

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 January 3<sup>rd</sup>, 2023

Present were: Deputy Mayor Wanda Newans, Administrator Sharleine Eger and the following councillors:

Raymond Martin  
Marissa Gellner

Regrets: Wayne Joyal – leave of absence  
Margaret Brown

Deputy Mayor Wanda Newans called the meeting to order.

### **Presentation of Bond**

01/2023 Raymond Martin: That the presentation of the municipal fidelity bond in the amount of \$500,000 be acknowledged as presented.

Carried

### **Additions to the Agenda**

02/2023 Marissa Gellner: That the following item(s) be added to the agenda:

New Business: h) Willow Bunch Museum (Hall)  
i) Clinic Fire Extinguishers  
j) Hills of Home Roof

Carried

### **Minutes**

03/2023 Raymond Martin: That the December 2022 regular minutes and public hearing minutes be approved as presented.

Carried

### **Committee Reports**

04/2023 Marissa Gellner: That the following verbal reports be accepted as presented:

a) Raymond Martin: No Report  
b) Marissa Gellner: Fire Department  
c) Wanda Newans: No Report

Carried

### **Employee Reports**

05/2023 Raymond Martin: That the following reports be accepted as presented:

a) CDO Report as Filed  
b) Foreman Report as Filed  
c) Admin Report (verbal – Water Break)

Carried

### **Municipal Insurance**

06/2023 Raymond Martin: That the Town purchase their liability and municipal property insurance from SGI for 2023.

Carried

### **Official Community Plan and Zoning Bylaw Third Reading**

07/2023 Marissa Gellner: That bylaw 4-2022 being a bylaw to develop an Official Community Plan and bylaw 5-2022 being a bylaw to develop a Zoning Bylaw be given third and final reading.

Carried

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**Municipal Revenue Sharing Grant - Declaration of Eligibility**

08/2023 Wanda Newans: 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 2021 Audited Financial Statement to the Ministry of Government Relations;
- Submission of the 2021 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

**Canada Summer Jobs**

09/2023 Marissa Gellner: That the Town apply to Canada Summer Jobs for a summer employee, 16 weeks, up to 35 hours/week at \$17/hr.

Carried

**Board of Revision**

10/2023 Raymond Martin: That the Town appoint and retain Western Municipal Consulting for the 2023 Board of Revision and pay the corresponding retaining fee of \$250 plus applicable tax.

Carried

**Administrator's Holidays**

11/2023 Marissa Gellner: That council acknowledge the following holidays for the administrator:  
January 30<sup>th</sup> to February 10<sup>th</sup>, 2023

Carried

**Certificate of Appointment**

12/2023 Raymond Martin: That Douglas Mulhall, Virginia Shepley, Bobby Baker, Amanda Kaufman, William Hudema, Walter Shroeder, David Kindred, Dustin Masuk and Joshua Nitz, being residents of the Province of Saskatchewan, who are employed by PROFESSIONAL BUILDING INSPECTIONS, INC. have been appointed as licensed building officials under the authority of subsections 16(2) and 16(3) of *The Construction Codes Act*.

Carried

**3 Phase Power at Former School Building**

13/2023 Marissa Gellner: That the requirement for 3 Phase power is considered an upgrade; That the upgrade cannot be utilized anywhere else in the school building;

That Dosch Organic Acres are required to cover the cost of the 3 Phase power breakers.

Carried

DELEGATION: Garry Therrien – Fire Service Fees

**Museum Basement Flooring**

14/2023 Raymond Martin: That the town cover the cost of installation of new tile, obtained by a grant, to replace tiles lifting within the main hall of the museum basement at a cost of \$3,321.00

Carried

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**Correspondence**

15/2023 Marissa Gellner: That the following correspondence be approved as presented:

- a) RCMP report
- b) RCMP All Council Meeting Report from November 29/22
- c) Thank you – Leo & Sylvia Durand
- d) Thank you – Willow Bunch Museum (table)
- e) SPSA – TREX Program

Carried

**Financials**

16/2023 Raymond Martin: That the December 2022 financial statements and bank reconciliation be approved as presented.

Carried

**Accounts Payable**

17/2023 Marissa Gellner: That the accounts paid and presented for payment be approved and a list of the cheques #13316 to #13354 (\$60,045.77) inclusive, the December payroll in the amount of (\$5,103.12) and EFT payments (\$3,717.91) be annexed hereto and form a part of these minutes.

Carried

**Adjournment**

18/2023 Raymond Martin: That this meeting adjourn at 8:50 p.m.

Carried

MAYOR

Wanda Newman

ADMINISTRATOR

Shirley Edgar

**NEXT MEETING – February 7<sup>th</sup>, 2023**