

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 February 6<sup>th</sup>, 2024.

Present were: Administrator Sharleine Eger and the following councillors:

Mayor Wayne Joyal via Zoom  
Margaret Brown  
Wanda Newans (Deputy Mayor)

Regrets: Raymond Martin

Deputy Mayor Wanda Newans called the meeting to order.

#### **Agenda**

14/2024 Marissa Baril: That the agenda be approved as presented. Carried

#### **Minutes**

15/2024 Margaret Brown: That the January 2024 regular meeting minutes be approved as amended by adding Marissa Baril to the list of those present. Carried

DELEGATION: Sgt. Granello – Coronach RCMP – Survey – Community Update

#### **Committee Reports**

16/2024 Margaret Brown: That the following verbal reports be accepted as presented:  
a) Raymond Martin: No Report  
b) Margaret Brown: Library Coffee Hour – JLLRP Report  
c) Marissa Baril: Wbfd  
d) Wanda Newans: Willow Bunch Recreation Authority  
e) Wayne Joyal: SSR Report – contract made with new hire for managing director for SSR Carried

#### **Employee Reports**

17/2024 Marissa Baril: That the following reports be accepted as presented:  
a) CDO Report as Filed  
b) Foreman Report as Filed  
c) Admin Report Carried

#### **Clinic Cleaning**

18/2024 Margaret Brown: That the Town increase the contract cleaning allowance at the medical building from \$150 to \$225/month for the addition of 4-5 extra days for the clinic side, until the end of contract with Sask Health Authority, in July 2024. Carried

DELEGATION: Dwayne Bekar – Foreman  
Replaced two frozen water meters during the cold spell – invoice accordingly

#### **Resolution to SUMA Convention**

19/2024 Margaret Brown: That the council submit the following resolution, attached hereto and forming part of these minutes to SUMA for consideration at the 2024 Annual Convention. Carried

#### **Bylaw 1-2024 – Repeal Bylaw First Reading**

20/2024 Margaret Brown: That Bylaw 1-2024 being a bylaw to repeal previous bylaws be given 1<sup>st</sup> reading. Carried

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**Bylaw 1-2024 – Repeal Bylaw Second Reading**

21/2024 Marissa Baril: That Bylaw 1-2024 being a bylaw to repeal previous bylaws be given 2<sup>nd</sup> reading.

Carried

**Bylaw 1-2024 – Repeal Bylaw Three Readings**

22/2024 Wanda Newans: That Bylaw 1-2024 being a bylaw to repeal previous bylaws be read three times at this meeting.

Carried Unanimously

**Bylaw 1-2024 – Repeal Bylaw Third Reading**

23/2024 Wayne Joyal: That Bylaw 1-2024 being a bylaw to repeal previous bylaws be given 3<sup>rd</sup> and final reading.

Carried

**Bylaw 2-2024 Building Bylaw First Reading**

24/2024 Wayne Joyal: That Bylaw 2-2024 being a bylaw respecting buildings be given first reading.

Carried

**Bylaw 2-2024 Building Bylaw Second Reading**

25/2024 Margaret Brown: That Bylaw 2-2024 being a bylaw respecting buildings be given second reading.

Carried

**Bylaw 2-2024 Building Bylaw Three Readings**

26/2024 Marissa Baril: That Bylaw 2-2024 being a bylaw respecting buildings be given three readings at this meeting.

Carried

**Bylaw 2-2024 Building Bylaw First Reading**

27/2024 Wanda Newans: That Bylaw 2-2024 being a bylaw respecting buildings be given third and final reading.

Carried

**Withdraw South Central Transportation Planning Committee**

28/2024 Margaret Brown: That the Town withdraw from the South Central Transportation Planning Committee.

Carried

**Medical Clinic Building Office Space**

29/2024 Wanda Newans: That the Town make policy that the daily rental fees for the small offices of the west side of the medical clinic building be \$30/day

Carried

**Amend Standard Operating Procedures**

30/2024 Marissa Gellner: That the following sections for the Standards Operating Procedures/Guidelines for the Willow Bunch Fire Department be amended as follows:  
3.1.0 Addition of the establishment of three different fire/working zones to point E. under Responsibilities of Command;  
1.3.7 Addition of “Incident Commander to establish what level of PPE is to be worn in the hot zone”;  
2.5.0 Addition of bullet point E. under Scene Size Up and Initial Report

Carried

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~~ <sup>February</sup> 6<sup>th</sup>, 2024 *de*.

**Request to Develop Alley**

31/2024 Margaret Brown: That the request submitted to develop the back alley perpendicular to Ave H between 3<sup>rd</sup> St. E and 3<sup>rd</sup> St. S.E. be approved and that work to commence in the spring.

Carried

**Correspondence**

32/2024 Wayne Joyal: That the following correspondence be approved as presented:  
a) RCMP Report  
b) SAMA Municipal Requisition and Invoice  
c) SAMA AGM – April 10/2024 – Saskatoon  
d) Complaint – left on door of office (not signed)  
e) Estimate – Virtue Construction – Street Sweeping Services – for consideration at budget time

Carried

**Financials**

33/2024 Marissa Baril: That the January 2024 financial statements and December 2023 bank reconciliation be approved as presented.

Carried

**Accounts Payable**

34/2024 Margaret Brown: That the accounts paid and presented for payment be approved and a list of the cheques #13874 to 13922 (\$88,688.95) inclusive, the January payroll in the amount of (\$5,264.09) and EFT payments (\$11,440.26) be annexed hereto and form a part of these minutes.

Carried

**Adjournment**

35/2024 Wayne Joyal: That this meeting adjourn at 8:45 p.m.

Carried

MAYOR

*Wanda Newton*

ADMINISTRATOR

*Sharon Edger*

**NEXT MEETING – March 5<sup>th</sup>, 2024**