

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 September 10th, 2025.

Present were: Mayor Marissa Baril , Administrator Sharleine Eger, Assistant Admin Tereena Bartlett and the following councillors:

Jasmine Deblois
Nicole Cochrane
Nichole Donnelly
Margaret Brown

Mayor Baril called the meeting to order.

Consent Agenda

148.2025 Margaret Brown: That the consent agenda be adopted in its entirety, incorporating the listed financial, administrative and correspondence items.

Minutes: August 2025

Accounts Payable: 14706 to 14754 (\$247,849.13)

EFT Payments (\$26,397.10) and Payroll for August (\$5,287.66)

Employee Reports:

Correspondence – Requiring no action

- a) SSR – Christina Birch – Managing Director introduction
- b) RCMP Report

Carried

Additions to Agenda

149.2025 Nicole Cochrane: That the following be added to the agenda:

Old Business: Dust Control

New Business: Speed Limit

Carried

Committee Reports

150.2025 Nichole Donnelly: That the following verbal reports be accepted as presented:

- a) Jasmine Deblois: South Saskatchewan Ready & JLL Regional Park
- b) Margaret Brown: Communities in Bloom
- c) Nicole Cochrane: WB Recreation Authority – Rec Director Report
- d) Nichole Donnelly: Ranch Rodeo Committee
- e) Marissa Baril: Joint Fire Board

Carried

Letter – Real Durand - Airstrip

151.2025 Marissa Baril: That Administration issue a letter to Mr. Real Durand confirming that access to the airstrip via the roadway off the St. Victor grid will remain available, as ISC mapping indicates the roadway originates within the Town's surveyed property designated for the airstrip. Furthermore, that Administration arrange a meeting with Mr. Durand to discuss and coordinate appropriate maintenance of the access route, specifically to address and prevent potential snow accumulation in that area.

Carried

Order to Remedy – 19 Edouard Beaupre St.

152.2025 Margaret Brown: That Administration be authorized to issue an order to the owners of 19 Edouard Beaupre St., PT Lots 21-22, Blk 6, Plan AF413 requiring them to undertake the following work:

- Remove all unlicensed vehicles from the property as per the definition in bylaw 221/09
- Clean up/remove all weeds along East side of property (facing Fine Foods Store)
- Cut/trim/all overgrown grass

Carried

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School Building - Community Meeting

153.2025 Jasmine Deblois: That Council table discussion and setting a date for a community meeting regarding the former school building until November.
Carried

Tender – Lot 8, Blk 21, Plan 77MJ02579

154.2025 Nicole Cochrane: That Council accept the tender from Dosch Organic Acres/Dean Dosch for \$500 plus GST for lot 8, blk 21, plan 77MJ02579.
Carried

Tender – Lot 5, Blk 22, Plan 82MJ01007

155.2025 Jasmine Deblois: That Council accept the tender from Jacqueline Irvin for \$800 plus GST for lot 5, blk 22, plan 82MJ01007.
Carried

Request to Purchase

156.2025 Jasmine Deblois: That Council table making a decision on the request to purchase lot 19, blk 8, plan AF413 (#1 3rd St. S.E.) until such time that Admin can confer with SUMA/SARM legal about full disclosure.
Carried

Bylaw 8.2025 First Reading – Animal Control Bylaw

157.2025 Nicole Cochrane: That Bylaw 8.2025 being a bylaw to provide for animal control in the Town of Willow Bunch be given first reading.
Carried

Bylaw 8.2025 Second Reading – Animal Control Bylaw

158.2025 Jasmine Deblois: That Bylaw 8.2025 being a bylaw to provide for animal control in the Town of Willow Bunch be given second reading.
Carried

Bylaw 8.2025 Three Readings – Animal Control Bylaw

159.2025 Margaret Brown: That Bylaw 8.2025 being a bylaw to provide for animal control in the Town of Willow Bunch be read three times at this meeting.
Carried Unanimously

Bylaw 8.2025 Third Reading – Animal Control Bylaw

160.2025 Jasmine Deblois: That Bylaw 8.2025 being a bylaw to provide for animal control in the Town of Willow Bunch be given third and final reading.
Carried

Written Warning – Violation of Bylaw 8.2025

161.2025 Marissa Baril: That Administration be appointed as the Bylaw Enforcement Officer and be authorized to issue a first written warning, followed by any necessary violation notices, to Sean Hamilton regarding concerns related to his horse.
Carried

Bylaw 6.2025 First Reading – Waterworks Capital Investment Strategy Bylaw

162.2025 Margaret Brown: That Bylaw 6.2025 being a bylaw to provide for waterworks investment be given first reading at this meeting.
Carried

Bylaw 6.2025 Second Reading – Waterworks Capital Investment Strategy Bylaw

163.2025 Nichole Donnelly: That Bylaw 6.2025 being a bylaw to provide for waterworks investment be given second reading at this meeting.
Carried

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Bylaw 6.2025 Three Readings – Waterworks Capital Investment Strategy Bylaw

164.2025 Jasmine Deblois: That Bylaw 6.2025 being a bylaw to provide for waterworks investment be given three readings at this meeting.
Carried Unanimously

Bylaw 6.2025 Third Reading – Waterworks Capital Investment Strategy Bylaw

165.2025 Nicole Cochrane: That Bylaw 6.2025 being a bylaw to provide for waterworks investment be given third and final reading at this meeting.
Carried

Water Rate Policy W-7

166.2025 Marissa Baril: That, in accordance with the requirements of the Municipal Revenue Sharing Program, Council hereby adopts and implements the Water Rate Policy as attached here and forming part of these minutes.
Carried

Open Separate Bank Account – Infrastructure Reserve

167.2025 Margaret Brown: That the Town open an account with Bengough Credit Union, known as the Infrastructure Reserve account and that Sharleine Eger(Admin), Tereena Bartlett (Assistant Admin), Marissa Baril (Mayor) and Margaret Brown (Deputy Mayor) be appointed to signing authority and that any one of Mayor/Deputy Mayor must sign along with any one of Admin or Assistant Admin.
Carried

Request for Quotes

168.2025 Nicole Cochrane: That the Town put out a Request for Quotes for the replacement of the carpeted flooring and associated subfloor that suffered water damage at the clinic building.
Carried

Request for Quotes

169.2025 Jasmine Deblois: That the Town put out a Request for Quotes for a lift station generator and apply for funding through various funding opportunities available for such a project.
Carried

Waste Collection Policy W-2 Amend

170.2025 Margaret Brown: That council amend Policy W-2 to remove section 1.5 that pertains to the additional waste collection for restaurants as associated restaurants now have their own accounts through a third party waste collection service.
Carried

Transfer Station - Contract

171.2025 Jasmine Deblois: That the Town of Willow Bunch enter into a one-year contract, effective September 20th, 2025, with Nick Haggerty of Willow Bunch to oversee daily operations, maintenance, and reporting duties at the Willow Bunch Transfer Station, in accordance with the terms outlined in Schedule A of the agreement, at an hourly rate of \$18.
Carried

Transfer Station - Alternate

172.2025 Jasmine Deblois: That the Town appoint Jim Seymour as the primary alternate to fulfill the duties of the Transfer Station attendant during any period of absence.

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Carried

Request for Support – Willow Bunch Metis Local #17

174.2025 Nicole Cochrane: That Council request additional information regarding the proposed land acknowledgement signage in town; size, placements, how they are affixed etc..

Carried.

Provincial Traffic Safety Fund Grant Program

175.2025 Nichole Donnelly: That the Town of Willow Bunch submit an application to the Provincial Traffic Safety Fund Grant Program for funding to purchase and install two solar-powered radar speed signs. The purpose of these signs is to enhance road safety by alerting drivers to their speed and encouraging compliance with posted limits in high-traffic or high-risk areas. The application shall include cost estimates, proposed installation locations, and a justification outlining the anticipated safety benefits to the community.

Carried

Acknowledge Administrator Holidays

176.2025 Margaret Brown: That Council acknowledge the administrator’s scheduled holiday dates as October 9th and October 14th to 16th, 2025.

Carried

Financials

177.2025 Margaret Brown: That the August financials and the July bank reconciliation be accepted as presented.

Carried

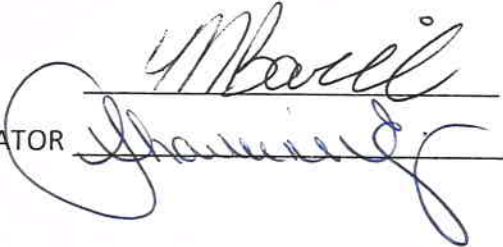
Adjournment

178.2025 Nicole Cochrane: That this meeting adjourn at 11:05 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.

NEXT MEETING – October 1st, 2025

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