

AGENDA
Village of Buena Vista
Regular Council Meeting on June 24, 2025 at 7:00 p.m.
1050 Grand Avenue,
Buena Vista, Saskatchewan

CALL TO ORDER

APPROVAL OF AGENDA

ADOPTION OF MINUTES

- Minutes of Regular Council Meeting – June 10, 2025

APPROVAL OF ACCOUNTS PAYABLE

- List of Accounts for Approval – Batch 2025-00064 to 2025-00067
- Payroll – Public Works May 25 – June 7, 2025; Administration June 1-15, 2025,

REPORTS OF STAFF

- Administration Report
- Public Works Report
- Lagoon Compliance Inspection

REPORTS OF COUNCIL

UNFINISHED BUSINESS

- Bylaw No. 02/2025 A Bylaw of the Village of Buena Vista to Provide for Public Notice Requirements
- Bylaw No. 03/2025 A Bylaw to Regulate the Meeting Procedures of Council, Council Committees and Other Bodies
- Bylaw No. 04/2025 A Bylaw of the Village of Buena Vista for the Purpose of Providing Remuneration to Council

NEW BUSINESS

- Statement of Financial Position – December 31, 2024
- Traffic Sign Subscription
- Resident Request – Temporary Closure and Live Music for Block Party
- Regina Beach Local Library Board Meeting Minutes – May 26, 2025
- Governance Training Session

CORRESPONDENCE

- Regional Bylaw Services – June 14 & 18, 2025

OVERVIEW OF MEETING

IN CAMERA

ADJOURNMENT

**Village of Buena Vista
MINUTES OF REGULAR MEETING
JUNE 10, 2025
1050 Grand Ave, Buena Vista, SK**

PRESENT: Mayor Karen Smith, Councillor Spence Miller, Councillor Bob Sax,
Councillor Steven Schultz, Councillor Chris Duke

ADMINISTRATION: Acting Chief Administrative Officer Melissa Pollock

CALL TO ORDER:

A quorum being present, Mayor Smith called the meeting to order at 7:00 p.m.

ADOPTION OF AGENDA:

- 198/25** THAT agenda for the June 10, 2025 Regular Meeting of Council be adopted as presented, with the following addition under New Business:
- Purchase of Tree for the Lions Memorial Forest in Memory of Krista Manz

**Moved by Councillor Sax
Seconded by Councillor Schultz**

CARRIED

ADOPTION OF MINUTES:

- 199/25** THAT the Minutes of the May 27, 205 Regular Meeting of Council be approved as presented.

**Moved by Councillor Miller
Seconded by Counillor Duke**

CARRIED

- 200/25** THAT Council move to the dispensing of Seconders for the remainder of this meeting.

**Moved by Councillor Sax
Seconded by Councillor Schultz**

CARRIED

DELEGATION

Donna Hall, Gary McLellan, Jeff and Carol Draper, members of the Buena Vista Parks & Recreation Board, attended the meeting to discuss the draft Parks & Recreation Board Bylaw that the Village has been initiated. The Board expressed concerns that the Village is not working in cooperation with them and stated that it would have been a courtesy to involve them earlier in the process.

Mayor Smith advised that the Village is currently in the information-gathering stage. Smith explained that only first reading of the bylaw has taken place so far, which is intended to introduce the bylaw and provide an opportunity for discussion and amendments. Mayor Smith also noted that changes to the bylaw are necessary to ensure the Village remains current with legislation and regulatory requirements.

The Board members expressed concerns that the Village is trying to control their funds. Mayor Smith responded that the Village is following its obligations under *The Municipalities Act* and other related legislation.

The Parks and Recreation Board noted that the situation has caused hard feelings and expressed their wish to work together moving forward, emphasizing that everything they do is for the benefit of the community.

Mayor Smith confirmed that the Village will be consulting with the Parks & Recreation Boards as the process continues. Council will consider and discuss all the points raised by the Board members.

The delegation concluded at 7:30 p.m. and the delegates left the meeting.

APPROVAL OF ACCOUNTS PAYABLE:

201/25 THAT Council approves the following accounts for payment:
AP Batches 2025-00056 to 2025-00062, which includes all cheques, credit card, automatic withdrawals, EFT and online payments for a total amount of \$60,944.34.

Moved by Councillor Duke

CARRIED

202/25 THAT Council approves the following payrolls:
Public Works May 11 - 24, 2025 in the amount of \$6,079.59
Administration May 16 - 31, 2025 in the amount of \$4,914.87
Council Remuneration May 1 – 31, 2025 in the amount of \$1,203.65

Moved by Councillor Sax

CARRIED

REPORTS OF STAFF:

203/25 THAT Council has reviewed the Administration Report for the period of May 24 - June 5, 2025, received clarification on certain matters, and hereby accepts the report as information and files it accordingly.

Moved by Councillor Duke

CARRIED

204/25 THAT Council has reviewed the Public Works Report for the period of May 23 – June 5, 2025, received clarification on certain matters, and hereby accepts the report as information and files it accordingly.

Moved by Councillor Schultz

CARRIED

205/25 THAT Council accepts the Water Treatment Plant Daily Record for May 2025 as presented, and acknowledge that corrections and improvements are required to ensure the accuracy and completeness of future records; and FURTHER THAT the appropriate signing authorities be authorized to sign off on the report as required and file as part of the official record.

Moved by Councillor Sax

CARRIED

REPORTS OF COUNCIL

Councillor Schultz and Councilor Sax provided updates on the Parks & Recreation Board activities, noting that benches have been installed on the beach and bottles have been moved to the rink shack for sorting.

Mayor Smith provided an update on the Intermunicipal Utilities Committee (IMUC) meeting held on Monday, June 9th. The meeting included discussion regarding the purpose and use of the \$5 lagoon hauler fee. Council was advised that IMUC will await a response from the Town

of Regina Beach following their discussions with their Council at their meeting on June 10th.

Mayor Smith also updated Council on the purchase of the new fire truck. The Town of Regina Beach put the purchase out for tender and has accepted a tender at a cost not exceeding \$875,000. There is currently just over \$600,000 in the IMUC reserve, meaning approximately \$200,000 will need to be made up between the IMUC partners. Suggestions of grants and fundraising were discussed as possible options. The new fire truck is expected to take between 18 months and 2 years for delivery.

UNFINISHED BUSINESS:

206/25 THAT Council defers the second reading of Bylaw No. 01/2025 A Bylaw of the Village of Buena Vista to Establish a Parks, Recreation and Culture Board until additional information is received and necessary adjustments have been made to the draft bylaw.

Moved by Councillor Duke

CARRIED

207/25 THAT Council read Bylaw No. 02/2025 A Bylaw of the Village of Buena Vista to Provide for Public Notice Requirements a second time.

Moved by Councillor Schultz

CARRIED

NEW BUSINESS:

208/25 THAT Council approves and files the Buena Vista Parks & Recreation Board Minutes of June 3, 2025.

Moved by Councillor Sax

CARRIED

209/25 THAT Council defers the Parks & Recreation Board's purchase request for banner poles, as Council requires more information in order to make the best decision; and FURTHER THAT Council directs Administration to follow up with the Board.

Moved by Councillor Duke

CARRIED

210/25 THAT Council read Bylaw No. 03/2025 A Bylaw of the Village of Buena Vista to Regulate the Meeting Procedures of Council, Council Committees and Other Bodies a first time; and FURTHER THAT Administration make the amendments as discussed.

Moved by Councillor Schultz

CARRIED

211/25 THAT Council, at 10:00 p.m., extend the meeting for an additional 15 minutes in accordance with the Council Procedures Bylaw.

Moved by Councillor Schultz

CARRIED

212/25 THAT Council read Bylaw No. 04/2025 A Bylaw of the Village of Buena Vista for the Purpose of Providing Remuneration to Council; and FURTHER THAT Administration make the amendments as discussed.

Moved by Councillor Schultz

CARRIED

213/25 THAT Council approve the purchase of a tree at the Lions Memorial Forest in memory of Krista Manz, our past CAO, on behalf of the Village.

Moved by Councillor Schultz

CARRIED

CORRESPONDENCE

214/25 THAT Council receives and files the following communications:

- Regional Bylaw Services – May 24, 28 and June 4, 2025
- RCMP Community Policing Report – April 2025
- RCMP Update – May 2025
- The Trustee Telegraph Southeast Regional Library – April 12, 2025

Moved by Councillor Duke

CARRIED

215/25 THAT Council approve Mayor Smith's attendance a the SUMA Mayor's Summer School on August 21 & 22, 2025; and FURTHER THAT Administration register and submit payment for the training.

Moved by Councillor Duke

CARRIED

216/25 THAT Council direct Administration to submit a letter supporting the implementation of municipal authority to establish property subclasses.

Moved by Councillor Schultz

CARRIED

ADJOURNMENT:

THAT Mayor Smith adjourn the meeting at 10:20 p.m.

Mayor

Acting Chief Administrative Officer

Date Printed
06/20/2025 10:06 AM

Village of Buena Vista
List of Accounts
Batch: 2025-00064 to 2025-00067

Page 1

Bank Code - ABW - ABW - Automatic Withdrawal

AUTOMATIC WITHDRAWAL

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
062025-001 May 26	06/17/2025	PitneyWorks			
		510-400-110 - GG - Supplies - F	Postage Refill -May 26	904.52	
		110-340-110 - GST Receivable	GST Tax Code	42.50	
		900-110-110 - GST Paid	GST Tax Code	42.50 NL	947.02
			Total Automatic Withdrawal:		947.02
				Total ABW:	947.02

Village of Buena Vista
List of Accounts
Batch: 2025-00064 to 2025-00067

Bank Code - AP - AP-General Oper

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name	GL Account	GL Transaction Description	Detail Amount	Payment Amount
11243	06/24/2025	Dudley & Company				
45557		510-200-130 - GG - Cont - Audit	2024 Audit	12,508.00		
		510-200-130 - GG - Cont - Audit	2024 P&R Board Audit	954.00		
		110-340-110 - GST Receivable	Both Tax Code	635.00		
		900-110-110 - GST Paid	Both Tax Code	635.00	NL	14,097.00
11244	06/24/2025	Farebrother, Kevin & Cheryl				
20250617-01		110-320-140 - Utility Accounts R	WMD Refund A#359	78.33		78.33
11245	06/24/2025	Muir Barber Ltd.				
May		510-490-100 - GG - Supplies - C	Office -Lockbox Front Door	52.46		
		580-410-100 - UT - Supplies - V	WTP -Drywall Plugs	21.92		
		570-430-150 - R&C - Supplies -	Dog Parks -Screws fr Sign	1.57		
		570-400-110 - R&C - Supplies -	Beach Bathroom-Screws fr	1.57		
		530-410-100 - TS - Supplies - S	Bug Spray	26.48		
		530-410-100 - TS - Supplies - S	Shop -Shovel Handle	14.30		
		530-460-110 - TS - Supplies - D	Cuplings -Dust Control Tote	40.05		
		530-420-100 - TS - Supplies - V	Sealant -Tire JD Mower	23.42		
		530-425-113 - TS - Supplies - B	Deadbolt Locks-Shop/Cold	115.00		
		580-440-120 - UT - Supplies - B	Deadbolt Lock -Booster Str	57.51		
		580-430-120 - UT - Supplies - V	Deadbolt Lock -Well House	57.51		
		510-490-100 - GG - Supplies - C	Ant Traps/Killer	14.59		
		530-425-113 - TS - Supplies - B	Shop -Zip Ties	15.89		
		530-425-113 - TS - Supplies - B	Shop -ABS Cleanout Plug	2.56		
		585-430-110 - SWR - Supplies -	Camlock -Edgewood Sewer	33.85		
		530-400-110 - TS - Supplies - S	Shop -Cat Litter(oil clean up	19.07		
		530-410-100 - TS - Supplies - S	Shop -Masking Tape	6.00		
		570-420-160 - R&C - Supplies -	Screws -Picnic Tables	20.02		
		570-420-160 - R&C - Supplies -	Scrws/Wshrs/Nuts/Brsh-Pic	23.97		
		570-410-100 - R&C - Supplies -	Shop -Garbage Bags	17.16		
		110-340-110 - GST Receivable	Both Tax Code	26.63		
		900-110-110 - GST Paid	Both Tax Code	26.63	NL	591.53
11246	06/24/2025	Regina Beach Lions Memorial Forest				
June		510-240-160 - GG - Cont - Don	Memorial Tree -Manz	250.00		250.00
Total Computer Cheque:						15,016.86
Total AP:						15,016.86

Date Printed
06/20/2025 10:06 AM

Village of Buena Vista
List of Accounts
Batch: 2025-00064 to 2025-00067

Page 3

Bank Code - CC - CC - Credit Card

CREDIT CARD

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
062025 Jun 12/25	06/17/2025	Hordos Insurance Brokers Inc. 530-260-100 - TS - Cont - Vehicl	Reg&Rnwl-006IAR/Jun12-A	264.08	264.08
062025-001 23759	06/17/2025	Regina Beach Yacht Club 570-270-130 - R&C - Cont - Bea	Beach Dock/Buoy Launch	200.00	
		110-340-110 - GST Receivable	GST Tax Code	10.00	
		900-110-110 - GST Paid	GST Tax Code	10.00 NL	210.00
			Total Credit Card:		474.08
			Total CC:		474.08

Village of Buena Vista
List of Accounts
Batch: 2025-00064 to 2025-00067

Bank Code - EFT - EFT - Direct Deposit

WIRE TRANSFER

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
59 2505319	06/10/2025	Professional Bldg. Insp. Inc.			
		560-200-150 - P&D - Cont. - Bui	PBI Fees -May	728.33	
		110-340-110 - GST Receivable	GST Tax Code	36.42	
		900-110-110 - GST Paid	GST Tax Code	36.42 NL	764.75
60 INV454612	06/10/2025	Success Office Systems			
		510-290-140 - GG - Cont - Office	Copier Printing -Mar-May	338.00	
		510-280-100 - GG - Cont - Office	Copier Lease -Jun-Aug	795.01	
		110-340-110 - GST Receivable	Both Tax Code	53.44	
		900-110-110 - GST Paid	Both Tax Code	53.44 NL	1,186.45
62 2024	06/10/2025	Neudeck, Catrina			
		210-200-140 - MEPP Payable	Neudeck, C -MEPP Ovrpymt	791.93	791.93
63 Dec 2024	06/10/2025	Pollock, Melissa			
		210-200-140 - MEPP Payable	Pollock -MEPP Ovrpymt Rfr	197.64	197.64
64 Dec2024	06/10/2025	Guillemin, Karen			
		210-200-140 - MEPP Payable	Guillemin -MEPP ovrpymt F	19.22	19.22
65 Dec/2024	06/10/2025	Warawa, Damon			
		210-200-140 - MEPP Payable	Warawa -MEPP Ovrpymt R	163.82	163.82
66 Dec/2024	06/10/2025	Neudeck, Joel			
		210-200-140 - MEPP Payable	Neukeck, J -MEPP Ovrpym	1,525.29	
		530-400-150 - TS - Supplies - B	Neukeck, J -Boot Allowance	179.25	1,704.54
67 June 13	06/10/2025	Catherine McConnell			
		530-410-100 - TS - Supplies - SI	Shop -Hand Push Sweeper	252.28	
		110-340-110 - GST Receivable	Both Tax Code	11.90	
		900-110-110 - GST Paid	Both Tax Code	11.90 NL	264.18
				Total Wire Transfer:	5,092.53
				Total EFT:	5,092.53

Village of Buena Vista
List of Accounts
Batch: 2025-00064 to 2025-00067

Bank Code - OB - OB - Online Banking

ONLINE BANKING

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
062025 May/25	06/10/2025	Gov of SK 210-210-190 - School #1 - Remi	EPT -May	19,989.30	19,989.30
062025-001 17560	06/10/2025	SUMA 530-120-120 - TS - Benefits - Fc 510-140-330 - GG - Benefits - A 510-140-330 - GG - Benefits - A 530-130-130 - TS - Benefits - La 530-130-130 - TS - Benefits - La 510-130-230 - GG - Benefits - C 530-130-130 - TS - Benefits - La 510-120-120 - GG - Benefits - G 110-340-110 - GST Receivable 900-110-110 - GST Paid	Arnold -Group Bene -Jul Guillemin -Group Bene -Jul McConnell -Group Bene -Ju Neudeck, C -Group Bene -u Neudeck, J -Group Bene -J Pollock -Group Bene -Jul Warawa -Group Bene -Jul GBI Admin Fee -Jul GST Tax Code GST Tax Code	360.60 455.51 440.43 493.69 404.90 623.35 326.53 22.00 1.10 1.10 NL	3,128.11
062025-002 Jun 10	06/10/2025	SaskEnergy 530-300-110 - TS - Cont - Shop 510-300-110 - GG - Cont - Office 110-340-110 - GST Receivable 900-110-110 - GST Paid	Shop Energy -May12-Jun10 Office Energy -May12-Jun1 GST Tax Code GST Tax Code	59.19 52.18 5.57 5.57 NL	116.94
062025-003 May 15-Jun11	06/10/2025	SaskPower 510-300-120 - GG - Cont - Office 530-300-120 - TS - Cont - Shop 570-340-110 - R&C - Cont - Con 580-300-170 - UT - Cont - Boos 530-310-200 - TS - Cont - Edge 580-300-150 - UT - Cont - Well # 580-300-160 - UT - Cont - Well # 110-340-110 - GST Receivable 900-110-110 - GST Paid 110-340-110 - GST Receivable 900-110-110 - GST Paid	Office Power -May15-Jun11 Shop Power -May15-Jun10 Concess Power -May15-Jun Bstr Stn Power -May15-Jun Edgewood Power -May15-J Well #1 Power -Apr28-May2 Well #2 Power -Apr28-May2 Both Tax Code Both Tax Code GST Tax Code GST Tax Code	169.88 211.26 127.69 209.19 304.21 353.51 95.09 48.22 48.22 NL 22.43 22.43 NL	1,541.48
062025-004 Jun 13-Jul 13	06/10/2025	SaskTel 510-300-140 - GG - Cont - Office 510-300-155 - GG - Cont - Office 580-300-195 - UT - Cont - WTP 580-300-195 - UT - Cont - WTP 510-300-140 - GG - Cont - Office 530-300-130 - TS - Cont - Shop 110-340-110 - GST Receivable 900-110-110 - GST Paid	Office Phone -Jun13-Jul13 Office Security -Jun13-Jul13 WTP Phone -Jun13-Jul13 WTP Internet -Jun13-Jul13 Office Fax -Jun13-Jul13 Shop Phone -Jun13-Jul13 Both Tax Code Both Tax Code	276.64 29.95 67.89 55.90 45.18 -25.30 21.24 21.24 NL	471.50
062025-005 3505828	06/10/2025	Saskatchewan Health Authority 585-290-100 - SWR - Cont. - La 580-290-100 - UT - Cont - Labor 580-290-100 - UT - Cont - Labor 585-290-100 - SWR - Cont. - La 580-290-100 - UT - Cont - Labor 110-340-110 - GST Receivable 900-110-110 - GST Paid	Swr Samp-E Mntr Well-May Water Samp-1234Highwood Water Samp-WTP Tower-Ji Water Samp-N Mntr Well-M Water Samp-Bstr Stn-Jun3 GST Tax Code GST Tax Code	126.43 21.90 76.90 126.43 21.90 18.69 18.69 NL	392.25

ONLINE BANKING

Payment #	Date	Vendor Name				
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount	
Total Online Banking:					25,639.58	

Total OB:	25,639.58
Grand Total:	47,170.07

Certified Correct This June 18, 2025

Mayor

Administrator

Deposit RegisterPay group : **002 (Public Works)**Pay period : **12 (25May2025 to 07Jun2025)**Cheque date : **13Jun2025**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	13Jun2025	020	Neudeck, Joel	004	2248.94
00000002	13Jun2025	024	Warawa, Lorne D	004	1780.29
00000003	13Jun2025	50	Arnold, Ian C.	003	2152.42

Pay Group Totals :

Number of Deposits:3

Total Amount of Deposits:6181.65

Deposit RegisterPay group : **004 (CAO & Assistant)**Pay period : **11 (01Jun2025 to 15Jun2025)**Cheque date : **13Jun2025**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	13Jun2025	026	Guillemin, Karen	002	789.39
00000002	13Jun2025	040	Pollock, Melissa D.	001	2325.02
00000003	13Jun2025	047	McConnell, Catherine M.	002	1620.67

Pay Group Totals :

Number of Deposits:3

Total Amount of Deposits:4735.08



ADMINISTRATION REPORT TO COUNCIL

June 24, 2025 Council Meeting

Melissa Pollock, Acting Chief Administrative Officer

June 6 - 19, 2025

Updates:

Completed work this period:

- CAO meetings with Public Works Operations Coordinator
- Water distribution records for developers request
- Reviewed Edgewood subdivision for agreements regarding trees
- Execution of building bylaw permits
- RBC Express Training – Melissa & Cate
- Met with PBI on permits
- Drafted Expenditures & Purchasing Bylaw – will require public notice before going to the next council meeting
- IMUC Meeting – June 9
- SOP completed for WTP backwash
- Change of Ownership (1)
- Bank Reconciliations
- Bylaw Enforcement issues
- Amendments/review of Council Procedures, Council Remuneration, Public Notice, & Parks & Rec Board Bylaws

Work Priority over the next two week:

- Fire/Fireworks Bylaw
- Governance Policy
- Noise Bylaw/Special Events Application
- Work on SOPs for water
- Activated Alumina change scheduled – meeting June 23 to finalize

Work Planning for this month & Upcoming Months:

- Zoning bylaw amendment
- Performance Reviews with Administration staff
- Proposed Subdivision – rezoning/water study
- Bylaw updates drafted / Register with Bylaw Court
- Policies & Health & Safety Program
- Register names for landfill road (Dinu & Rose)
- Asset Management
- Violence Prevention/ Teamwork & Collaboration/ Conflict Resolution Training for all staff
- Complete electronic filing clean up/organization

In addition to above, keep in mind that all staff have routine, day-to-day activities such as answering calls, emails, collecting & processing payments, payroll, communications out to resident via FB, website & Voyent Alert, preparing council agendas & drafting minutes, signing of cheques, etc., meetings, accounts payable, office cleaning, bylaw enforcement as required, building permits, change of ownerships, tax certificates, etc. that also consume a significant amount of time.



PUBLIC WORKS REPORT TO COUNCIL

June 24, 2025 Council Meeting

Melissa Pollock, Acting Chief Administrative Officer
June 6 - 19, 2025

Updates:

- Summer students started on June 14th – Henry working full time since then & Jacob some afternoons after writing finals (June 30th will be full time as well)

Completed work this period:

- Operations Coordinator meetings with CAO
- Mowing/whipping of grass (ball diamond, ditches, dog park, Edgewood, etc.)
- Tree cutting of intersections for safe sight lines
- Tree cutting around Edgewood to clean up the area and make for easier mowing
- Cleaning up of trees that had fallen in the wind
- Shop & yard cleaning
- New chains on beach buoys / buoys and platform put out with Yacht Club
- Clean out ditching – 8th Street
- Grade landfill road
- Site plan prepared to repair drainage ditch around Edgewood to improve ease of mowing, etc.
- Install hydra-tilt attachment on excavator
- Install 30' culvert on path / clean up ditch
- Weed control (ballpark, 16th & Grand, beach, shop)
- Edgewood fire hydrant that was out of order now operable & fire department notified

Water Treatment Plant

- Water Turn On's for seasonal properties
- Regular maintenance
- Meeting with Water Security Agency EO
- Work on procedures

Work Priority over the next two weeks:

- Grass cutting
- Install new speed signs on landfill road
- Highway ditch mowing
- Gravel on roads

Work Planning for this month & upcoming months:

- Tree trimming along roadsides
- Two fire hydrants to be raised
- Fire hydrant installation –scheduled with JRA for end of June/beginning of July
- Well house fence
- Organize/plan curbstop repairs
- Complete ongoing training as time allows
- Curbstop Project – ongoing/will resume as soon as possible
- Violence Prevention/Teamwork & Collaboration/Conflict Resolution training for all staff
- Health & Safety Program
- Mapping/exercising all water valves
- Work on SOP's for water breaks, etc. with CAO
- Complete shop organization

In addition to the above, keep in mind that all staff have routine, day-to-day activities such as daily water testing, well testing/checks, booster station, garbage collection, service requests, meetings/discussions with CAO, shop & WTP cleaning, maintenance on equipment/vehicles, and on-call duties that also consume a significant amount of time.



Lagoon Compliance Inspection

System Name: BUENA VISTA WASTEWATER WORKS

Remote Inspection ID: 1218322

Approval No: 00058932-00-00

Population: 646

Date: 12-JUN-2025 14:40

Announced: Yes

Person Interviewed: WARAWA, DAMON

General Section

Wastewater Treatment Type: LAGOON **System Classification:** NONE WWT ONE WWC

Sewage Categorization: MUNICIPAL **Discharge Easement:** No

Collection Type: SEPTIC HAULERS

Comments:

THIS SYSTEM SERVICES THE EDGEWOOD AREA OF BUENA VISTA. THE SYSTEM CONSISTS OF 2 HOLDING TANKS. FIRST TANK HAS A SOLIDS BREAK DOWN SYSTEM. ONCE THIS TANK FILLS, IT IS PUMPED INTO THE SECOND TANK. HAULERS, THEN COME AND TAKE THE SEPTIC AWAY TO LAGOONS. THERE ARE 2 MONITORING WELLS.

Contacts

Name	Position	Phone	Email
NEUDECK, JOEL	CERTIFIED OPERATOR	(306) 535-8339	N/A
REGINA, SHA	OTHER - HEALTH REGION	(306) 766-7755	ENVIRONMENTALHEALTH@RQHEALTH.CA
HINDLE, JEFF	ENVIRONMENTAL PROJECT OFFICER	(306) 527-6128	JEFF.HINDLE@WSASK.CA
POLLOCK, MELISSA	ADMINISTRATOR	(306) 729-4385	CAO@BUENAVISTA.CA
WARAWA, DAMON	UNCERTIFIED OPERATOR	(306) 861-7025	WATER@BUENAVISTA.CA
WSA UPSET LINE, ON CALL EO	ENVIRONMENTAL PROJECT OFFICER	(844) 536-9494	N/A

Operator Certification Section

Operator Name	Certification Levels		Expiry Date	Operator is a Supervisor
	Wastewater Collection	Wastewater Treatment		
NEUDECK, JOEL	ONE	NONE	15-MAR-2027	No

Pumping Stations

Total
Pumping
Stations: 1

Pumping Station #	Number of			Mechanical Ventilation	Type of Exhaust	By-Pass			Potable Water Outlet	Adequate Backflow Protection	Backup Power
	Pumps	Wet Wells	Dry Wells			Works	Date	Reported			
1	1	2	0	N	N/A	N	N/A	N	N	N	N

Regulatory Section

C=Compliant NC=Non-Compliant N/A=Not Applicable

C	NC	NA	General	Comments
X			Approved system EMPA2010 24(1)	
X			Certified operator WWSW 62	
			Sewage Pumping Stations	
X			Pumping stations must have mechanically forced air ventilation WWSW 8(1)	PORTABLE VENTILATION IS ONLY AVAILABLE IN THIS SITUATION. THE PUMP IS 4 KWH AND 5.4 HP, SO PORTABLE VENTILATION IS ACCEPTABLE. .
			All water outlets that may come into contact with a waste must be equipped with a backflow device WWSW 8(2)	
			Reporting	
X			Immediate reporting of upset/bypass condition WWSW 13(2)	
			Records	
X			Maintenance work & failure of treatment components WWSW 15(a)(i)	
X			Dates of discharge of treated effluent and volumes of discharge WWSW 15(a)(iii)	

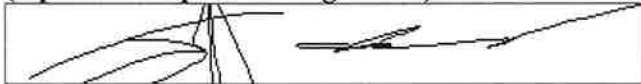
X		Locations from which samples are taken WWSW 15(a)(iv)	
X		Results of any tests WWSW 15(a)(v)	
X		Site inspection as required by permit EMPA2010 29(1)	
X		Records maintained in appropriate manner: (chronological/factual/initialed/done by permittee) EMPA2010 29(1)	
X		Monthly or annual review of records by permittee EMPA2010 29(1)	
Testing			
X		Sampling done as required (see permit) EMPA2010 29(1)	PLEASE SAMPLE FROM BOTH MONITORING WELLS ONCE PER YEAR (JUNE-AUGUST PERIOD)
X		Accredited lab used for analysis EMPA2010 29(1)	



(Operator/Supervisor Signature)



Agree with statements



(EPO Signature)

BYLAW NO. 02/2025

A BYLAW OF THE VILLAGE OF BUENA VISTA TO PROVIDE FOR PUBLIC NOTICE REQUIREMENTS

WHEREAS, Section 128 of *The Municipalities Act*, requires a Council to adopt a bylaw setting out the minimum notice requirements, the methods of notice to be used, and the procedures for giving public notice for matters where public notice is required by the Act;

NOW THEREFORE, the Council of the Village of Buena Vista, in the Province of Saskatchewan, enacts as follows:

SHORT TITLE

1. This Bylaw may be cited as the *Public Notice Bylaw*.

DEFINITIONS

2. Whenever in this Bylaw the following words or terms are used, they shall, unless the context provides otherwise, be held to have the following meanings:
 - 2.1. **Affected parties** means those members of the public who are, in the opinion of the CAO, directly or uniquely affected by a matter under consideration by Council, to an extent greater than other members of the general public;
 - 2.2. **Chief Administrative Officer (CAO)** means the Administrator of the Village appointed pursuant to Section 110 of *The Municipalities Act*;
 - 2.3. **Clear days** means the number of calendar days, excluding the day of original posting, publishing or mailing, as the case may be, and excluding the day of the applicable meeting;
 - 2.4. **Council** means the Mayor and Councillors of the Village of Buena Vista that have been duly elected by *The Local Government Elections Act*;
 - 2.5. **Municipality** means the municipal corporation of the Village of Buena Vista and the area of land over which it has jurisdiction;
 - 2.6. **Person** includes a natural individual, corporation, association or partnership;
3. Terms used in this Bylaw and not defined in this section have the meanings ascribed to them as in:
 - 3.1. *The Municipalities Act*
 - 3.2. *The Planning and Development Act, 2007*; and
 - 3.3. Any other relevant provincial or federal legislation that requires the issuance of public notice.

4. MATTERS FOR WHICH NOTICE SHALL BE GIVEN

4.1. Public notice in accordance with this Bylaw shall be given before Council initially considers the following matters:

- a) permanently closing or blocking off a street, lane or walkway;
- b) disposition of municipal lands or buildings;
- c) selling or leasing land for less than fair market value and without a public offering;
- d) prohibiting or limiting the number of businesses of a particular type in an area of the municipality or specifying separation distances between businesses of a particular type;
- e) borrowing money, lending money or guaranteeing the repayment of a loan;
- f) imposing a special tax or determining the use to which excess revenue from a special tax is to be put;
- g) establishing a purchasing policy;
- h) sale or lease of mines and minerals owned by a municipality;
- i) establishing a business improvement district;
- j) setting remuneration for council or committee members and other bodies established by the council;
- k) increasing or decreasing the number of councilors on Council;
- l) appointing a wards commission and dividing the municipality into wards;
- m) amending or repealing a bylaw for which public notice was a requirement at the time the bylaw was passed;
- n) any matter where holding a public hearing is required under *The Municipalities Act* or any other Act except where the Act contains its own public notice provisions;
- o) discussing a matter at a public meeting held as a result of a petition signed by the required number of electors;
- p) establishing, altering, or dissolving an additional service area;
- q) enacting or amending a Council procedures bylaw;

- r) availability of a financial audit or management audit pursuant to subsection 140.1(11) of *The Municipalities Act*;
- s) the establishment of a tax cancellation or abatement policy;
- t) the amendment or repeal of a bylaw or resolution when the resolution or bylaw was passed as a result of a vote of the electors where at least three (3) years have passed from the date that the bylaw or resolution was passed and a vote of the voters is not being held regarding the proposed current action;
- u) an unscheduled regular meeting of council or council committee, including a rescheduled regular meeting of council or council committee; and
- v) a Special Meeting of Council.

5. NOTICE TO THE GENERAL PUBLIC AND AFFECTED PARTIES

5.1. Notice shall be given to the general public for all matters set out in subsection 4.1 (a to s) in accordance with this section:

- a) Notice of the matter shall be posted at the Municipal office at least seven (7) days prior to the meeting at which Council will initially consider the matter; and
- b) Notice shall be given by way of posting the notice:
 - At the Municipal Office;
 - On the Municipality's website;
 - On the Municipality's approved social media sites;
 - On the Municipality's broadcast communication system; and
 - On the Municipality's bulletin board.

5.2. Notice shall be given to the general public for the matter set out in subsection 4.1(t) in accordance with this section:

- a) Notice of the matter shall be posted at the Municipal Office at least twenty-one (21) days prior to the meeting at which Council will initially consider the matter; and
- b) Notice shall be given by way of posting the notice:
 - At the Municipal Office;
 - On the Municipality's website;
 - On the Municipality's approved social media sites;
 - On the Municipality's broadcast communication system; and
 - On the Municipality's bulletin board.

5.3. Notice shall be given to the general public for the matters set out in subsection 4.1(u to v) at least twenty-four (24) hours prior to the meeting by posting the notice:

- At the Municipal Office;
- On the Municipality's website;
- On the Municipality's approved social media sites;
- On the Municipality's broadcast communication system; and
- On the Municipality's bulletin board.

5.4. In addition to the general notice requirements of section 5.1, additional notice shall be given in accordance with subsection 5.5 to all affected parties when Council is initially considering the following matters:

- a) Prohibiting or limiting the number of businesses of a particular type in an area of the municipality or specifying separation distances between businesses of a particular type;
- b) Permanently closing or blocking off a street, lane or walkway;
- c) Permanently modifying an intersection with the use of physical barriers;
- d) Imposing a special tax or determining the use to which excess revenue from a special tax is to be put; and
- e) Establishing a business improvement district.

5.5. Additional notice of the matters listed in subsection 5.4 shall be given using either of the following methods:

- a) By mailing notice of the matter to all affected parties by ordinary mail which is to be postmarked no later than seven (7) clear days prior to the day of the Council meeting at which the matter will initially be considered; or
- b) By leaving notice of the matter in a mail receptacle at the address of the affected party at least seven (7) clear days prior to the day of the Council meeting at which the matter will initially be considered.

6. NOTICE OF FURTHER DEALING RESPECTING A MATTER

6.1. The notice requirements provided for in this Bylaw shall only be applied when Council initially considers a matter. For purposes of clarity, unless otherwise directed by Council, no notice, including notice to affected parties, will be given of any subsequent meeting of Council at which the matter will be considered.

7. DISCRETION OF COUNCIL

7.1. Notice requirements set forth in this Bylaw are minimum requirements and are not intended to limit Council's discretion to provide additional notice, utilizing different or additional methods or repeating notice, as may be deemed appropriate by Council.

8. RESPONSIBILITIES OF CAO

8.1. The CAO shall be responsible to Council for ensuring compliance with this Bylaw and may, in their absolute discretion:

- a) Refuse to place any item on the agenda of Council, where there has been substantive non-compliance with the notice requirements of this Bylaw; or
- b) Where there have been deficiencies in meeting the notice requirements provided for in this Bylaw, place any item on the agenda of Council, with a caution to members of Council that the matter should be tabled pending full compliance with the notice requirements set forth in this Bylaw.

9. TRANSITIONAL, REPEAL AND COMING INTO FORCE

9.1. Bylaw No. 4/06, and any and all amendments thereto, be hereby repealed in their entirety.

9.2. This Bylaw shall come into force and take effect on the final reading by the Village of Buena Vista Council.

Mayor

SEAL

Administrator

INTRODUCED AND READ a first time this ____ day of _____, 2025.

READ a second time this ____ day of _____, 2025.

READ a third time and adopted this ____ day of _____, 2025.

Council Procedures Bylaw



Contents

PART I – INTERPRETATION	5
1. Short Title	Error! Bookmark not defined.
2. Purpose	5
3. Definitions.....	5
4. Application.....	8
PART II – MEETINGS	8
5. First Meeting.....	Error! Bookmark not defined.
6. Regular Meetings.....	Error! Bookmark not defined.
7. Special Meetings.....	Error! Bookmark not defined.
8. Meeting Through Electronic Means	Error! Bookmark not defined.
9. Notice of Meetings	Error! Bookmark not defined.
10. Method of Giving Notice	10
11. Actions in Public.....	Error! Bookmark not defined.
12. Closed Sessions	Error! Bookmark not defined.
PART III – COUNCIL MEETING PROCEDURES.....	12
13. Agendas	Error! Bookmark not defined.
14. Urgent Business	Error! Bookmark not defined.
15. Order of Business at Meetings.....	Error! Bookmark not defined.
16. Commencement of Council Meeting.....	Error! Bookmark not defined.
17. Quorum.....	Error! Bookmark not defined.
18. Minutes.....	Error! Bookmark not defined.
19. Proclamations	Error! Bookmark not defined.
20. Presentations and Recognitions	Error! Bookmark not defined.
21. Public Hearing.....	Error! Bookmark not defined.
22. Communications - General	Error! Bookmark not defined.
23. Communications - Matters on Council Agenda	Error! Bookmark not defined.
24. Communications - Matters Not on Council Agenda	Error! Bookmark not defined.
25. Delegations - Matters on Council Agenda	Error! Bookmark not defined.
26. Delegations - Matters Not on Council Agenda	Error! Bookmark not defined.
27. Mayor / Reeve and Councillor’s Forum	Error! Bookmark not defined.
28. Bylaws	Error! Bookmark not defined.
29. Public Forum.....	Error! Bookmark not defined.
30. Recess	Error! Bookmark not defined.
31. Adjournment.....	Error! Bookmark not defined.
32. Extension of Time	Error! Bookmark not defined.
PART IV – CONDUCT AT COUNCIL MEETINGS	21
33. Mayor / Reeve	Error! Bookmark not defined.
34. Deputy Mayor / Reeve.....	Error! Bookmark not defined.

35.	Acting Mayor / Reeve	Error! Bookmark not defined.
36.	Persons Allowed at the Table	Error! Bookmark not defined.
37.	Conduct of Public.....	Error! Bookmark not defined.
38.	Conduct of Delegations	Error! Bookmark not defined.
39.	Conduct of Members	Error! Bookmark not defined.
40.	Improper Conduct.....	Error! Bookmark not defined.
41.	Leaving the Meeting	Error! Bookmark not defined.
42.	Point of Order	Error! Bookmark not defined.
43.	Point of Privilege.....	Error! Bookmark not defined.
44.	Point of Procedure.....	Error! Bookmark not defined.
45.	Appeal.....	Error! Bookmark not defined.
46.	Calling a Member to Order	Error! Bookmark not defined.
PART V – MOTIONS		26
47.	Motions and Debate	Error! Bookmark not defined.
48.	Motion to Amend	27
49.	Dividing a Motion into Parts	Error! Bookmark not defined.
50.	Motion Arising	Error! Bookmark not defined.
51.	Request that Motion Be Put to Vote	Error! Bookmark not defined.
52.	Motion to Adjourn	Error! Bookmark not defined.
54.	Motion to Move to a Closed Meeting.....	Error! Bookmark not defined.
55.	Motion Contrary to Rules	Error! Bookmark not defined.
56.	Withdrawal of Motions.....	Error! Bookmark not defined.
57.	Motion to Reconsider	Error! Bookmark not defined.
58.	Motion to Rescind	Error! Bookmark not defined.
59.	Motion to Postpone.....	Error! Bookmark not defined.
60.	Motion to Refer	Error! Bookmark not defined.
61.	Debate on Motion	Error! Bookmark not defined.
62.	Legal Advice	Error! Bookmark not defined.
63.	Voting of Council.....	Error! Bookmark not defined.
64.	Majority Decision.....	Error! Bookmark not defined.
65.	Recorded Vote	Error! Bookmark not defined.
66.	Tied Vote.....	Error! Bookmark not defined.
PART VI – COUNCIL COMMITTEES.....		32
67.	Procedures for Appointments and Terms	Error! Bookmark not defined.
68.	Council Committee Procedures	Error! Bookmark not defined.
PART VII – OTHER BODIES		33
69.	Procedure for Appointments	Error! Bookmark not defined.
70.	Terms	Error! Bookmark not defined.
71.	Other Body Procedures	Error! Bookmark not defined.

PART VII – MISCELLANEOUS.....33

72. Repeal of Bylaws.....Error! Bookmark not defined.

73. Coming into Force.....Error! Bookmark not defined.

Form 1 – Request for a Special MeetingError! Bookmark not defined.

Form 2 – Request for Method of Providing NoticeError! Bookmark not defined.

**COUNCIL PROCEDURES BYLAW
VILLAGE OF BUENA VISTA
BYLAW NO. 03/2025**

**A BYLAW TO REGULATE THE MEETING PROCEDURES OF
COUNCIL, COUNCIL COMMITTEES AND OTHER BODIES**

The Council of the Village of Buena Vista in the Province of Saskatchewan enacts as follows:

**PART I
INTERPRETATION**

1. SHORT TITLE

- 1.1. This Bylaw may be cited as the '*Council Procedures Bylaw*'.

2. PURPOSE

- 2.1. The purpose of this Bylaw is to establish clear, transparent, consistent and accessible procedures to follow for conducting business at Council Meetings, Committee Meetings and other bodies' meetings.

3. DEFINITIONS

- 3.1. For the purpose of this Bylaw, the following words shall have the following meanings:
- a) **Act** means *The Municipalities Act*;
 - b) **Acting mayor** means the member of Council who is appointed to temporarily perform the duties of Mayor when the Mayor and Deputy Mayor are unable to perform their duties;
 - c) **Adjourn** means to formally end or suspend a meeting, session, or proceeding, either temporarily or permanently;
 - d) **Administration** means the CAO or an employee accountable to the CAO;
 - e) **Amendment** means an alteration to a main motion by substituting, adding or deleting a word or words without materially altering the basic intent of the motion;
 - f) **Business day** means a day other than a Saturday, Sunday or Saskatchewan Statutory holiday;
 - g) **Chief Administrative Officer (CAO)** means the Administrator of the Village appointed pursuant to Section 110 of *The Municipalities Act*;
 - h) **Chair** means a person who has the authority to preside over a meeting;

- i) **Communications** include, but are not limited to, the following: letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, or newspaper/magazine article;
- j) **Contact information** means:
 - i. The name of a person; and
 - ii. Whichever of the following options is considered by the sender to be most likely to affect receipt by the intended recipient:
 - (A) Mailing address;
 - (B) Street or civic address;
 - (C) Email address;
 - (D) Telephone number;
 - (E) Fax number; or
 - (F) Any other prescribed option;
- k) **Council** means the Mayor and Councillors of the municipality elected pursuant to the provisions of *The Local Government Election Act, 2015*;
- l) **Council committee** means a committee duly appointed by Council and consisting of Council members only;
- m) **Councillor** means the Council member duly elected in the municipality as a Councillor in accordance with *The Local Government Election Act, 2015*;
- n) **Deputy Mayor** means the Councillor who is appointed by Council, pursuant to section 34 of this Bylaw, to act as Mayor in the absence or incapacity of the Mayor;
- o) **Mayor** means the Council member of the Village of Buena Vista that has been duly elected as Mayor in accordance with *The Local Government Election Act, 2015*;
- p) **Member** means the Mayor, Councillor, or an appointed individual to a Council Committee or other body;
- q) **Motion** means a formal proposal placed before a meeting of Council to be debated to a conclusion;
- r) **Mover** means a person who presents or proposes a motion or amendment;
- s) **Municipality** means the corporation of the Village of Buena Vista and the area of land over which it has jurisdiction;
- t) **Order of business** means the list of items comprising the Agenda and the order in which those items appear on the Agenda;
- u) **Other body** means a committee, board, authority, commission or other body duly appointed by Council, but does not include a Council Committee;
- v) **Point of order** means the raising of a question by a member in a meeting claiming that the procedures of the meeting or of an individual Council member are contrary to the procedural rules or practices;

- w) **Point of privilege** is the raising of a matter by a member which occurs while the Council is in session, where:
 - i. The rights, privileges, decorum or dignity of the Council collectively or the rights and privileges of a member individually have been affected; or
 - ii. When a member believes that another member has spoken disrespectfully toward them or the Council; or
 - iii. When a member believes their comments have been misunderstood or misinterpreted by another member or members; or
 - iv. When a member believes that comments made by the member outside the Council chamber have been misinterpreted or misunderstood by the community, the public or the news media in order to clarify their position;
- x) **Point of procedure** means a question directed to the person presiding at a meeting to obtain information on the rules or procedures bearing on the business at hand;
- y) **Public hearing** means a meeting of Council or that portion of a meeting of Council which is convened to hear matters pursuant to:
 - i. *The Municipalities Act, 2010*;
 - ii. *The Planning and Development Act, 2007*;
 - iii. Any other act; or
 - iv. A resolution or bylaw of Council;
- z) **Quorum** is subject to section 98 of the Act:
 - i. In the case of Council, a majority of the whole Council;
 - ii. In the case of a Council Committee, a majority of the members appointed to the Council Committee; and
 - iii. In the case of another body, a majority of the members appointed to the other body;
- aa) **Recess** means an intermission or break within a meeting that does not end the meeting, and after which proceedings are immediately resumed at the point where they were interrupted;
- bb) **Resolution** means a formal determination made by Council, a Council Committee or other body based on a motion duly placed before a regularly constituted meeting or a Special Meeting of Council, a Council Committee or another body for debate and decision and is duly passed;
- cc) **Special Meeting** means a meeting other than a regular scheduled meeting called pursuant to section 123 of the Act or the provisions of this Bylaw;
- dd) **Unfinished business** means business which has been raised at the same meeting or a previous meeting and which has not been completed; and
- ee) **Urgent business** means a time-sensitive matter which requires Council's immediate and urgent consideration.

3.2. A reference in this Bylaw to an enactment of the Legislative Assembly of Saskatchewan is a reference to the enactment as amended from time to time.

4. APPLICATION

- 4.1. This Bylaw applies to all meetings of Council, Council committees and other bodies.
- 4.2. Notwithstanding subsection 4.1, Council may, by resolution or bylaw, allow a Council committee or other body to establish its own procedures.
- 4.3. When any matter relating to proceedings arise which is not covered by a provision of this Bylaw, the matter shall be decided by reference to *Robert's Rules of Order*.
- 4.4. In the event of any conflict between the provisions of this Bylaw and those contained in subsection 4.3, the provision of this Bylaw shall apply.
- 4.5. Subject to subsection 4.3, any ruling of the Mayor or chair shall prevail, subject to the jurisdiction of Council or the Council committee to consider any appeals of those rulings.

PART II MEETINGS

5. FIRST MEETING

- 5.1. The First Meeting of Council following a general election shall be held within thirty-one (31) days after the date of the election at a time, date and place determined by the CAO.
- 5.2. Prior to commencement of the first meeting, every member of Council shall take the oath or affirmation of office pursuant to the *Act*.
- 5.3. At the First Meeting of Council, the CAO shall provide Council with a copy of the returning officer's declaration of results with respect to the election.

6. REGULAR MEETINGS

[Specifics of regular meetings & amending those specifics are a required provision pursuant to section 81.1 of The Municipalities Act. While edits can be made to this provision, it cannot be deleted in entirety.]

- 6.1. Regular meetings of Council shall be held on the **fourth (4th) Tuesday** of each month commencing at 7:00 p.m., or as altered by resolution of Council at the first regular meeting of the year.
- 6.2. Council shall ensure that the time between regularly scheduled Council meetings does not exceed sixty (60) days.
- 6.3. In the event of any meeting date falling on a statutory or civic holiday or any day appointed as a holiday by proclamation of the Governor-General of Canada, the Lieutenant Governor of Saskatchewan, or the Mayor, such meeting shall be held at the same time on the next day that the municipal office is scheduled to be open for business.
- 6.4. Annually, the CAO shall submit a regular schedule of Council Meetings to Council for approval as set out in subsections 6.1 and 6.2 or may recommend alternate meeting dates.

- 6.5. Notwithstanding the foregoing provisions, Council may, by resolution, dispense with or alter the time of a Regular Meeting of Council.
- 6.6. Council may, by resolution, authorize the Mayor to reschedule a Regular Meeting of Council pursuant to the Act during a period of time to be specified within the resolution.

7. SPECIAL MEETINGS

[Procedures to call a special meeting are a required provision pursuant to 81.1 of The Municipalities Act. While edits can be made to this provision, it cannot be deleted in its entirety.]

- 7.1. The CAO shall call a special meeting of Council whenever requested to do so in writing by the Mayor or a majority of the members.
- 7.2. The written request referred to in subsection 7.1 shall include all items of business to be transacted.
- 7.3. If the position of CAO is vacant or the CAO is unable to act, the Assistant CAO shall call a Special Meeting of the Council whenever requested to do so in writing by the Mayor or a majority of the members, pursuant to section 81.1 of the Act;
[In this circumstance, Council must also appoint a person as acting administrator for the purpose of taking the minutes for at least this meeting. It may or may not be the same person used to call the meeting.]
- 7.4. 'Form 1', appended hereto and forming part of this Bylaw, shall be the form used to direct the CAO to call a Special Meeting of Council.
- 7.5. When a Special Meeting is to be held, the CAO shall provide written notice of the date, time, and purpose of the meeting to all members pursuant to section 10 of this Bylaw and to the public at least twenty-four (24) hours prior to the meeting.
- 7.6. Notwithstanding subsection 7.5, a Special Meeting may be held with less than twenty-four (24) hours' notice to members and without notice to the public if all members agree to do so in writing before the beginning of the Special Meeting.
- 7.7. No business other than that stated in the notice shall be transacted at a Special Meeting unless all the members are present and it is by unanimous consent.

8. MEETING THROUGH ELECTRONIC MEANS

~~One or more members of Council may participate in a Council Meeting, Public Hearing, Council Committee or other bodies meeting by electronic means if:~~

- ~~a) The members of Council provide the CAO with at least two (2) business days' notice of their intent to participate in this manner;~~
- ~~b) Notice of the meeting is given to the public including the way in which the meeting is to be conducted;~~

[If a Councillor joins a meeting electronically (including by telephone), the public must be given a way to observe or listen to the meeting as it is occurring as well. Exceptions to the public electronic access requirement does not apply if severe weather or emergency, or a public health order is in effect that restricts gathering (like during COVID). These exceptions

are limited and must be clearly justifiable. If you cannot set up public access to the meeting electronically that the Councillor cannot attend electronically, they would have to miss the meeting or attend in person.]

- c) The facilities enable the public to at least listen to the meeting at a place specified in that notice and the CAO attends that place; and
- d) The facilities permit all participants to communicate adequately with each other during the Council Meeting.

~~Members participating in a meeting by electronic means are deemed to be present at the meeting.~~

~~_____OR~~

~~*[an option Council could consider is to do all meetings electronically – could do via zoom, however we would need to get an owl or something (or just have the option for listening & not viewing)]*~~

- 8.1. Members of the public, Council and the CAO may participate in Council Meeting, Public Hearing, Council Committee or other bodies meeting by electronic means if:
 - a) Notice of the meeting is advertised to the public including the way in which the meeting is to be conducted;
 - b) The public is able to participate; and
 - c) All participants are able to communicate adequately with each other during the meeting.
- 8.2. Members participating in a meeting held by electronic means are deemed to be present at the meeting.

9. NOTICE OF MEETINGS

- 9.1. Notice of regularly scheduled Council Meetings is not required to be given.
- 9.2. If Council changes the date, time or place of a regularly scheduled meeting, at least twenty-four (24) hours' notice of the change will be given to:
 - a) Any members not present at the meeting at which the change was made; and
 - b) The public.

10. METHOD OF GIVING NOTICE

[as per section 124(1) of The Municipality's Act]

- 10.1. Notice of a Council Meeting is deemed to have been given to a member if the notice is:
 - a) Provided personally;
 - b) Left at the usual place of business or residence of the member; or
 - c) At the request of the member, provided or sent according to the member's contact information.
- 10.2. 'Form 2', appended hereto and forming a part of this Bylaw, shall be the form used to request the CAO to use an alternate method of providing notice of meetings.
- 10.3. Notice of a Council Meeting is to be given to the public by posting a notice at the municipal office, on the municipality's website and social media or in any other manner specified by Council.

11. ACTIONS IN PUBLIC

- 11.1. An act or proceeding of Council is not effective unless it is authorized or adopted by bylaw or resolution at a duly constituted Public Meeting of Council.
- 11.2. Every person has the right to be present at Council Meetings that are conducted in public unless the person presiding at the Council Meeting expels a person for improper conduct.
[This would be the Mayor or Deputy Mayor]

12. CLOSED SESSIONS

[Rules and procedures to close all or part of a meeting are a required provision pursuant to section 81.1 of The Municipalities Act. While edits can be made to this provision, it cannot be deleted in its entirety.]

- 12.1. Council may close all or any part of its meetings to the public if the matter to be discussed:
- a) Is within one of the exemptions of Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*; or
 - b) Concerns long-range or strategic planning.
- 12.2. A resolution to move into Closed Session shall state in general terms the topic of discussion.
- 12.3. Where Council resolves to close a portion of a meeting to the public, all persons shall be excluded from the meeting except:
- a) The members of Council;
 - b) The CAO and other members of administration as the members of Council may deem appropriate; and
 - c) Such members of the public as the members of Council may deem appropriate.
- 12.4. Where Council resolves to close a portion of a meeting to the public, in addition to the resolution to do so, the CAO shall record in the minutes:
- a) The time that the closed portion of the meeting commenced and concluded;
 - b) The names of the parties present; and
 - c) The legislative authority including the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act* relied upon for authority to close the meeting to the public.
- 12.5. No resolutions or bylaws may be passed during a Closed Meeting.
- 12.6. No business other than that described within the resolution pursuant to subsection 12.2 may be discussed.

**PART III
COUNCIL MEETING PROCEDURES**

13. ORDER OF BUSINESS AND AGENDAS

- 13.1. The CAO shall prepare the Agenda for all regular and Special Meetings of Council.
- 13.2. The Agenda shall include the order of business, all items of business and associated reports, bylaws or documents, and shall be set out in accordance with the order of business in section 15.
- 13.3. The CAO shall ensure that the Council Agendas are delivered to each member **no later than one (1) week** immediately preceding the Council Meeting.
- 13.4. The CAO shall ensure that the Council Agendas are available to the general public no later than twenty-four (24) hours immediately preceding the Council Meeting.
[Rules regarding accessibility of documents and other matters to be discussed by or presented to Council is a requirement of legislation.]
- 13.5. If, for any reason, the CAO is unable to meet the deadline mentioned in subsection 13.3, the CAO shall prepare and distribute the Agenda as soon as reasonably possible to allow Council members an opportunity to review the Agenda prior to the Council Meeting.
- 13.6. All administrative reports, communication from the public, requests, or any other material intended for inclusion in a Council Agenda must be received by the CAO **no later than noon on the Friday that is eleven (11) calendar days preceding the meeting**. If not received prior to the required time and day, it shall not be received by Council until the next regular meeting, except in special cases and then only at the discretion of the CAO. Staff reports are to be submitted in writing for each meeting.
- 13.7. Every communication, petition, remonstrance, or report must be written or printed and the original thereof, signed by at least one person, and must be temperate and respectful in its language.
- 13.8. Council may, by unanimous agreement of all members, permit additional material on the Agenda.

14. URGENT BUSINESS

- 14.1. Administration may request to add a matter to the Agenda of a meeting as urgent business after the Agenda has been prepared and distributed by the CAO.
- 14.2. In these circumstances, Administration shall submit a report to the CAO including an explanation of the reasons and degree of urgency of the matter as soon as possible.
- 14.3. The CAO shall distribute any requests to add a matter-of-urgent business to the Agenda to the members as soon as they are available.
- 14.4. During the confirmation of the Agenda, a member may move to add a report, communication or delegation to the Agenda if the matter arises from an unforeseeable situation of urgency.
- 14.5. Council may only consider a matter of urgent business by a majority vote of members present.

15. ORDER OF BUSINESS AT MEETINGS

15.1. The general order of business of every Regular Council Meeting shall be as follows:

1. Call to Order;
2. Adoption of Agenda;
3. Conflict of Interest Declaration;
4. Adoption of Minutes;
5. Business Arising from the Minutes;
6. Announcements, Recognitions & Community Events;
7. Delegation;
8. Financials;
9. Reports of Staff;
10. Reports of Council;
11. **Boards and Committees;**
12. Unfinished Business;
13. New Business;
14. Bylaws and Policies;
15. Communications;
16. Closed Session; and
17. Adjournment

15.2. Business shall, in all cases, be taken up in the order in which it stands on the Agenda, unless:

- a) Otherwise determined upon motion passed by a majority vote of the members present and which vote shall be placed without debate; or
- b) The Mayor determines during the proceedings of Council that for public interest a matter be moved forward to be dealt with promptly.

16. COMMENCEMENT OF COUNCIL MEETING

16.1. At the hour set for the meeting, or as soon as all members of Council are present, the Mayor, or in their absence the Deputy Mayor, shall take the chair and call the members to order.

16.2. In case neither the Mayor nor the Deputy Mayor is in attendance within fifteen (15) minutes after the hour appointed, and subject to a quorum being present, Council shall appoint an Acting Mayor pursuant to section 34 of this Bylaw.

16.3. The person appointed pursuant to section 16.2 shall call the meeting to order and shall preside over the meeting until the arrival of the Mayor or the Deputy Mayor, and all proceedings of such meeting shall be deemed to be regular and in full force and effect.

16.4. If a quorum is not present fifteen (15) minutes after the time appointed for the meeting, the CAO shall record the names of the members present at the expiration of such time and announce that Council shall then stand adjourned until the next meeting, unless a Special Meeting is called in the meantime.

16.5. Subject to the *Act*, if at any meeting the number of members is reduced to less than the number required for a quorum, Council shall immediately stand adjourned.

- 16.6. Any unfinished business remaining at the time of the adjournment due to a loss of quorum shall be considered at the next Regular Meeting, or it shall be placed on the Agenda for a Special Meeting of Council to be called for the purpose of dealing with the unfinished items.
- 16.7. Members are encouraged to notify the CAO when the member is aware that they will be absent from any meeting of Council.

17. QUORUM

- 17.1. A quorum of Council is a majority of members.
- 17.2. Any act or proceeding of Council that is adopted at any Council Meeting at which a quorum is not present is invalid.

18. MINUTES

- 18.1. The CAO shall record the Minutes of each Council Meeting without note or comment and shall distribute copies of the Minutes to each member no later than seven (7) days prior to a subsequent Council Meeting.
- 18.2. Notwithstanding section 18.1, the CAO shall record in the Minutes every declaration of a conflict of interest and the general nature and material details of the disclosure and any abstention or withdrawal.
- 18.3. The names of the members present at the meeting are to be recorded in the Minutes of every meeting.
- 18.4. Any member may make a motion amending the Minutes to correct any mistakes.
- 18.5. The Minutes of each meeting are to be approved at the next Regular Meeting of Council and signed by the presiding member and the CAO in accordance with the Act.
- 18.6. All Minutes, once approved, shall be open for inspection by the public.

19. PROCLAMATIONS

- 19.1. All requests for proclamations shall be submitted to the Mayor for approval outlining:
 - a) The date to be proclaimed;
 - b) Specific name of the day, week or month requested;
 - c) The reason for the proclamation; and
 - d) Information about the group, including contact person and contact information at least fourteen (14) days prior to the proposed date for the proclamation.
- 19.2. Exceptions to subsection 19.1 may be made in extenuating circumstances.

19.3. Subject to *The Saskatchewan Human Rights Code*, the Mayor may, in their sole discretion, approve the proclamation submitted pursuant to subsection 19.1, provided the proclamation does not:

- a) Promote any commercial business, unless, at the discretion of the Mayor, the proclamation provides a significant benefit to the community;
- b) Involve any person or organization which promotes hatred of any person or class of persons or otherwise involves illegal activity; or
- c) Contain any inflammatory, obscene or libelous statement.

19.4. The Mayor may:

- a) Issue the proclamation:
 - i. In the words and form of the proclamation as submitted; or
 - ii. In words and form chosen by the Mayor; or
- b) Forward the proclamation for consideration by Council.

19.5. Once the proclamation has been approved, the proclamation shall be noted on the appropriate Council Agenda as information.

19.6. Council, having delegated the administration of proclamations, shall not hear delegations related to proclamation requests unless specifically approved by Council.

19.7. Each organization shall be responsible for any costs and the dissemination of the proclamation to the media and making arrangements for the attendance of the Mayor or Councillors at the specific function or event.

19.8. The local media are requested:

- a) Not to publish any proclamation claiming to be proclaimed by the Mayor unless it bears their signature; and
- b) When publishing a proclamation by the Mayor, that the proclamation contains only the following:
 - i. The logo of the municipality;
 - ii. The name of the municipality; and
 - iii. The text of the proclamation.

20. RECOGNITION, ACKNOWLEDGEMENTS & COMMUNITY EVENTS

20.1. Recognition of individuals or groups, honouring residents, volunteers, employees or organizations for:

- a) Achievements or milestones (e.g. awards, anniversaries, retirements);
- b) Acts of service or bravery;
- c) Contributions to the community; and
- d) Presentation to Council for an award or similar honour which the municipality has been awarded.

20.2. Acknowledgement of community contributions or events with informal mention or thanks to:

- a) Sponsors, donors, or community groups; and
- b) Local groups or individuals making a positive impact.

20.3. Announce upcoming community events such as:

- a) Festivals, parades, fundraisers;
- b) Community cleanups, open houses; and
- c) Sports tournaments, cultural celebrations.

20.4. Any presentations shall be limited to ten (10) minutes, unless otherwise permitted by resolution of Council.

20.5. Requests to present shall be submitted no later than noon on the Friday that is eleven (11) calendar days preceding the meeting at which it is desired.

21. PUBLIC HEARING

21.1. If a Public Hearing is required by any Act, it shall be conducted in accordance with the provisions of this section.

21.2. The procedure by which the public hearing will be conducted or by which public input will be obtained shall be as follows:

- a) The Mayor shall declare the hearing on the matter open;
- b) The administration shall present a report on the bylaw or resolution under consideration including the administration recommendations;
- c) If it is a hearing that involves an applicant *[this may be an application under The Planning and Development Act, 2007, an application to close a road, etc.]*, the applicant shall be given an opportunity to make representations on the matter under consideration;
- d) After the applicant, any person or group of persons or spokesperson acting on behalf of another person or group shall be given an opportunity to make representations on the matter under consideration;
- e) If it is a hearing that involves an applicant, at the conclusion of the speakers, the applicant shall be given an opportunity to respond to the representations of other people;
- f) Council may request further information from administration;
- g) Council shall formally receive all communications and written reports submitted to it on the subject matter of the hearing;
- h) The Mayor shall declare the hearing closed; and
- i) Council shall then consider the matter and, at the conclusion of the deliberations, Council shall vote on the bylaw or resolution in accordance with the procedures contained in this Bylaw.

21.3. The time allowed for each person making representations shall be ten (10) minutes.

21.4. A Public Hearing may be adjourned to a certain date.

21.5. A member shall abstain from taking part in the debate or voting on the bylaw or resolution which is the subject of the hearing if the member was absent from any part of the public hearing.

22. COMMUNICATIONS – GENERAL

[Section 81.1 The Municipalities Act]

- 22.1. When a person wishes to have a communication considered by Council, it shall be addressed to Council, and:
- a) Clearly set out the matter at issue and the request; and
 - b) Written communications, must be printed, or legibly written, contain the contact information of the writer and be signed with the name of the writer; or
 - c) Electronic communication, must contain the name of the writer and both the mailing and electronic address of the writer.
- 22.2. A communication received by the CAO which does not meet the conditions in subsection 22.1 or is abusive in nature, shall be forwarded to Council for review and disposition.
- 22.3. A communication received by the CAO which contains or relates to personal information shall be dealt with in accordance with the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act*.
- 22.4. Electronic format for all supporting documents is recommended. Bound documents or studies in support of a delegation's presentation shall, if sufficient copies are provided by the delegation, be circulated to members, but will not be reproduced.
- 22.5. A written communication must be received by the CAO no later than the Agenda deadline in order to be included on the Council Agenda.
- 22.6. A written communication received before the Agenda deadline shall be placed on the Council Agenda by the CAO and shall be dealt with when the matter is considered by Council at its meeting.

23. COMMUNICATIONS – MATTERS ON COUNCIL AGENDA

[Rules respecting delegations, presentations and submissions are a required provision pursuant to section 81.1 of The Municipalities Act. While edits can be made to this provision, it cannot be deleted in its entirety.]

- 23.1. A written communication pertaining to a matter already on a Council Agenda must be received by the CAO no later than the agenda deadline in order to be included on the Council Agenda.
- 23.2. A written communication received before the Agenda deadline shall be placed by the CAO on the Council Agenda and shall be dealt with when the matter is considered by Council at its meeting.
- 23.3. In the event that the communication to the CAO is received after the Agenda deadline, regarding a subject which is on the Agenda, the CAO will bring the request to the attention of Council:
- a) The individual will be advised by the CAO that the communication may not be considered by Council unless the majority of members vote to allow the communication within the motion to approve the Agenda.

24. COMMUNICATIONS – MATTER NOT ON COUNCIL AGENDA

- 24.1. A written communication received before the Agenda deadline shall be placed by the CAO on the Council Agenda and shall be dealt with when the matter is considered by Council at its meeting.
- 24.2. In the event that the communication to the CAO is received after the Agenda deadline, regarding a subject which is not on the Agenda, the CAO will bring the request to the attention of Council.
- 24.3. The individual will be advised by the CAO that the communication may not be considered by Council unless the majority of members vote to allow the communication within the motion to approve the Agenda.

25. DELEGATIONS

- 25.1. When a person wishes to speak to Council on a matter already on a Council Agenda, for which a hearing is not required, that person shall notify the CAO in writing, the notice shall include the following:
 - a) The name and correct mailing address of the spokesperson;
 - b) Telephone number where the representative of the delegation can be reached during the day;
 - c) Original signature, except when submitted by email or online submission through the website; and
 - d) Clearly setting out the subject matter to be discussed and the request being made of Council.
- 25.2. A request to speak to Council pursuant to subsection 25.1 must be received by the CAO no later than the Agenda deadline in order to be included on the Council Agenda.

Matters on Council Agenda

- 25.3. The CAO may refuse to place any request to speak on the Agenda if subsection 25.1 is not followed.
- 25.4. In the event a delegation makes an application to the CAO after the Agenda deadline regarding a subject which is on the Agenda, the CAO will bring the request to the attention of Council.
- 25.5. Delegations will be advised by the CAO that they may not be heard by Council unless the majority of members vote to allow the delegation to speak within the motion to approve the Agenda.

Matters Not on Council Agenda

- 25.6. In the event that a delegation makes an application to the CAO after the Agenda deadline regarding a subject which is not on the Agenda, the CAO will bring the request to the attention of Council.
- 25.7. Delegations will be advised by the CAO that they may not be heard by Council unless the majority of members vote to allow the delegation to speak within the motion to approve the Agenda.
- 25.8. The CAO, who shall consult with Council, may refuse to accept a request to speak to Council if Council has, within the six (6) months immediately preceding the request, already heard from the person and dealt with the same or substantially the same matter by resolution or bylaw.

25.9. If a request to speak to Council is refused pursuant to subsection 25.8, a copy of the request and reply shall be forwarded to members by the CAO.

General

25.10. Delegations speaking before Council shall address:

- a) Their remarks to the state business only;
- b) Will be limited to speaking once; and
- c) Rebuttal or cross-debate with other delegations.

25.11. A maximum of ten (10) minutes shall be allotted for each delegation to present their position of support or opposition. Time limits for invited delegates will be at Council's discretion.

25.12. Where there are numerous delegates taking the same position on a matter, they shall select a spokesperson to present their views.

25.13. Delegations are encouraged not to repeat information presented by an earlier delegation.

25.14. The Mayor shall at the conclusion of ten (10) minutes, inform the delegation that the time limit is up.

25.15. Only upon a motion to extend the ten (10) minute limitation adopted by a majority of members shall the ten (10) minute limit be extended.

25.16. Upon the completion of a presentation to Council, any dialogue between members and the delegation shall be limited to members asking questions for clarification and obtaining additional or relevant information only:

- a) Members shall not enter into debate with the delegation respecting the presentation; and
- b) Once a motion has been moved, no further representation or questions of the delegation shall be permitted.

25.17. Delegations will not be permitted to assume any unused time allocated to another delegation.

25.18. Delegations shall be limited to a maximum of two (2) per regular Meeting of Council.

26. REPORTS OF COUNCIL

26.1. Statements shall include the sharing of the following information:

- a) Events, activities or community functions attended; and
- b) General work of members on behalf of council colleagues, constituents and the municipality.

26.2. All comments will be verbal only and a summary only shall be recorded in the minutes of the meeting.

27. BYLAWS

- 27.1. Every proposed bylaw must have three (3) distinct and separate readings.
- 27.2. A proposed bylaw must not have more than two (2) readings at a Council Meeting unless the members present unanimously agree to consider a third reading.
- 27.3. A proposed bylaw will be considered by Council immediately following consideration of the report or item to which the bylaw relates.
- 27.4. Only the title or identifying number is to be read at each reading of the bylaw.
- 27.5. Each member present at the meeting at which the first reading is to take place must be given or have had the opportunity to review the full text of the proposed bylaw before the bylaw receives the first reading.
- 27.6. Each member present at the meeting at which the third reading is to take place must, before the proposed bylaw receives the third reading, be given or have had the opportunity to review the full text of the proposed bylaw and any amendments that were passed after the first reading.
- 27.7. When a bylaw has been given three (3) readings by Council, it:
 - a) Becomes a municipal enactment of the municipality; and
 - b) Is effective immediately unless the bylaw or an applicable provincial statute provides otherwise.
- 27.8. The CAO shall be empowered to correct any typographical error that may not have been corrected at the time of submission to Council and the bylaw shall have the same status as if Council had corrected same.
- 27.9. After passage, every bylaw shall be signed by the Mayor and the CAO pursuant to the *Act* and marked with the corporate seal of the municipality.

28. RECESS

- 28.1. The Council may recess at any time during the meeting.
- 28.2. A motion to recess must state the time of duration of the recess and must be passed by a majority of the members present.
- 28.3. The Council may reconvene sooner than the time mentioned in the motion of recess, but shall not reconvene later than thirty (30) minutes after the time specified for reconvening or the meeting shall be deemed to be adjourned due to a lack of quorum.

29. ADJOURNMENT

- 29.1. All regularly scheduled Council meetings shall stand adjourned when Council has completed all business as listed on the order of business or upon the arrival of 10:00 p.m.
- 29.2. If a member is speaking upon arrival of the time mentioned in subsection 30.1, the Mayor shall wait until that member is done speaking before asking Council to consider whether it wants to extend the time of the meeting.
- 29.3. Any business which remains on the Agenda and which has not been dealt with at the time of adjournment shall be deemed to be postponed until the next regularly scheduled Council Meeting or until a Special Meeting is called for the purpose of dealing with the unfinished items.

30. EXTENSION OF TIME

- 30.1. Notwithstanding section 30.1, a regularly scheduled Council Meeting may be extended beyond 10:00 p.m. by a majority vote of the members present.
- 30.2. If Council extends its meeting pursuant to subsection 31.1, the meeting shall continue until:
 - a) The business of the meeting is completed;
 - b) A motion to adjourn is passed; or
 - c) A quorum is no longer present.

PART IV CONDUCT AT COUNCIL MEETINGS

31. MAYOR

- 31.1. The mayor shall:
 - a) Preside at all Council Meetings;
 - b) Preserve order at Council Meetings;
 - c) Enforce the rules of Council;
 - d) Decide points of privilege and points of order; and
 - e) Advise on points of procedure.
- 31.2. The Mayor shall have the same rights and be subject to the same restrictions when participating in debate as all other members.
- 31.3. The Mayor shall have the same rights and be subject to the same restrictions as all other members to make a motion.

32. DEPUTY MAYOR

[The appointment of a deputy mayor is discretionary. If a deputy mayor is determined as needed by council, the procedure to appoint a deputy mayor is a required provision pursuant to section 81.1 of The Municipalities Act. If the municipality chooses to not appoint a deputy mayor, edit the bylaw to reflect council's decision. All references to deputy mayor should then be deleted from the bylaw.]

- 32.1. Council shall annually, at its first meeting, or as soon thereafter as conveniently possible and whenever the office becomes vacant, appoint from the Councillors a Deputy Mayor who shall hold office for a term of three (3) months or for such longer period as the Council may decide, and in any event until a successor is appointed.
- 32.2. If the Mayor, for any reason, is unable to perform the duties of their office, the Deputy Mayor shall have all of the powers of the Mayor during the inability.

33. ACTING MAYOR

[Procedures to appoint an acting mayor or reeve are a required provision pursuant to section 81.1 of The Municipalities Act. While edits can be made to this provision, it cannot be deleted in its entirety.]

- 33.1. Council shall appoint a member to act as Mayor if:
 - a) Both the Mayor and the Deputy Mayor are unable to perform the duties of their office; or
 - b) The offices of both the Mayor and the Deputy Mayor are vacant.
- 33.2. The member to be appointed pursuant to subsection 34.1 shall be elected by a majority of the members present.
- 33.3. Where two (2) members have an equal number of votes the CAO shall:
 - a) Write the names of those members separately on blank sheets of paper of equal size, colour and texture;
 - b) Fold the sheets in a uniform manner so the names are concealed;
 - c) Deposit them in a receptacle; and
 - d) Direct a person to withdraw one of the sheets.
- 33.4. The member whose name is on the sheet withdrawn pursuant to subsection 34.3(d) shall be declared elected.

34. PERSONS ALLOWED AT THE TABLE

- 34.1. No person except members, the CAO, and other staff as authorized by the Council, are permitted to be seated at the Council table during sittings of the Council without permission of the Council.

35. CONDUCT OF PUBLIC

- 35.1. All persons in the public gallery at a Council Meeting shall:
 - a) Refrain from addressing Council or a member unless permitted to do so;
 - b) Maintain quiet and order;

- c) Refrain from disturbing the proceedings by words, gestures or actions including applauding, displaying flags, placards or similar material;
- d) Refrain from talking on cellular telephones;
- e) Refrain from making audio or video recordings of Council proceedings; and
- f) Ensure that all electronic devices are silent and operated in such a manner that does not interfere with the meeting or with another person's ability to hear or view the proceedings.

36. CONDUCT OF DELEGATIONS

36.1. When addressing members at a Council Meeting, a delegation shall refrain from:

- a) Speaking disrespectfully of the federal government, the provincial government, another municipal Council, or any official representing them;
- b) Using offensive words in reference to a member, an employee of the municipality or a member of the public; or
- c) Shouting, using an immoderate tone, or profane, vulgar or offensive language

37. CONDUCT OF MEMBERS

[Conduct of members is a required provision pursuant to section 81.1 of The Municipalities Act. While edits can be made to this template, the provision cannot be deleted in its entirety.]

37.1. Members of Council shall ensure they do not interrupt another member.

37.2. If more than one member wishes to speak at a meeting at the same time, the Mayor shall indicate which member shall speak first.

37.3. When a member is addressing Council, the member shall refrain from:

- a) Speaking disrespectfully of the federal government, the provincial government, another municipal Council, or any official representing them;
- b) Using offensive words in reference to a member, an employee of the municipality or a member of the public;
- c) Reflecting on a vote of Council except when moving to rescind or reconsider it;
- d) Reflecting on the motives of the members who voted on the motion or the mover of the motion; or
- e) Shouting, using an immoderate tone, or profane, vulgar or offensive language.

37.4. When a member is addressing Council, all other members shall:

- a) Remain quiet and seated;
- b) Refrain from interrupting the speaker, except on a point of order or point of procedure; and
- c) Refrain from carrying on a private conversation in such a manner that disturbs the speaker.

37.5. Members shall ensure no use of electronic devices during a meeting; and that all electronic devices remain silent and do not interfere with the meeting.

38. IMPROPER CONDUCT

- 38.1. The Mayor may request that any person in the public gallery who disturbs the proceedings of Council or acts improperly at a Council Meeting, as set out in section 35, leave or be expelled from the meeting.
- 38.2. The Mayor may request that any delegation who addresses Council improperly, as set out in section 36, leave or be expelled from the meeting.
- 38.3. No person shall refuse to leave a Council Meeting when requested to do so by the Mayor.
- 38.4. Any person who refuses to leave when requested to do so may be removed.
- 38.5. If a person disturbs the proceedings of Council or refuses to leave when requested to do so, the Mayor may recess the meeting until the person leaves or adjourn the meeting to another day.
- 38.6. The Mayor may direct that law enforcement officials be engaged to assist in the removal of a person in the public gallery or any delegation acting improperly.

39. LEAVING THE MEETING

- 39.1. Every member who leaves the Council Meeting before the meeting is over, whether intending to return to the meeting or not, shall notify the CAO.
- 39.2. The CAO shall make a notation in the minutes of the name of any member leaving the meeting pursuant to section 39.1, and the time the member did so.

40. POINT OF ORDER

- 40.1. When any member believes that another member has not followed the rules of procedure, they may rise and ask the Mayor to rule on a point of order.
- 40.2. When a point of order is raised, the member speaking shall immediately cease speaking until the Mayor decides the point of order raised.
- 40.3. A point of order must be raised immediately at the time the rules of Council are breached.
- 40.4. The member against whom a point of order is raised may be granted permission by the Mayor to explain.
- 40.5. The Mayor may consult the CAO before ruling on a point of order.
- 40.6. A point of order is not subject to amendment or debate.

41. POINT OF PRIVILEGE

- 41.1. Any member may make a request to the Mayor on any matter related to the rights and privileges of Council or individual member and may rise and ask the Mayor to rule on a point of privilege.
- 41.2. After the member has stated the point of privilege, the Mayor shall rule whether the matter raised is a point of privilege.
- 41.3. If the matter is determined to be a point of privilege, the member who raised the point of privilege shall be permitted to speak to the matter.
- 41.4. If the point of privilege concerns a situation, circumstance or event which arose between Council Meetings, the member shall raise the point of privilege immediately after adoption of the minutes of the previous Council Meeting.
- 41.5. The Mayor may consult the CAO before ruling on a point of privilege.
- 41.6. A point of privilege is not subject to amendment or debate unless a motion regarding the point of privilege is put to Council.

42. POINT OF PROCEDURE

- 42.1. Any member may ask the Mayor for an opinion on a point of procedure.
- 42.2. When a point of procedure is raised, the member speaking shall immediately cease speaking until the Mayor responds to the inquiry.
- 42.3. After the member has asked the point of procedure, the Mayor shall provide an opinion on the rules of procedure bearing on the matter before Council.
- 42.4. The Mayor may consult the CAO before providing an opinion on the point of procedure.
- 42.5. A point of procedure is not subject to amendment or debate.
- 42.6. The Mayor's answer to a point of procedure is not a ruling and cannot be appealed to the whole of Council.

43. APPEAL

- 43.1. Whenever a member wishes to appeal any ruling of the Mayor or a point of order or point of privilege to the whole of Council:
 - a) The motion of appeal "that the decision of the chair be overruled" shall be made;
 - b) The member may offer a brief reason for the challenge;
 - c) The Mayor may state the reason for the decision; and
 - d) Following which the question shall be put immediately without debate.

43.2. The Mayor shall be governed by the vote of the majority of the members present.

43.3. A ruling of the Mayor must be appealed immediately after the ruling is made or the ruling will be final.

44. CALLING A MEMBER TO ORDER

44.1. When the Mayor calls a member to order, the member shall resume their seat but may, afterwards, explain their position in making the remark for which they were called to order.

44.2. In the event that a member refuses to resume their seat when called to order, the Mayor shall request the Deputy Mayor, or if the Deputy Mayor is absent or is the unruly member, any other member of Council to move a resolution to remove the unruly member either:

- a) For the balance of the meeting;
- b) Until a time, which shall be stated in the motion; or
- c) Until the member makes an apology acceptable to Council for their unruly behavior, whichever shall be the shortest time.

44.3. When the majority of Council votes in favour of the resolution, the mayor shall direct the unruly member to leave the Council Chamber, and if the member refuses to leave, the Mayor may:

- a) Recess the meeting until the person leaves or adjourn the meeting to another day; or
- b) Direct that law enforcement officials be engaged to assist in the removal of the unruly member.

44.4. When Council has directed an unruly member to leave the Council Chambers pursuant to subsection 44.3, and the member makes an explanation and apology adequate and satisfactory to the Council, it may, by a majority vote of the remaining members present, allow the offending member to remain in their place if they have not left or been removed.

PART V MOTIONS

45. MOTIONS AND DEBATE

[In some Municipalities, the debate may occur before a main motion is moved. This practice removes the need for amendments and amendments to amendments. Edits to this provision and the following two provisions are required if this is the practice in your municipality.] Council will need to decide if we want to continue with the debate occurring before the main motion is moved or change it to the below. Recommendation would be to leave it the same

45.1. A motion shall express fully and clearly the intent of the mover and shall not be preceded by any preamble or whereas clauses.

45.2. All motions shall be moved by a member of Council.

45.3. A motion does not require a seconder to be debated or voted on.

45.4. Any member may require the motion under debate to be read at any time during the debate, but not so as to interrupt a member while speaking.

45.5. When a motion is under debate no other motion may be made, except a motion to:

- a) Amend the motion;
- b) Refer the motion to a Council committee or administration for a report back to Council;
- c) Postpone the motion to a fixed date;
- d) Request the motion be put to a vote;
- e) Extend the time for a Council Meeting; or
- f) Adjourn the meeting.

45.6. Notwithstanding any other provisions of this Bylaw, the member who moved a motion may, with the consent of Council:

- a) On their own initiative while they are speaking on the same; or
- b) When requested by another member speaking on the motion;
- c) Change the wording of the motion, or agree to a change proposed by another member, if the alteration does not change the intention of the motion.

45.7. Any motions allowed under subsection 46.5 shall be considered in the order in which they were moved.

46. MOTION TO AMEND

46.1. Except as provided in subsection 46.12, any motion may be amended to:

- a) Add words within the motion;
- b) Delete words within the motion; or
- c) Change a word or words within the motion.

46.2. The amending motion must be:

- a) Relevant to the main motion;
- b) Made while the main motion is under consideration; and
- c) Consistent with the principle embodied in the main motion.

46.3. An amending motion may also be amended (also called a sub-amendment).

46.4. A sub-amendment must be:

- a) Relevant to the original amendment;
- b) Made while the original amendment is under consideration; and
- c) Consistent with the intent of either the original amendment or the main motion.

46.5. Only two (2) amendments to a motion (an amendment and a sub-amendment) are allowed at the same time. When one or both have been dealt with, a further amendment or sub-amendment may be entertained.

46.6. There is no limit to the number of amendments or sub amendments that may be proposed.

- 46.7. An amendment may be introduced at any stage before the question is put on the main motion provided there is not more than one amendment and one sub amendment before the meeting at one time.
- 46.8. Any member wishing to move an amendment that is not in order at the time because there are already two (2) amendments before the meeting, may state the intention of the proposed amendment as the proposal may affect the vote on those motions awaiting decision.
- 46.9. The main motion shall not be debated until all amendments to it have been put to a vote.
- 46.10. Amendments shall be put in the reverse order to the order in which they were moved.
- 46.11. When all amendments have been voted on, the main motion incorporating all amendments adopted shall be put to a vote.
- 46.12. No amendments shall be made to the following motions:
- a) A motion to adjourn;
 - b) A motion to defer to a fixed date, except as to the date; and
 - c) A motion requesting that a motion be put to a vote.

47. DIVIDING A MOTION INTO PARTS

- 47.1. A member may request or the Mayor may direct that a motion be divided if the motion contains more than one separate and complete recommendation.
- 47.2. Council shall then vote separately on each recommendation.
- 47.3. A new motion to add a further recommendation is permitted provided:
- a) The proposed recommendation is relevant to the original motion;
 - b) The proposed recommendation does not alter in a significant way the principle embodied in the original motion; and
 - c) The original motion has been dealt with.

48. MOTION ARISING

- 48.1. When a matter is before Council, a motion arising on the same matter is permitted provided:
- a) The proposed motion is related to and rises from the item which has just been considered;
 - b) The proposed motion does not alter in a significant way the principle embodied in the original motion; and
 - c) The proposed motion is made before the consideration of any other item of business at the meeting.

49. REQUEST THAT MOTION BE PUT TO VOTE

- 49.1. A motion requesting that a motion be put to a vote shall not be moved by a member who has spoken to the original motion.
- 49.2. A motion requesting that a motion be put to a vote shall not be amended or debated.
- 49.3. If a motion requesting that a motion be put to a vote is passed by Council, the original motion shall immediately be put to a vote of Council without any amendment or debate.
- 49.4. If a motion requesting that a motion be put to a vote is not passed by Council, the original question may be amended or debated.

50. MOTION TO ADJOURN

- 50.1. A member may move a motion to adjourn a meeting at any time except when:
 - a) Another member is in possession of the floor;
 - b) A call for a recorded vote has been made;
 - c) The members are voting;
 - d) Council is considering a motion requesting that a motion be put to a vote; or
 - e) A previous motion to adjourn has been defeated and no other intermediate proceeding has taken place.
- 50.2. A motion to adjourn shall be decided without debate.

51. MOTION TO MOVE TO A CLOSED MEETING

- 51.1. A member may make a motion that a Council Meeting move to a Closed Meeting.
- 51.2. The motion to move to a Closed Meeting must:
 - a) Be in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act*;
 - b) Include in general terms the subject of the item(s) to be discussed; and
 - c) Include the reason for moving to a Closed Meeting.

52. MOTION CONTRARY TO RULES

- 52.1. The Mayor may refuse to put to Council a motion which, in the opinion of the Mayor, is contrary to the rules and privileges of Council.

53. WITHDRAWAL OF MOTIONS

- 53.1. The mover of a motion may withdraw it at any time prior to a vote being taken or prior to the motion being amended.

54. MOTION TO RECONSIDER

- 54.1. A motion to reconsider shall apply to resolutions only, and shall not apply to bylaws passed by Council.
- 54.2. A motion to reconsider is in order whether the original motion passed or was defeated.
- 54.3. A motion to reconsider may only be made at the same Council Meeting at which the original motion was considered.
- 54.4. A motion to reconsider must be moved by a member who voted on the winning side of the original motion.
- 54.5. When the original motion lost on a tie vote, the winning side is those who voted against the motion.
- 54.6. A motion to reconsider may be seconded by any member regardless how the member voted on the original motion.
- 54.7. A motion to reconsider is debatable only if the original motion was debatable.
- 54.8. A motion to reconsider cannot be amended.
- 54.9. A motion to reconsider shall require a majority vote of the members present at the meeting.
- 54.10. If a motion to reconsider is adopted, the original motion is immediately placed before Council to be reconsidered.
- 54.11. Once a vote on a motion to reconsider has taken place, there shall be no further motion to reconsider that resolution.

55. MOTION TO RESCIND

- 55.1. A motion to rescind shall apply to resolutions only and shall not apply to bylaws passed by Council.
- 55.2. A motion to rescind is in order only when the original motion passed. No motion to rescind shall be necessary when the original motion failed.
- 55.3. A motion to rescind may be made at any time following the Council Meeting at which the original motion was voted on regardless of the time that has elapsed since the original vote was taken.
- 55.4. A motion to rescind may be moved and seconded by any Council member regardless how they voted on the original motion.
- 55.5. A motion to rescind is debatable.
- 55.6. A motion to rescind may be amended.
- 55.7. A motion to rescind shall, in all cases, require a majority vote of all Council members to pass.

55.8. A motion cannot be rescinded:

- a) When the making or calling up of a motion to reconsider is in order;
- b) When action on the motion has been carried out in a way that cannot be undone; or
- c) When a resignation has been accepted or actions electing or expelling a person for/from membership or office have been taken.

56. MOTION TO POSTPONE

56.1. Where a majority of all members decide to postpone a motion to a fixed date, the motion cannot be considered by Council until the fixed date.

56.2. Notwithstanding subsection 56.1, Council may consider a postponed motion before the fixed date if a majority of members agree that the motion may be considered before that date.

56.3. The only amendment allowed to a motion to postpone to a fixed date is to change the date.

57. MOTION TO REFER

57.1. A motion to refer a matter shall not be amended or debated except with respect to the conditions of the referral or the time required to carry out the review.

57.2. A member making a referral motion generally should include in the motion:

- a) The terms on which the motion is being referred; and
- b) The time when the matter is to be returned.

58. DEBATE ON MOTION

58.1. No member shall speak more than once to a motion until each member has been provided an opportunity to speak on the motion except to explain a material part of their speech which may have been misquoted or misunderstood.

58.2. The mover of the motion shall be given the first opportunity to speak.

58.3. The mover of the motion shall be allowed a reply at the conclusion of the debate.

59. LEGAL ADVISE

59.1. Where a majority of the members present at a Council Meeting wish to receive legal advice in private, Council may recess for a period of time sufficient to receive legal advice.

60. VOTING OF COUNCIL

- 60.1. A member attending a Council Meeting shall vote on a matter before Council unless the member is required to abstain from voting pursuant to the Act or any other act.
- 60.2. If a member is not required to abstain from voting on a matter before Council pursuant to subsection 63.1 and abstains from voting, the Council member is deemed to have voted in the negative.
- 60.3. The CAO shall ensure that each abstention is recorded in the minutes of the meeting.
- 60.4. The Mayor shall vote with the other members on all questions.

61. MAJORITY DECISION

- 61.1. Unless a greater percentage of votes is required by any provision of this Bylaw, at every Council Meeting, all questions are to be decided by a majority vote of the members present.

62. RECORDED VOTE

- 62.1. Before a vote is taken by Council, a member may request that the vote be recorded.
- 62.2. If a vote is recorded, the minutes must show the names of the members present and whether each voted for or against the motion or abstained.

63. TIED VOTE

- 63.1. If there are an equal number of votes for and against a motion or bylaw, the motion or bylaw is defeated.

PART VI COUNCIL COMMITTEES

64. COMMITTEES OF COUNCIL

- 64.1. Subject to any relevant law or bylaw the Mayor shall, at the first meeting of Council in each year submit a list of appointments of the Council Committees listed in the Vilalge of Buena Vista Council's Governance Policy Manual , for Council's adoption.

**PART VII
OTHER BODIES**

65. FUNCTIONS AND AUTHORITY OF A COMMITTEE

65.1. The function of each Committee is laid out in the Village of Buena Vista's Governance Policy Manual and the adopted Terms of Reference.

**PART VII
REPEAL AND COMING INTO FORCE**

34.2 Bylaw No. and any subsequent amendments are hereby repealed

34.3 This Bylaw shall come into force and take effect on the final reading by the Village of Buena Vista Council.

Mayor

Chief Administrative Officer

INTRODUCED AND READ a first time this ____ day of Month, 2025.

READ a second time this ____ day of Month, 2025.

READ a third time and adopted this ____ day of Month, 2025.

BYLAW NO.03/2025
'FORM 1' – REQUEST FOR A SPECIAL MEETING

Date: _____

To: _____ CAO, Village of Buena Vista

Pursuant to Section 123 of *The Municipalities Act*, I hereby request you to call a Special Meeting of Council of the Village of Buena Vista to discuss the following matter(s):

1. _____
2. _____
3. _____

Meeting Details:

Location: _____

Date: _____

Time: _____

Dated this _____ day of _____, 20 _____

Signed:

Mayor _____

Councillor _____

Councillor _____

Councillor _____

Councillor _____

Office Use Only

- ☐ Members provided notice pursuant to subsection 124(1) of the Act
- ☐ Notice not provided pursuant to subsection 123(3) of the Act
- ☐ Public Notice given pursuant to Bylaw 02/2025

BYLAW NO.03/2025
'FORM 2' – REQUEST FOR METHOD OF PROVIDING NOTICE

Date: _____

To: _____, CAO, Village of Buena Vista

From: _____ Name of Council Member

Pursuant to clause 124(1)(c) of the Act, I hereby request notice of Council or Committee Meetings be provided to me by the alternate means:

☐ By regular mail to: _____

☐ By telephone or voice mail to: _____

☐ By facsimile to: _____

☐ By email to: _____

This request remains in force until the end of my current term of office unless sooner revoked by me in writing.

Dated this _____ day of _____, 20____.

Signature of Member

BYLAW NO. 04/2025

**A BYLAW OF THE VILLAGE OF BUENA VISTA
FOR THE PURPOSE OF PROVIDING REMUNERATION TO COUNCIL**

THAT the Council of the Village of Buena Vista, in the Province of Saskatchewan, enacts as follows:

1. SHORT TITLE

This Bylaw may be cited as the *Council Remuneration Bylaw*.

2. DEFINITIONS

Whenever in this Bylaw the following words or terms are used, they shall, unless the context provides otherwise, be held to have the following meanings:

- 2.1. **Act** means *The Municipalities Act*;
- 2.2. **Chief Administrative Officer (CAO)** means the Administrator of the Village appointed pursuant to Section 110 of *The Municipalities Act*;
- 2.3. **Committee Meeting** means a meeting of committee, established pursuant to section 81 of *The Municipalities Act*, and held pursuant to section 122 of *The Municipalities Act*;
- 2.4. **Council** means the Mayor and Councillors of the Village of Buena Vista that have been duly elected by *The Local Government Elections Act*;
- 2.5. **Council Member** means the Mayor or Councillor;
- 2.6. **Public Hearing** means a Meeting of Council or that portion of a Meeting of Council which is convened to hear matters pursuant to:
 - a) *The Municipalities Act*;
 - b) *The Planning and Development Act*;
 - c) Any other Act; or
 - d) A resolution or Bylaw of Council.
- 2.7. **Regular Council Meeting** means a meeting of Council held pursuant to section 122 of *The Municipalities Act*;
- 2.8. **Special Meeting** means a meeting other than a regular scheduled meeting called pursuant to section 123 of *The Municipalities Act*;
- 2.9. **Village** means the corporation of the Village of Buena Vista and the area of land over which it has jurisdiction.

3. RESPONSIBILITIES

3.1. The Council shall be responsible to:

- a) Approve remuneration rates presented as Appendix A;
- b) Submit requests for payment to the CAO or their designate prior to month-end;
- c) Approve the Bylaw and any other subsequent amendments; and
- d) Review this Bylaw every four (4) years, or upon changes in legislation.

3.2. The Village CAO shall be responsible to:

- a) Review all payment requests submitted by Council members for errors that would result in an overpayment;
- b) Notify Council members of any errors, discrepancies, and inconsistencies in remuneration requests;
- c) Maintain payroll records; and
- d) Ensure and oversee compliance of this Bylaw.

4. REMUNERATION AND REIMBURSEMENT ELIGIBILITY

4.1. Council members shall be eligible to receive remuneration for work conducted and expenses incurred on behalf of the Village of Buena Vista for Council, Committee and other meetings, and training as identified in this Bylaw.

5. ELIGIBLE BUSINESS, MEETINGS AND EXPENSES

5.1. Remuneration shall be provided to Council members for attendance at:

- a) Regular and Special Meetings of Council and Public Hearings;
- b) Other Council and Village business meetings, including:
 - i. As an appointed Council member on committee meetings, advisory or working group meetings, and community or regional board meetings;
 - ii. Meetings with other municipalities, including joint Council Meetings;
 - iii. Public planning meetings, not held as part of a Public Hearing or a Regular or Special Meeting of Council, but including open houses and information sessions; and
 - iv. Meetings with other government agencies including meetings with Member of Parliament (MP) or Member of Legislative Assembly (MLA)
- c) Other Meetings as approved by Council:
 - i. Conferences, conventions and zone or district meetings; and
 - ii. Education and training sessions, seminars and workshops.

- 5.2. Council members shall be reimbursed for fuel expenses occurred while using their personal vehicles for travel to conferences, conventions, zone or district meetings, education and training sessions, seminars and workshops. Reimbursement shall be based on the actual cost of fuel used, supported by itemized fuel receipts.
- 5.3. Council members shall be reimbursed for meals incurred while attending conferences, conventions, zone or district meetings, education and training sessions, seminars and workshops. Reimbursement shall be provided only if the event spans a full day, based on the actual cost of meals, supported by itemized receipts.
- 5.4. Council members attending out-of-town conferences, conventions, education or training sessions, and spans more than one day, the Village shall be responsible for the cost of reasonable accommodations. Administration shall be responsible for arranging and booking accommodation in advance. Whenever possible, accommodation shall be booked at the event venue or a nearby hotel offering government or conference rates.

6. PAYMENT REQUESTS

- 6.1. Each Council member shall submit a request for payment to the CAO, or their designate before month-end. Failure to submit may result in non-payment.
- 6.2. The CAO, or their designate, shall review payment requests for errors that would result in an overpayment.
- 6.3. Errors, discrepancies, and inconsistencies in remuneration requests shall be brought forward by the CAO, or their designate, to the Council member who submitted the request.

7. PAYMENT FREQUENCY

- 7.1. Council members shall be paid monthly.

8. COMING INTO FORCE

8.1. This Bylaw shall come into force and take effect on the day of its final reading by the Village of Buena Vista Council.

Mayor

Administrator

INTRODUCED AND READ a first time this ____ day of _____, 2025.
READ a second time this ____ day of _____, 2025.
READ a third time and adopted this ____ day of _____, 2025.

BYLAW NO.04/2025
'APPENDIX A' – COUNCIL REMUNERATION RATES

Description	Mayor (Deputy Mayor)	Councillor
Regular or Special Council Meetings	\$150	\$130
Public Hearings	\$150	\$130
Other Meetings	\$150	\$130

Description	Half Day (<4 hours)	Full Day (>4 hours)
Workshops, Education Sessions, other out-of-town meetings	\$130	\$260

Description	
Mileage	Actual cost of fuel
Meals	Actual cost of meal

VILLAGE OF BUENA VISTA
Statement of Financial Position
As at December 31, 2024

Statement 1

	2024	2023
ASSETS		
Financial Assets		
Cash and Cash Equivalents	\$ 2,342,862	\$ 2,153,650
Investments	-	-
Taxes Receivable - Municipal	117,712	88,172
Other Accounts Receivable	71,735	68,120
Assets Held for Sale	-	-
Long-Term Receivable	-	-
Other Long-Term Investments	-	-
Debt Charges Recoverable	-	-
Derivative Assets	-	-
Total Financial Assets	2,532,309	2,309,942
LIABILITIES		
Bank Indebtedness	-	-
Accounts Payable	65,207	141,289
Accrued Liabilities Payable	-	-
Deposits	66,500	65,700
Deferred Revenue	37,968	30,195
Asset Retirement Obligations	-	-
Infrastructure Liability	-	-
Other Liabilities	-	-
Long-Term Debt	1,600,070	1,679,205
Lease Obligations	-	-
Total Liabilities	1,769,745	1,916,389
NET FINANCIAL ASSETS	762,564	393,553
Tangible Capital Assets	5,923,185	6,066,679
Intangible Capital Assets	-	-
Prepayment and Deferred Charges	22,279	6,356
Stock and Supplies	-	-
Other	18,443	18,443
Total Non-Financial Assets	5,963,907	6,091,478
Accumulated Surplus (Deficit)	\$ 6,726,471	\$ 6,485,031

MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

To the Residents of the
VILLAGE OF BUENA VISTA

Management of the **VILLAGE OF BUENA VISTA** has the responsibility for preparing the accompanying financial statements and ensuring that all information in the related reports is consistent with the statements. This responsibility includes selecting appropriate accounting policies and making objective judgments and estimates in accordance with Canadian public sector accounting standards.

In discharging its responsibilities for the integrity and fairness of the financial statements and for the accounting systems from which they are derived, management maintains the necessary systems of internal controls designed to provide assurance that transactions are authorized, assets are safeguarded and proper records maintained.

Ultimate responsibility for financial statements to the residents of the municipality lies with the Council who review the financial statements in detail with management prior to their approval for publication.

External auditors are appointed by the Council to audit the financial statements and are available to meet separately with both the Council and management to review their findings. The external auditors have full and free access to the Council to discuss their audit and their findings as to the integrity of the municipality's financial reporting and the adequacy of the system of internal controls.

Mayor

Administrator

VILLAGE OF BUENA VISTA
Statement of Operations
For the year ended December 31, 2024

Statement 2

	2024 Budget	2024	2023
Revenues			
Taxes Revenue	\$ 1,323,000	\$ 1,158,157	\$ 1,114,624
Other Unconditional Revenue	180,820	180,826	174,010
Fees and Charges	379,830	434,792	400,094
Conditional Grants	36,490	37,134	32,567
Tangible Capital Assets - Gain (Loss)	-	-	6,210
Intangible Capital Assets - Gain (Loss)	-	-	-
Land Sales - Gain	-	-	-
Investment Income and Commissions	48,000	60,408	52,974
Other Revenues	6,030	1,144	-
Restructurings	-	-	-
Provincial/Federal Capital Grants	14,650	39,348	41,249
Total Revenues	1,988,820	1,911,809	1,821,728
Expenses			
General Government Services	404,380	403,324	382,309
Protective Services	96,070	90,255	84,704
Transportation Services	439,360	398,727	507,673
Environmental and Public Health Services	275,590	213,291	194,533
Planning and Development Services	8,300	(270)	10,072
Recreation and Cultural Services	117,580	74,947	100,005
Utility Services	327,000	490,095	501,204
Total Expenses	1,668,280	1,670,369	1,780,500
Surplus (Deficit) of Revenues over Expenses	320,540	241,440	41,228
Accumulated Surplus (Deficit), Beginning of Year	6,485,031	6,485,031	6,443,803
Accumulated Surplus (Deficit), End of Year	\$ 6,805,571	\$ 6,726,471	\$ 6,485,031

REPORT OF THE INDEPENDENT AUDITORS ON THE SUMMARY FINANCIAL STATEMENTS

To the Mayor and Councillors
VILLAGE OF BUENA VISTA

Opinion

The summary financial statements, which comprise the statement of financial position as at December 31, 2024 and the statement of operations for the year then ended, are derived from the audited financial statements of the VILLAGE OF BUENA VISTA for the year ended December 31, 2024.

In our opinion, the accompanying summary financial statements are a fair summary of the audited financial statements in accordance with Canadian public sector accounting standards.

Summary Financial Statements

The summary financial statements do not contain all the disclosures required by Canadian public sector accounting standards. Reading the summary financial statements and the auditors' report thereon, therefore, is not a substitute for reading the municipality's audited financial statements and the auditors' report thereon.

The Audited Financial Statements and Our Report Thereon

We expressed an unmodified audit opinion on the audited financial statements in our report dated May 27, 2025.

Management's Responsibility for the Summary Financial Statements

Management is responsible for the preparation of the summary financial statements in accordance with Canadian public sector accounting standards.

Auditors' Responsibility

Our responsibility is to express an opinion on whether the summary financial statements are a fair summary of the audited financial statements based on our procedures, which were conducted in accordance with Canadian Auditing Standard (CAS) 810, "Engagements to Report on Summary Financial Statements".


Dudley & Company LLP
Chartered Professional Accountants



VILLAGE OF BUENA VISTA

Briefing Note

To:	Mayor and Council
Date:	June 24, 2025
Subject:	Traffic Sign Cloud Service Renewal

BACKGROUND

We were recently informed by our traffic sign provider (Traffic Logix) that the cloud service subscription for our sign was due for renewal last month. To date, the Village has never paid for this service. When asked, we were advised that when the sign was purchased approximately 10 years ago, it came with a complimentary one-year cloud service. Since then, the Village has been using the service without a subscription fee they have just discovered.

Traffic Logix has kindly extended the renewal deadline to August 1st to allow us time to decide on whether to continue the service.

What is Cloud Service?

The cloud service is essential for collecting and storing traffic data from the sign. Without an active subscription, we would not be able to access or retrieve any traffic data, rendering the sign's data-collection capabilities ineffective.

Importance of Data Collection

The traffic data is currently very valuable as we have begun gathering information to support the development of a traffic calming policy and traffic bylaw update. Additionally, this data is planned to be used to support traffic-related grant applications through SGI.

Renewal Options and Pricing

- 1-year term: \$500
- 2-year term: \$900 (10% savings)
- 3-year term: \$1,200 (20% savings)
- 7-year term: \$2,500 (29% savings)

RECOMMENDATION

Given the age of the sign (approximately 10 years), it is advisable to avoid committing to a longer-term plan in case the sign requires replacement or repair.

COUNCIL DECISION REQUIRED?

- Do we want to renew the cloud service subscription and for what term?

- Do we want to continue collecting traffic data after this year, or simply use the sign as a visual deterrent to speeding without data collection?
- Or just go on a year-by-year basis depending on the sign's condition?



VILLAGE OF BUENA VISTA

Briefing Note

To:	Mayor and Council
Date:	June 24, 2025
Subject:	Resident Request – Temporary Road Closure & Live Music for Block Party

BACKGROUND

A resident has requested permission to host a small block party (see attached request), which would include playing live music and temporarily closing a portion of a residential street. The event is proposed to take place from approximately 4:00-9:00 p.m. on Sunday, August 3. The resident is also requesting the use of the Village's barricades to block off the section of road.

Currently, the Village does not have a policy, application process, or specific bylaw provisions in place to regulate temporary road closures or small-scale neighbourhood events involving live music. As such, this request is being brought forward for Council's consideration and direction.

RECOMMENDATION

That Council approve the request with some restrictions, such as:

- Neighbour Notification: The resident must notify all affected neighbours within a defined radius (e.g., 1-2 blocks or as deemed reasonable by Council) of the event details.
- The road closure must still allow for emergency vehicle access at all times
- Barricade use – up to Council
- Time restriction – the event must conclude, and all amplified music must cease by time indicated

That Administration work on updating our noise bylaw and drafting a special events policy to guide decisions such as this going forward in a fair and consistent manner.

Melissa Pollock

From: Paul
Sent: June 18, 2025 3:48 PM
To: Melissa Pollock
Subject: Block Party.

Hi Melissa. We would like council to give consideration to consenting to a block party. What we have in mind is a block party for neighbors and friends Sunday August 3. It would run from 4 to 9. We propose it to be on 5 th between Grand and Pleasant right in front of my place. The joint host would be Gary Ann and Steve directly across from me so the street closure would affect no one else. Steve plays in a band and I in another so there would be live music. Attendees would bring their own coolers with food and drinks and chairs. We would get a porta potty. So we are requesting permission and perhaps the use of a few yellow barricades from the town. And of course the town admin and council are invited! Please advise

Paul



E

S

W

N

Regina Beach Local Library Board Meeting Minutes

Date: May 26th, 2025

Call to order: 7:01pm

Attendance (please include first and last names)

Names of board members present:

Donna Gliddon, Gord Wilson, Virginia Percy, Shannon Waugh, Margaret Gibson, Sandi Metz and Spence Miller.

Librarian- Laura Davies

Assistant Librarian- Joan Cobler

Names of board members absent:

Darlene Freitag

1. Adopt Agenda

Motion: To adopt agenda as stated with amendments stated below

Moved by: Gord Wilson, 2nd Virginia Percy. All in favor.

Approved with following amendments: Items added to new business-

H. Children's program- Beyblades

I. Summer reading club prize budget.

2. Review minutes of the March 17th AGM meeting

Motion: To adopt minutes as circulated.

Moved by: Gord Wilson 2nd Virginia Percy. All in favor.

Approved X

3. Board Governance

- a. Board member volunteer time since last meeting (hours): 51hrs
- b. Board member volunteer time year to date (hours): 149 hrs
- c. Review our local branch 1 year strategic plan and goals:
 - i. Goal #1: Build Volunteer Capacity
 - Town website – New website launching, Sandi will check into our request.
 - Spence will look into adding something to the Buena Vista website.
 - Volunteer brochure: distribution locations
 - Town hall and Buena Vista offices
 - Events- BBQ and Book sale
 - Memorial hall
 - Possibly reach out to the local camp ground offices.

NOT THE LIBRARY YOU REMEMBER





7. Facility Report

Items for this report can be generated by board members, the librarian and/or patrons.

a. Discussion items: Signage and parking with Cultural Centre.

Items discussed-

- Signage
 - Larry Hall has confirmed that they still intend on replacing the signage on the main wall outside. He has met with Jason Papp, so we will wait for an update.
 - Sandi has confirmed that signage will be discussed at the Town of Regina Beach meeting on June 10th
- Parking lot –
 - Ongoing uncertainties between the Town and the Cultural Centre.

b. Discussion item: Back up and supplementary heating for the library.

Items discussed-

- The addition of a heating source for the library. Possibly adding a dedicated electrical line.
- Sandi will discuss with the Town.

8. Old Business and review “to-do” list from last meeting

a. Discussion item: Volunteer Brochure

Items discussed-

- Allotted funds was \$500, our final costing for 250pc. Was \$168.75.

b. Discussion item: Refresh of Library Drop off Box- Allotted funds \$300

i. Few more problems than expected- Costing \$146.99

- Rebuild of lid due to rotting and mold
- Add magnet clasps to CD/DVD and Book lids/ flaps.
- Waterproofing edging on inside edge.
- Transom chains for lid stability when open
- Paint and supplies.

ii. Outstanding project costs:

- Jason is doing the logos for the sides and mural for the top. Estimated costing quote \$400.
- Jessie is making name plaques for flaps and dedication
 - DVD/CD flap (3x8 inches), Book flap (3x10 inches) and Dedication (4x14 inches)
 Quoted \$60 before tax for all three.

Motion: To spend an extra \$400 to complete project.

Moved by: Gord Wilson

Seconded: Virginia Percy. All in favor.

Due date for completion: Ongoing Motion Passed X



e. Book sale

- Everyone to check out the task list on the google drive and specify which elements they would like to volunteer for.

Date of sale: Saturday, August 2nd, 9-2pm

Set up time: Friday evening, August 1st after Bingo around 9pm.

- Addition sorting of donated books at Memorial hall – Wednesday 23rd July during day 1 4pm.

f. Remembrance Day Celebrations- Table until next meeting.

g. Participate in the tree lite event – Table until next meeting.

h. Beyblade program

Introducing a new program for children.

Motion: To spend up to \$60 for supplies

Moved by: Virginia Percy 2nd Margaret Gibson All in favor.

- Laura to purchase starter kit.

i. Summer Reading Club prize budget

Motion to spend up to \$300 on prizes for the summer reading club.

Moved by: Gord Wilson 2nd Margaret Gibson. All in favor.

i. **Next meeting and Adjournment**

Next meeting: July 21st, 2025, 7:00pm

Motion to adjourn made by: Donna Gliddon at 8.27pm

For next meeting:

Meeting minutes approval:

Date: _____

Chairperson signature: _____

Secretary signature: _____



Regional Bylaw Services

TO THE COUNCIL OF THE VILLAGE OF BUENA VISTA

WEEKLY REPORT 2025-06-14

110 Hillside Dr. – (June 4/25) The dog owner returned my call and acknowledged that his dog was off-leash when it entered on to the rail path right-of-way and menaced a passerby, and his dog. He also acknowledged that his dog was not licensed. I explained to him that his dog entering on to the rail path and menacing the person and dog was a clear contravention of the animal control bylaw. I offered to stay the charge for two months, on the provisions that he would obtain a dog license in the next two weeks and that there are no further dog incidents during the two-month stay. He agreed to the terms. (June 9/25) The office informed me that the dog owner came into the office and purchased dog licence #655. Close file.

Parcel? – The office received reports of people occupying the beach huts on the parcel of land, that runs along the lake, west from the bottom of 4th St. Upon inspection, I did observe vehicles and people at the beach huts. There is a vehicle access road and power poles providing service to these beach huts. I need to review the status of this parcel of land and discuss this further with the office.

Bob Gourlay – Bylaw Officer - Regional Bylaw Services



Regional Bylaw Services

TO THE COUNCIL OF THE VILLAGE OF BUENA VISTA

WEEKLY REPORT 2025-06-18

Lic. 639 ILZ – The trailer boat with “For Sale” sign parked on the RoW at the junction of Hwy 54 has been removed. Close file.

55 Valley View Cres. – The dune buggy frame and gold cart have been removed from the RoW. Close file.

Parcel A (Plan 101405012) – I discussed the status of this parcel with the office. It is currently Zoned as Topographical Limitation District and falls within the Flood Hazard Overlay. I am aware of these buildings being in place prior to the adoption of the current Zoning Bylaw on December 12, 2017. The buildings are assessed, and taxes have been paid by the property owners. What remains unclear in my mind is the use of these buildings for overnight occupancy and rental.

Based on my observations, it is likely that storage of boat lifts, boats and other beach paraphernalia is encroaching the rail-path RoW throughout this parcel. Because of ongoing infractions, I would recommend that posts or other permanent delineators be placed to indicate the boundaries of the rail-path RoW along this parcel.

Bob Gourlay – Bylaw Officer - Regional Bylaw Services