

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 3rd, 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

215.2025 Jasmine Deblois: That the consent agenda be adopted in its entirety, incorporating the listed financial, administrative and correspondence items.

Minutes: November 2025

Accounts Payable: 14800 to 14836 (\$583,863.17)

EFT Payments (\$17,593.31) and Payroll for November (\$5,384.46)

Employee Reports: CDO, Admin, Foreman

Carried

Committee Reports

216.2025 Margaret Brown: That the following verbal reports be accepted as presented:

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

Carried

Amend Minutes – February 2025

217.2025 Jasmine Deblois: That motion 22.2025 be amended by striking out “2024” and replace with “2025”.

Carried

Dudley & Company Engagement Letters

218.2025 Margaret Brown: That the Town approve and sign the letters from Dudley & Company for the terms of engagement & the responsibilities of Council & Auditors.

Carried

Sask Housing Corporation 2024 Loss

219.2025 Nichole Donnelly: That the Town acknowledge the Housing Corporation’s financial loss for 2024 and acknowledge and pay the Town’s 5% share of \$281.94.

Carried

Healthcare Professional Recruitment and Retention

220.2025 Jasmine Deblois: That the Town send a letter of support for the proposed per capita contribution to the Assiniboia Municipal Airport Authority for upgrades to support air ambulance.

Carried.

Request to Add to RM Insurance

221.2025 Nicole Cochrane: That the Town send a request to the RM council to have all of the fire fighting equipment (not just the trucks) added to the RM’s insurance in an effort to simplify the split and bookkeeping for the department;

mf

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That the town will continue to provide their 30% allocation of the premium.

Carried

Shop – Insurance Providers

222.2025 Jasmine Deblois: That the Town of Willow Bunch obtain a quote from Lakeview Insurance for municipal insurance coverage, including property, liability, automobile, and directors & officers insurance, as appropriate to municipal operations.

Carried

2025 Year End Bonuses

223.2025 Margaret Brown: That the following year-end/Christmas bonuses be approved as 2024:

Claire Lesperance \$500

Dwayne Bekar \$500

Sarah Thorhaug \$250

Carried

COLA Policy

224.2025 Jasmine Deblois: That the Town approve a 2% cost of living allowance increase to both employees for 2026 based on the CPI Index for Saskatchewan (October 2024 to October 2025).

Carried

SGI Remuneration

225.2025 Nicole Cochrane: That Council authorize a 50/50 split of the SGI remuneration with the RM of Willow Bunch No. 42 beginning January 1st, 2026.

Carried

Municipal Revenue Sharing Grant - Declaration of Eligibility

226.2025 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 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 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 it to the Ministry of Government Relations.

Carried

Library Extra Hours

227.2025 Margaret Brown: That the Town send a letter to Palliser Regional Library headquarters confirming and supporting the 5.25 extra hours however, request of the Willow Bunch branch library to fund 50% of the total cost of purchasing the extra hours totalling \$3,210.37.

Carried

Financials

228.2025 Nicole Cochrane: That the November financials be accepted as presented.

Carried

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Adjournment

229.2025 Jasmine Deblois: That this meeting adjourn at 11:00 a.m.

Carried

MAYOR

ADMINISTRATOR

The image shows two handwritten signatures in blue ink. The first signature, for the Mayor, is written over a horizontal line. The second signature, for the Administrator, is also written over a horizontal line. Both signatures are cursive and stylized.

NEXT MEETING – January 14th, 2026

Handwritten initials in blue ink, possibly 'MB', located in the bottom right corner of the page.