point of Sales and the point of entry, allowing the customer to choose whether or not to use that form of payment.

Carried

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Councillor Donnelly left at 11:35 a.m.

Correspondence

17/2025 Jasmine Deblois: That the following correspondence be approved as presented:
a) RCMP Report January
b) 2024 Taxes owing as of December 31st

Carried

Financials

18/2025 Nicole Cochrane: That the December financials and the November bank reconciliation be accepted as presented.

Carried

Accounts Payable

19/2025 Marissa Gellner: That the accounts paid and presented for payment be approved and a list of the cheques #14404 to 14441 (\$61,275.91) inclusive, the November payroll in the amount of (\$5,222.65) and EFT Payment (\$4,348.22) be annexed hereto and form a part of these minutes.

Carried

Adjournment

20/2025 Nicole Cochrane: That this meeting adjourn at 11:50 a.m.

Carried

MAYOR

ADMINISTRATOR

The image shows two handwritten signatures in blue ink. The first signature is for the Mayor and the second is for the Administrator. Both signatures are written over horizontal lines that serve as baselines for the text.

NEXT MEETING – February 5th, 2025