

AGENDA
Village of Buena Vista
Regular Council Meeting on February 11, 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 – January 28, 2025

APPROVAL OF ACCOUNTS PAYABLE

- List of Accounts for Approval – Batch 2025-00009 to 2025-00012
- Payroll – Admin January 16-31, 2025; Council Remunerations January 1-31, 2025; Public Works January 19-February 1, 2025

REPORTS OF STAFF

- Planning & Development Contractor – Subdivision Framework & Agreements
- Administration Report
- Public Works Report
- Water Treatment Plant Daily Record – January 2025

UNFINISHED BUSINESS

- Auditor Engagement Letter
- Councillor Benefits
- Waterworks Assessment & Cost Sharing Agreement
- Last Mountain Lake Cultural Centre Donation Request
- Watershed Conservation & Management Letter for support
- SUMA Convention

NEW BUSINESS

- Donation Policy No. 01-2025
- Municipal Credit Card Usage Policy No. 02-2025
- Request to Pave Woodland Bay
- Buena Vista Parks & Recreation Board Minutes – February 4, 2025
- Joint Use Committee Minutes – October 28, 2024

CORRESPONDENCE

- RCMP Update
- Regional Bylaw Services Weekly Report - January 24, 2025
- Industrial Inquiry Commission Reviewing Canada Post
- SUMAssure 2025 AGM
- Saskatchewan Assessment Management Agency (SAMA) Annual Meeting

OVERVIEW OF MEETING

ADJOURNMENT

**Village of Buena Vista
MINUTES OF REGULAR MEETING
JANUARY 28, 2025
1050 Grand Ave, Buena Vista, SK**

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

PRESENT VIA ELECTRONIC MODE: Mayor Karen Smith

ADMINISTRATION: Acting Chief Administrative Officer Melissa Pollock

CALL TO ORDER:
A quorum being present, Mayor Smith called the meeting to order at 7:01 p.m.

ADOPTION OF AGENDA:

027/25 THAT the January 28, 2025 agenda be adopted with the addition of SUMA Conference & Tradeshow.

**Moved by Councilor Duke
Seconded by Councilor Sax**

CARRIED

028/25 THAT Council move to dispense of Seconders for the remainder of this meeting.

**Moved by Councilor Duke
Seconded by Councilor Schultz**

CARRIED

ADOPTION OF MINUTES:

029/25 THAT the Minutes of the Regular Meeting of Council of January 14, 2025 be adopted as presented.

Moved by Councilor Duke

CARRIED

030/25 THAT the Minutes of the Public Hearing of January 14, 2025 be adopted as presented.

Moved by Councilor Schultz

CARRIED

APPROVAL OF ACCOUNTS PAYABLE:

031/25 THAT Council approves the following accounts for payment: AP Batches 2025-00005 to 2025-00008, which includes all cheques, credit card, automatic withdrawals and online payments for a total amount of \$58,092.82.

Moved by Councilor Duke

CARRIED

032/25 THAT Council approves the following payrolls:
Public Works January 5 - 18, 2025 in the amount of \$4,379.03
Administration January 1 – 15, 2025 in the amount of \$4,795.45

Moved by Councilor Schultz

CARRIED

REPORTS OF STAFF:

033/25 THAT Council accept and file the Administration report as presented.

Moved by Councilor Duke

CARRIED

034/25 THAT Council accept and file the Public Works report as presented.

Moved by Councilor Schultz

CARRIED

035/25 THAT Council accept and file the Water Compliance Inspection Report as presented.

Moved by Councilor Duke

CARRIED

036/25 THAT Council accept and file the Delco Service Report as presented.
Moved by Councilor Schultz
CARRIED

037/25 THAT Council accept and file the 2024 Water Use & Water Level Report as presented.
Moved by Councilor Schultz
CARRIED

038/25 THAT Council accept and file the SUMAssure 2024/25 Renewal as presented; and FURTHER that administration clarifies some of the coverages.
Moved by Councilor Duke
CARRIED

UNFINISHED BUSINESS:

039/25 THAT Council table the Auditor Engagement Letter Signing until Council is present as a whole.
Moved by Councilor Duke
CARRIED

040/25 THAT Council agrees to have the proposed subdivision be held in abeyance pending subdivision framework and agreements.
Moved by Councilor Duke
CARRIED

NEW BUSINESS:

041/25 THAT Council have administration draft a Donations Policy for the next Council meeting; and FURTHER defer the donation request from Last Mountain Lake Culture Centre until such policy is in place and Council has set a budgeted amount for donations for the 2025 budget year.
Moved by Councilor Schultz
CARRIED

042/25 THAT Council have administration organize a date for the Lumsden & District Heritage Home to attend a Council meeting.

Moved by Councilor Schultz

CARRIED

043/25 THAT Council defers any decision on Councilor benefits until administration provides more details on plan coverages.

Moved by Councilor Duke

CARRIED

044/25 THAT Council defers making a decision on becoming a member of Wascana & Upper Qu'Appelle Watersheds (WUQWATR) until more information is gathered.

Moved by Councilor Schultz

CARRIED

045/25 THAT Council approve to have the FCM Membership renewed for the 2025 year in the amount of \$300.50.

Moved by Councilor Duke

CARRIED

046/25 THAT Council authorize TAXervice under s22(1) of *The Tax Enforcement Act*, on or after January 26, 2025, to commence proceedings to request title with respect to the following described lands:

LOT 2-BLK/PAR 4-PLAN 62R07755

Moved by Councilor Sax

CARRIED

047/25 THAT Council authorizes administration to book two hotel rooms for the SUMA Convention & Tradeshow; and FURTHER defer to the next meeting confirmation of members that will be attending.

Moved by Councilor Sax

CARRIED

IN-CAMERA:

048/25 THAT Council having items to discuss relating to material that is exempt from Public discussion under *The Local Authority Freedom of Information and Privacy Act* and *The Municipalities Act*, go in an In Camera session at 9:00 p.m.

Moved by Councilor Duke

CARRIED

049/25 THAT Council come out of In Camera session at 9:24 p.m.

Moved by Councilor Schultz

CARRIED

Motion Arising from In Camera

050/25 THAT Council authorizes administration to proceed with engaging and hiring a third party for an Occupational Health & Safety Investigation.

Moved by Councilor Schultz

CARRIED

ADJOURNMENT:

051/25 THAT the meeting be adjourned at 9:26 p.m.

Moved by Councilor Duke

CARRIED

Mayor

Acting Chief Administrative Officer

**Village of Buena Vista
List of Accounts**
Batch: 2025-00009 to 2025-00012

Bank Code - ABW - ABW - Automatic Withdrawal

AUTOMATIC WITHDRAWAL

Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #	GL Account				
022025	02/11/2025	Munisoft			
Jan 31	510-410-190 - GG - Office - Soft	Councillor Emails Set up		133.56	
	510-410-190 - GG - Office - Soft	Equipment Maintenance -20		677.87	
	510-410-140 - GG - Office/Clear	Jan -IT Services Prem		218.36	
	510-410-190 - GG - Office - Soft	Software Maintenance 2025		5,580.90	
	110-340-110 - GST Receivable	Both Tax Code		311.83	
	900-110-110 - GST Paid	Both Tax Code		311.83	NL 6,922.52
		Total Automatic Withdrawal:			6,922.52
				Total ABW:	6,922.52

Village of Buena Vista
List of Accounts
Batch: 2025-00009 to 2025-00012

Bank Code - AP - AP-General Oper

COMPUTER CHEQUE

Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #	GL Account				
11212	02/11/2025	Gourlay & Associates			
354	520-260-100 - PS -Bylaw Enforc	Bylaw Enfor Services-Jan x		324.36	
	110-340-110 - GST Receivable	Both Tax Code		15.30	
	900-110-110 - GST Paid	Both Tax Code		15.30	NL 339.66
11213	02/11/2025	Hyvac Sewer Service Ltd.			
8670	585-295-200 - UT- Sewer - Sev	Jan-Edgewood Septic Rem		2,795.71	
	110-340-110 - GST Receivable	GST Tax Code		139.79	
	900-110-110 - GST Paid	GST Tax Code		139.79	NL 2,935.50
			Total Computer Cheque:		3,275.16
				Total AP:	3,275.16

Village of Buena Vista
List of Accounts
 Batch: 2025-00009 to 2025-00012

Date Printed
 02/07/2025 2:00 PM

Bank Code - CC - CC - Credit Card

CREDIT CARD

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
022025	02/11/2025	Amazon			
Jan 22/25		510-410-140 - GG - Office/Clear	Boxes -Record Retention	152.62	
		510-410-140 - GG - Office/Clear	Office -Highlighters	23.30	
		510-410-140 - GG - Office/Clear	Office -Rubberbands	15.21	
		510-410-140 - GG - Office/Clear	Office -Sharpie Markers	31.80	
		530-400-130 - TS - Supplies - H	Shop -Lockout Tags	20.98	
		110-340-110 - GST Receivable	Both Tax Code	11.51	
		900-110-110 - GST Paid	Both Tax Code	11.51	NL 255.42
022025-001	02/11/2025	Hordos Insurance Brokers Inc.			
8727		530-260-100 - TS - Insurance/Vi	Commercial Auto Pack-Jan.	2,845.04	2,845.04
022025-002	02/11/2025	Information Services Corp.			
Jan 31		510-210-127 - GG - ISC - Title S	Jan -Title Search -R#152	30.00	30.00
022025-003	02/11/2025	Staples Professional			
68968754		510-410-140 - GG - Office/Clear	Printer Paper x3	187.97	
		110-340-110 - GST Receivable	Both Tax Code	8.87	
		900-110-110 - GST Paid	Both Tax Code	8.87	NL 196.84
			Total Credit Card:		3,327.30
			Total CC:		3,327.30

**Village of Buena Vista
List of Accounts
Batch: 2025-00009 to 2025-00012**

Bank Code - EFT - EFT - Direct Deposit

WIRE TRANSFER

Payment #	Date	Vendor Name	GL Account	GL Transaction Description	Detail Amount	Payment Amount
Invoice #						
8	02/11/2025	Federation of Canadian Mun				
43972-P7Y9C3		510-240-100 - GG - Membership		FCM 2025-26 Membership	300.50	300.50
9	02/11/2025	Spartan Controls				
90861748	Accrual	580-430-100 - UT - Supplies/Srr		WTP Backup Valve	4,663.94	
		580-430-100 - UT - Supplies/Srr		WTP Backup Valve Freight	84.80	
		110-340-110 - GST Receivable		Both Tax Code	224.00	
		900-110-110 - GST Paid		Both Tax Code	224.00	NL 4,972.74
10	02/11/2025	TAXervice				
2427035-39		510-260-100 - GG - Cont. - Tax		Tax Enf Fees -R#5	463.00	
		510-260-100 - GG - Cont. - Tax		Tax Enf Fees -R#97	438.00	
		510-260-100 - GG - Cont. - Tax		Tax Enf Fees -R#132	463.00	
		510-260-100 - GG - Cont. - Tax		Tax Enf Fees -R#339	513.00	
		510-260-100 - GG - Cont. - Tax		Tax Enf Fees -R#375	463.00	
		110-340-110 - GST Receivable		GST Tax Code	117.00	
		900-110-110 - GST Paid		GST Tax Code	117.00	NL 2,457.00
Total Wire Transfer:						<u>7,730.24</u>
Total EFT:						<u>7,730.24</u>

**Village of Buena Vista
List of Accounts
Batch: 2025-00009 to 2025-00012**

Bank Code - OB - OB - Online Banking

ONLINE BANKING

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
022025	02/11/2025	Gov of SK			
Jan 2025		210-200-100 - Payroll Deductior	Council Deductions -Jan	11.70	
		210-200-100 - Payroll Deductior	Admin Pyrl Ded -Jan	4,577.21	
		210-200-100 - Payroll Deductior	PW Pyrl Ded -Jan	5,571.14	10,160.05
022025-001	02/11/2025	MEPP (PEBA)			
Jan 2025		210-200-140 - MEPP Payable	MEPP Admin -Jan	2,565.34	
		210-200-140 - MEPP Payable	MEPP PW -Jan	2,057.84	4,623.18
022025-002	02/11/2025	SUMA			
MEM-00010445		510-240-100 - GG - Membership	2025 SUMA Membership	1,758.56	1,758.56
022025-003	02/11/2025	SaskPower			
Dec 27-Jan 28		580-300-150 - UT - Well #1 - Po	Well #1 Power Dec 27-Jan	404.72	
		580-300-160 - UT - Well #2 - Po	Well #2 Power Dec 27-Jan	103.92	
		110-340-110 - GST Receivable	GST Tax Code	25.43	
		900-110-110 - GST Paid	GST Tax Code	25.43	NL 534.07
022025-004	02/11/2025	Saskatchewan Health Authority			
Jan/Feb		580-290-100 - UT - Water - Labr	Water Samp-1050Grand-Ja	21.90	
		580-290-100 - UT - Water - Labr	Water Samp-Heath&Toxicit	176.19	
		580-290-100 - UT - Water - Labr	Water Samp-Gen Chemical	76.90	
		580-290-100 - UT - Water - Labr	Water Samp-Booster Strn-Ja	21.90	
		110-340-110 - GST Receivable	GST Tax Code	14.86	
		900-110-110 - GST Paid	GST Tax Code	14.86	NL 311.75
Total Online Banking:					<u>17,387.61</u>
Total OB:					<u>17,387.61</u>
Grand Total:					<u><u>38,642.83</u></u>

Certified Correct This February 6, 2025

Mayor

Administrator

Deposit Register

Pay group : **004 (CAO & Assistant)**

Pay period : **02 (16Jan2025 to 31Jan2025)**

Cheque date : **31Jan2025**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	31Jan2025	026	Guillemin, Karen	002	907.36
00000002	31Jan2025	040	Pollock, Melissa D.	001	2139.57
00000003	31Jan2025	047	McConnell, Catherine M.	002	1620.67

Pay Group Totals :

Number of Deposits: 3
Total Amount of Deposits: 4667.60

Deposit Register

Pay group : **003 (Council)**

Pay period : **01 (01Jan2025 to 31Jan2025)**

Cheque date : **31Jan2025**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	31Jan2025	051	Smith, Karen L.	005	150.00
00000002	31Jan2025	052	Duke, Christopher	005	280.00
00000003	31Jan2025	053	Miller, Spence	005	384.15
00000004	31Jan2025	054	Sax, Robert G.	005	260.00
00000005	31Jan2025	055	Schultz, Steven D.	005	260.00

Pay Group Totals :

Number of Deposits:5
 Total Amount of Deposits:1334.15

Deposit Register

Pay group : 002 (Public Works)

Pay period : 03 (19Jan2025 to 01Feb2025)

Cheque date : 07Feb2025

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	07Feb2025	020	Neudeck, Joel	003	2567.01
00000002	07Feb2025	024	Warawa, Lorne D	004	1882.45
00000003	07Feb2025	050	Keith, John	004	132.77

Pay Group Totals :

Number of Deposits: 3
Total Amount of Deposits: 4582.23



ADMINISTRATION REPORT TO COUNCIL

December 10, 2024 Council Meeting

Melissa Pollock, Acting Chief Administrative Officer
January 24 – February 7, 2025

Updates:

- Voyent Alert messaging system launched – encourage you to register! 96 residents have registered to date
- Karen – holidays Feb 3-14

Council Meeting Action Items

- Spoke with SUMA about benefits for Councillors

Completed work this period:

- Submitted annual Education Property Tax
- CAO organizing/assigning of duties, meetings, etc. with Public Works
- Records Retention almost completed
- Did a clean up of Paymate and fixed up
- Drafted policies
- Met with RFP interested applicant (wanted to get more of an idea of what kind of work we would be looking for)
- Met with residents regarding request to pave Woodland Bay
- Attended webinar
- Prep for Performance Reviews/job description drafting
- Subdivision discussions with Planning & Development Contracted Services person
- January Bank recs
- January Utility Billing

Work Priority this week:

- Bank Reconciliations / balancing of all GL's, etc. / audit prep
- 2025 Budget Planning
- T4's
- Job description updates
- Performance Reviews
- Submit WCB annual Employer's Payroll Statement

Work Planning for this month & Upcoming Months:

- Joint Use meeting Feb 3
- Proposed Subdivison – 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 Training for all staff
- Audit April 8-9
- 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 and website, 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, cleaning of office, etc. that also consume a significant amount of time.



PUBLIC WORKS REPORT TO COUNCIL December 10, 2024 Council Meeting

**Melissa Pollock, Acting Chief Administrative Officer
January 24 – February 7, 2025**

Updates:

- Damon has been working on his OH&S Level 1 course

Completed work this period:

- Snow Removal / Sanding, including Kinookimaw
- Good cleaning of Greystone & sanding
- Snow Removal on walking path
- Opening of rink shack Mon-Fri

Completed Water/Wells/Sewer work this period:

- Clean & disinfect lab

Work Priority this week:

- Snow removal as required
- Flooding/clearing rink as required/time allows
- Complete training courses already enrolled in
- Performance Reviews

Work Planning for this month & upcoming months:

- Tree trimming
- Install new speed signs on landfill road
- Two fire hydrants to be raised
- Fire hydrant installation – reschedule
- Well house fence
- Complete ongoing training as time allows
- Curbstop Project – ongoing/will resume in spring
- Violence Prevention training for all staff
- Mapping/exercising all water valves
- Work on SOP's for water breaks, etc. with CAO

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.

6.4 gallons per 77 gallons (of 6% javex) or 3.2 gallons per 77 gallons of water if using 12% Chlorine Notes: *Test results in mg/L or ppm *Well water depth - depth in feet below top of Pitless Unit *Non-pumping depth December, 2001 = 117.65 feet

Day	Time	Chlorine Usage (M ³)	Raw Water Readings (M ³)	Water Meter Readings (M ³)	Volume (M ³)	Tests		Well Water Depth (feet)		Tn max 1.0 NTU	Tn Raw	Iron max 0.12 mg/L	Iron Raw	Mn max 0.12 mg/L	Well Hours	Read by
						Cl Free	Cl Total	Non-Pumping	Pumping							
Forward Prev. Reading																
			276,938.0	243,057.0	121.0	1.45	1.50	0.00	0.00	0.14	0.72	0.05	0.63	0.029	245.81	
1/Jan/25	2:00pm	2.40	277144	243444	92	1.38	1.71	0.00	0.08	0.08					253.61	JCN
2/Jan/25	4:30pm	1.91	277307	243234	85	1.33	1.44	0.11	0.11	0.11					259.91	JCN
3/Jan/25	6:30pm	1.12	277403	243275	41	1.28	1.53	0.13	0.13	0.13	0.46	0.01	0.54	0.028	263.61	LDW
4/Jan/25	4:15pm	2.67	277632	243340	115	1.33	1.55	0.13	0.13	0.13					272.41	LDW
5/Jan/25	2:30pm	1.77	277784	243464	74	1.32	1.55	0.12	0.12	0.12	0.35	0.00	0.00	0.052	278.31	LDW
6/Jan/25	2:40pm	2.10	277961	243543	74	1.33	1.55	0.12	0.12	0.12					285.21	LDW
7/Jan/25	1:00pm	1.67	278105	243616	73	1.25	1.50		0.14	0.14	0.15	0.00	0.53	0.042	290.91	LDW
8/Jan/25	7:30pm	1.06	278202	243665	44	1.28	1.54		0.08	0.08	0.15	0.00	0.53	0.042	294.81	LDW
9/Jan/25	11:30pm	2.26	278398	243758	43	1.30	1.51		0.10	0.10					302.41	LDW
10/Jan/25	4:00pm	2.80	278522	243841	83	1.18	1.44	115.2	0.09	0.09	0.19	0.08	0.51	0.025	309.71	JCN
11/Jan/25	2:00pm	1.69	278733	243910	69	1.21	1.46		0.08	0.08					315.11	JCN
12/Jan/25	3:00pm	1.65	278924	243985	75	1.23	1.44	132.2	0.10	0.10					321.21	JCN
13/Jan/25	3:00pm	1.29	279070	244073	88	1.26	1.43		0.09	0.09					329.11	JCN
14/Jan/25	9:00pm	1.25	279177	244120	47	1.27	1.42		0.09	0.09					333.31	LDW
15/Jan/25	6:30pm	1.66	279319	244187	67	1.28	1.44	131.6	0.10	0.10	0.22	0.00	0.60	0.024	338.91	LDW
16/Jan/25	7:00pm	1.57	279454	244258	71	1.22	1.40		0.09	0.09					344.31	LDW
17/Jan/25	1:00pm	2.27	279547	244348	40	1.54	1.93		0.10	0.10	0.21	0.00	0.55	0.044	351.91	LDW
18/Jan/25	11:30pm	1.65	279728	244416	68	1.20	1.39		0.11	0.11					357.51	LDW
19/Jan/25	9:30pm	1.80	279945	244483	67	1.27	1.45		0.11	0.11					363.81	LDW
20/Jan/25	8:30pm	1.90	280118	244566	83	1.27	1.43		0.10	0.10	0.11	0.00	0.57	0.031	370.71	LDW
21/Jan/25	7:00pm	1.76	280261	244635	64	1.16	1.41		0.10	0.10	0.23	0.00	0.52	0.042	376.51	LDW
22/Jan/25	7:00pm	1.55	280417	244705	70	1.20	1.44	116.8	0.09	0.09	0.20	0.00	0.56	0.038	382.81	LDW
23/Jan/25	7:00pm	1.80	280572	244776	71	1.15	1.40		0.10	0.10					389.11	LDW
24/Jan/25	10:00pm	2.28	280766	244867	41	1.18	1.37		0.10	0.10	0.20	0.00	0.56	0.038	396.82	LDW
25/Jan/25	11:15pm	1.76	280917	244938	71	1.18	1.38		0.09	0.09					403.02	JCN
26/Jan/25	11:00am	1.87	281080	245015	77	1.15	1.33		0.08	0.08	0.17	0.02	0.58	0.050	409.52	JCN
27/Jan/25	2:15pm	2.68	281310	245112	97	1.08	1.27	116.5	0.09	0.09					418.82	JCN
28/Jan/25	7:15pm	1.61	281407	245164	52	1.30	1.48		0.08	0.08	0.28	0.00	0.44	0.042	422.82	LDW
29/Jan/25	7:00pm	1.80	281562	245221	67	1.36	1.53		0.08	0.08					428.82	LDW
30/Jan/25	7:00pm	1.62	281705	245302	72	1.39	1.51		0.09	0.09	0.46	0.01	0.50	0.031	434.62	LDW
31/Jan/25	7:00pm	1.68	281852	245372	69	1.39	1.55		0.08	0.08					440.52	LDW
TOTALS																
		0.00	4708.2	2223	41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.000	-	CAO Signature
	MIN VALUE	0.00	277144	243149	41	1.00	1.27	0.00	0.00	0.00	0.00	0.00	0.00	0.000	-	
	MAX VALUE	0.00	281852	245372	115	1.59	1.93	0.00	0.00	0.00	0.00	0.00	0.00	0.000	-	
	AVG VALUE															

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New Monthly Premium Rates Effective January 1, 2025

Elected Mayor and Councilors of the municipality during their term of office are eligible for Group Term Life Insurance, Optional Term Life Insurance, Accidental Death, Disease & Dismemberment Insurance, Optional Accidental Death & Dismemberment Insurance, Extended Health Care, Vision Care and Dental Care.	Benefit	Coverage Amount/Type	Rate	Information
Group Life-P/T, Seasonal & Elected Officials	10,000.00	.312/\$1,000	Mandatory, coverage is automatic, no medical evidence is required. Coverage ends when employment term of office ends, or age 70, whichever comes first. The amount of insurance decreases by 50% at age 65, but the amount of insurance will not go below \$10,000	Additional Term Life Insurance may be purchased by elected officials for themselves and/or their spouse, in multiples of \$10,000 up to a maximum of \$250,000 per person. Coverage between the amounts of \$5,000 and \$15,000 is also available for dependent children. No Medical evidence is required for up to \$30,000 of coverage if an individual applies for this insurance within 31 days of becoming eligible. Coverage ends when term of office ends, or age 70 whichever comes first.
Optional Term Life Insurance	multiples of \$10,000			
Accidental Death & Dismemberment-P/T, Seasonal & Elected	10,000.00	\$ 0.20	Mandatory, Council as a whole must enroll	
Loss of Life	100% of principal amount			
Both hands, both feet or entire sight of both eyes	100% of principal amount			
One hand and one foot	100% of principal amount			
One hand or foot and the entire sight of one eye	100% of principal amount			
Speech and hearing in both ears	100% of principal amount			
One arm or one leg	3/4 of principal amount			
One hand, one foot, or the entire sight of one eye; speech or hearing in both ears	2/3 of principal amount			
Hearing in one ear; thumb and index finger of one hand	1/3 of principal amount			
Critical Disease benefit	10% of principal amount			
Loss of Use of:				
both arms or both hands; both legs or both feet	100% of principal amount			
One arm or one leg	3/4 of principal amount			
One hand or one foot	2/3 of principal amount			
Quadriplegia, paraplegia or hemiplegia	200% of principal amount			

Optional Accidental Death & Dismemberment Insurance	Units of \$10,000	Additional AD&D may be purchased by an individual in units of \$10,000 up to a maximum of \$250,000. 24-hr protection year round. No evidence of insurability is required. Available for individual only or individual and family.
Family coverage as follows:		
Spouse (no eligible dependent children)	50% of individual coverage	
Spouse and eligible dependent children	Spouse 40% of individual coverage, each dep child 10% of individual coverage	
Eligible Dependent children (no spouse)	each dependent child is covered for 15% of individual coverage	
Extended Health Care		
Plan A: 80% of payment of each eligible claim and for drugs listed in the National Formulary. 50% payment of eligible prescription drugs not listed in the National Formulary. Paramedical Practitioner maximum is \$300 per calendar year. Eye exams \$50.00 per person every 2 years.		
Plan A	Single	\$ 44.51
Plan A	Couple	\$ 85.76
Plan A	Family	\$ 129.31
Plan B: 100% payment of each eligible claim and for prescription drugs listed in the National Formulary. 60% payment of eligible prescription drugs not listed in the National Formulary. Paramedical Practitioner maximum is \$300 per calendar year. Eye exams \$50.00 per person every 2 years.		
Plan B	Single	\$ 63.84
Plan B	Couple	\$ 122.19
Plan B	Family	\$ 178.84
Vision Care		\$500 maximum every 24 months per person for frames, lenses and/or contact lenses. May also be used to offset the cost of eye exams, laser eye surgery expenses or other surgical procedures that reduce the need for glasses or contacts.
	Single	\$ 7.14
	Couple	\$ 16.00
	Family	\$ 24.18
Dental Care (Staff enrolled Plan C, Council options A, B or C)		

<p>Plan A: No Deductible, 100% Basic services, Minor Endodontic, periodontal & surgical services, No coverage for major restorative services, major endodontic, & removable prosthodontic services. No coverage for children orthodontic services. \$1500/person/year calendar year maximums for basic services, minor endodontic, periodontal & surgical services.</p>		
<p>Plan A</p>	<p>Single \$ 31.58 Couple \$ 63.12 Family \$ 89.42</p>	
<p>Plan B: No Deductible, 100% Basic services, Minor Endodontic, periodontal & surgical services, 50% coverage for major restorative services, major endodontic, & removable prosthodontic services. No coverage for children orthodontic services. \$1500/person/year calendar year maximums for basic services, minor endodontic, periodontal & surgical services. \$1500/person/year combined with Basic</p>		
<p>Plan B</p>	<p>Single \$ 44.74 Couple \$ 89.45 Family \$ 126.25</p>	
<p>Plan C: No Deductible, 100% Basic services, Minor Endodontic, periodontal & surgical services, 50% coverage for major restorative services, major endodontic, & removable prosthodontic services. 50% coverage for children orthodontic services. \$1500/person/year calendar year maximums for basic services, minor endodontic, periodontal & surgical services. \$1500/person/year combined with Basic \$1500/child's lifetime for orthodontic services</p>		
<p>Plan C</p>	<p>Single \$ 44.74 Couple \$ 89.45 Family \$ 145.33</p>	
<p>DEFINITIONS OF DENTAL COVERAGE</p>		
<p>Basic Dental Services</p>	<p>Routine exams, bite wing x-rays, scaling and cleaning of teeth, fluoride treatments, once in any year for individuals 19 years of age and over, twice in any year separated by 6 months for individuals 18 years of age and under; extraction, fillings; repairs, relining; rebasing of dentures.</p>	
<p>Minor Endodontic, Minor Periodontal & Surgical Services</p>	<p>Root canal therapy; non-surgical treatment of gum disorders; scaling & root planning; maximum of 8 units/year; periodontal appliances; surgical services; much more.</p>	

<p>Major Restorative Services & Major Endodontic Services</p>	<p>inlays, onlays, retentive pins; crowns-porcelain crowns limited to front teeth only; removal & recementation of crowns; replacement of old crowns that can't be made serviceable; retainer inlays, initial fixed bridgework if necessary due to extraction of 1 or more natural teeth; removal & replacement of fixed bridgework if: - existing bridgework is at least 5 years old and can't be made serviceable; - existing appliance is temporary and is replaced by permanent bridge with a year of installation; - replacement is necessary because of extraction of one or more natural teeth.</p>	
<p>Removable Prosthodontic Services</p>	<p>full or partial removable prosthodontics if necessary due to extraction of one or more natural teeth while insured; replacement of or addition to existing removable prosthodontic if: - the existing appliance is at least 5 years old and can't be made serviceable; - existing appliance is temporary and is replaced by a permanent one within a year of its installation; - replacement is necessary because of extraction of one or more natural teeth while insured; - new appliance is required due to accidental dental injury which occurs while insured.</p>	
<p>Orthodontic Services-Children 6 years of age but under 19</p>	<p>diagnosis and x-rays to establish treatment; interceptive, interventive or preventive services; surgical intervention; fixed or removable appliances; habit breaking appliances; full bonding and retention; repairs, adjustments, recementation</p>	



VILLAGE OF BUENA VISTA

Briefing Note

To:	Mayor and Council
Date:	February 11, 2025
Subject:	DONATION POLICY

BACKGROUND:

Community groups reach out to the Village for donations from time to time, and a policy in place will help assist staff and Council in what would be an allowable donation.

A donation policy will help Council in making consistent, fair and equitable donations; and ensure they are being diligent in ensuring that tax dollars are used to support purposes that, in the opinion of Council, are desirable for all or part of the community.

CONSIDERATIONS:

Council should read the policy thoroughly and bring any comments/suggestions/changes/omissions forward. Some sections to really pay attention to are as follows:

FUNDING ELIGIBILITY: ensure this section aligns with what you as Council considers to be priorities for eligible categories of funding

FUNDING INELIGIBILITY: ensure this section aligns with what you as Council considers to not be priorities for funding

GRANTING A DONATION: Under section 19, would Council like to place a maximum donation amount per application? What should this number be?

REMEMBRANCE DAY: Historically, the Village has purchased a wreath every year. Rather than bringing the request to Council each year, this could be placed in this policy as something administration can just do. The cost has been \$55 which would be added to the budget each year.

ACTION: Council to make changes as they determine to be fit. Once Council is agreeance the policy can be put in place.



VILLAGE OF BUENA VISTA

Policy

Department:	Fiscal Services	Policy No.: 01/2025	Resolution:
Title:	DONATIONS	Effective Date:	February 2025
		Last Review Date:	
Next Review Date:	February 2026	Revision Date:	

PURPOSE

1. The purpose of this policy is to:
 - a) Establish funding criteria and application procedures for requests for financial assistance from groups and organizations in the community;
 - b) Provide Council and staff with clear guidelines and direction in considering and responding to requests for assistance;
 - c) Provide an accessible and equitable process for groups and organizations seeking donations from Council; and
 - d) Provide a process which allows Council to maintain a more equitable distribution of Council donations.

SCOPE

2. Council recognizes that many groups and organizations conduct events and provide programs which benefit the South Shore Community. Donations may be considered for applications that are non-profit community groups and organizations.
3. The non-profit organization/group must be located in Buena Vista or serve the South Shore Community residents, or their event/program must be hosted in the South Shore Community.

APPLICATION PROCESS

4. Donation applications are accepted throughout the year from eligible groups and shall be accompanied with a written letter outlining the purpose of the request, how it will support, enhance or provide improved quality of life or safety for community members or promote the South Shore area as a whole.

5. All requests for donations shall be directed in writing using the *Donation Request Application*, attached at Form 'A', to the Village office at 1050 Grand Ave or email to admin@buonavista.ca, a minimum of one (1) month in advance of the event/program so the request may be considered at a Regular Council Meeting.
6. Applicants must demonstrate there is a need for the financial assistance being requested.
7. Applicants must demonstrate a reasonable effort to raise funds from sources other than the Village.
8. Incomplete applications will not be forwarded to Council for consideration.
9. Ineligible applications shall not be considered by Council. Each request must identify a specific defined benefit and outcome.
10. Applications shall be considered on a first come, first served basis so long as funds remain within the budget year.
11. All requests will be assessed based on availability of the requested resources, potential financial impact to the Village, contribution to the well-being of members of the community, recognition of a worthwhile program or cause, and the overall community.

FUNDING ELIGIBILITY

12. Donations must be directly beneficial to the ratepayers of the Village of Buena Vista and/or the South Shore Community. Consideration should be given to granting the most deserving projects and programs and serve organizations who are most in need within the community. The prioritization and donation amounts will vary from year to year depending on circumstances and Council and community priorities and needs. Guided by the principles set out in this Policy, the categories of donations Council may consider are as follows:
 - a) Supporting youth/senior events;
 - b) Community beautification;
 - c) Community heritage;
 - d) Tourism development;
 - e) Community special events;
 - f) Athletic teams/sporting events;
 - g) Community health and wellness;
 - h) Arts and culture;
 - i) Education and skill development; or
 - j) Social and disadvantaged.

FUNDING INELIGIBILITY

13. Funding will not be considered in the following instances:
 - a) Individuals;
 - b) For profit organizations;
 - c) Political organizations or groups;
 - d) Donations that confer a personal benefit to any Village employee or Council;
 - e) Groups whose primary focus is not within the South Shore community;
 - f) Operational expenses;
 - g) Discriminatory activities or events;
 - h) Activities that are contrary to the policies or bylaws of the municipality;
 - i) Activities which are deemed to be unlawful;
 - j) Primary source of funding;
 - k) Groups who are a recipient of any other financial or other type of assistance from the Village;
or
 - l) Where the request does not meet the principles of this Policy.

GRANTING A DONATION

14. There is no guarantee that a request will be approved. A donation request will only be considered if there are unspent funds in the donation budget for the year.
15. No donation will be granted unless specifically authorized by Council in the form of a resolution.
16. All applicants will be notified regarding Council's decision about the application in writing.
17. Organizations shall be limited to one (1) successful donation application per year.
18. The Village does not wish this Policy to be sole source of funding, therefore all donation types will have a maximum of \$5000 per application. This is to assist Council in keeping funding distribution equal and fair.
19. Council is not constrained by the amount requested by the applicant in the application and will be at Council's discretion if an application receives the full amount it has requested.
20. Successful applicants must acknowledge the Village's contribution in all publicity relating to the event or program which the donation supports.
21. In making donations, the Village reserves the right to impose any conditions and restrictions that it deems fit. The letter of award will state, if any, particular restrictions that apply to the donation.

22. Donations made by the Village shall not be regarded as a commitment for continued support in the future. In addition, the Village will not provide guaranteed funding beyond the current year.
23. The applicant must spend any funding on the sole purpose as outlined in the application for which it was awarded; and funds granted are not transferrable between groups or organizations;
24. Any unused funding must be reported to the Village with an explanation of why it went unused. Council will determine if the unused funds must be returned to the Village.
25. In the outcome that the program/event is cancelled, the Village must be notified immediately. Council will determine if the funds must be returned to the Village.
26. All decisions of Council are final. There will be no appeals.

ROLES & RESPONSIBILITIES

27. Council Responsibilities:

- a) Each year as part of the annual budget, Council will determine the financial commitment to be apportioned to donations and will be distributed at the discretion of Council. The amount of funds shall be distributed based upon the evaluation of the requests received.
- b) Council shall exercise its absolute discretion whether to support or reject the application and recommendations of administration.
- c) Supported applications shall be approved by resolution of Council.

28. Administrative Responsibilities:

- a) Administration shall review applications received and ensure they meet the outlined eligibility criteria of this Policy and that sufficient budgeted funds remain in the fiscal year under consideration.
- b) If the application does not meet the eligibility criteria or insufficient funds remain available, administration shall inform the applicant in writing, stating the reasons for ineligibility or of the funding shortfall.
- c) Any donated funds shall be recorded in the appropriate account by administration.
- d) Administration shall submit a report to Council, supported by a copy of the *Donation Application* and *Donation Request Evaluation Checklist*, attached as Form 'B', for their consideration at an upcoming Regular Council Meeting.

- e) Following approval by Council, a written letter of award and payment of the designated funds shall be prepared.
- f) If an application should be rejected by resolution of Council, administration shall notify the unsuccessful applicant in writing stating the reason for rejection by Council.

REMEMBRANCE DAY

- 29. The Village shall purchase annually, in honour of Remembrance Day, one (1) wreath from the respective Royal Canadian Legion Branch.

REQUESTS FOR ASSISTANCE OUTSIDE THE SCOPE OF THIS POLICY

- 30. Notwithstanding any other provisions in this Policy, Council may make donations to a group or organization at any time during the year where they deem such contributions to be warranted due to extraordinary situations. Council may consider each case on its merits and any assistance provided will be without precedent.

POLICY REVIEW

- 31. This policy is subject to change at any time; and shall be reviewed annually and be amended as, and when, amendments to legislation and/or policies necessitate amendments.

COMING INTO FORCE

- 32. This Policy shall come into force on the day of adoption by Council.

Mayor

SEAL

Chief Administrative Officer

DONATION REQUEST APPLICATION – Form 'A'

APPLICANT INFORMATION

Please indicate what type of donation is being requested:

MONATARY DONATION

GIFTS IN KIND

IN KIND SERVICES

Name of Organization: _____

Contact Person: _____

Email: _____

Phone Number: _____

Are you a not-for-profit organization? YES NO

What is your organization/group specifically requesting? _____

THE FOLLOWING ITEMS ARE REQUIRED AS PART OF YOUR APPLICATION

Please attach all relevant information to support this application to help the Village evaluate your request.

- COVER LETTER:** Reason for request. Provide a short description of the project/program and how the funds or in-kind donation will be used. Describe how a donation will enhance your project/program participation and/or volunteerism. Objectives of project/ program and what it aims to achieve.
- SHORT BIOGRAPHY:** What services does your group/organization provide to residents of the Village of Buena Vista? Brief description of organization's mandate.
- FINANCIAL NEED:** Describe the financial need of your organization and why you are requesting this donation. Show exploration of other financial support and options such as fundraising, grant applications and volunteer support.

Applicant Signature: _____ **Date:** _____

OFFICE USE ONLY

Received in Office Date: (month/day/year) / /	Received By:
Date Approved / Not Approved: (month/day/year) / /	Resolution #:

DONATION REQUEST EVALUATION CHECKLIST – Form ‘B’

This evaluation checklist is for Staff/Council Use Only

Date Application received: _____

Group/Organization applying: _____

Type of donation being requested: _____

Approximate donation value being requested: _____

Budgeted funds remaining: _____

CRITERIA

Application form complete (with all necessary information provided)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Application received by deadline	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Applicant is based within, operating within, or serving the Village of Buena Vista and/or South Shore Community	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Event/Program occurring within the Village of Buena Vista or the South Shore Community	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Event/Program benefits residents of Village of Buena Vista or the South Shore Community	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Applicant is a registered Non-Profit/Charity	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Donation type clearly indicated	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Applicant has received prior assistance from the Village Details of prior assistance:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Applicant is receiving assistance from other sources	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Satisfactory Village acknowledgement if donation is awarded	YES <input type="checkbox"/>	NO <input type="checkbox"/>
The application meets all criteria necessary to be forwarded to Council	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Recommendation: _____

Evaluator Signature: _____ **Date:** _____



VILLAGE OF BUENA VISTA

Briefing Note

To:	Mayor and Council
Date:	February 11, 2025
Subject:	MUNICIPAL CREDIT CARD USAGE POLICY

BACKGROUND:

The ultimate goal of updating Village policies is to develop a cohesive and co-ordinated approach in which all employees of the Village are singing the same song, with the same words, to the same tune, in the same key! In an effort to update these policies, a need for a credit card policy was determined.

Purchasing policies and procedures should be in place as a means of good governance for Village purchasing activity (more to come).

It is recommended that the Village develops a credit card policy to:

- Clearly identify staff members who are authorized to have/use credit cards;
- Define expenses for which credit cards may be used;
- Establish procedures for issuing credit cards and reporting lost or stolen cards;
- Determine actions or omissions that qualify as misuse;
- Set maximum credit limits;
- Provide guidelines, responsibilities and accountability for employees on the use of municipal credit cards; and
- The main purpose being an effort to help protect the Village from unauthorized payments.

CONSIDERATIONS:

Council should read the policy thoroughly and bring any comments/suggestions/changes/omissions forward. The employees and limits listed in the policy is what is currently set....Council can change as they see fit.

ACTION:

Council to make changes as they determine to be fit. Once Council is agreeance the policy can be put in place.



VILLAGE OF BUENA VISTA Policy

Department:	Fiscal Services	Policy No.: 02/2025	Resolution:
Title:	MUNICIPAL CREDIT CARD USAGE	Effective Date:	February 2025
		Last Review Date:	
Next Review Date:	February 2026	Revision Date:	

PURPOSE

1. Credit cards are financial tools provided to designated staff members for the purpose of purchasing goods and services necessary for official municipal business. This Policy promotes responsible, efficient, ethical and legal use of the Village's credit cards.
2. The conditions set forth in this Policy govern the responsible use of, and procedures for, credit cards belonging to the Village of Buena Vista for the purpose of conducting Village business. Cardholders are responsible for ensuring that they adhere to this Municipal Credit Card Usage Policy in order to enforce adequate controls to minimize the risk that municipal credit cards are used for fraudulent purposes.

GUIDELINES

3. This Policy applies to all employees of the Village of Buena Vista who are granted and assigned a Municipal credit card. The Village of Buena Vista may issue Credit Cards to its employees as a means for them to pay for expenditures incurred on behalf of the Village. Municipal Credit Cards are to be used when charge accounts are unavailable and where prompt payment will ensure an efficient, cost-effective purchasing option. The Municipal Credit Card should be used to alleviate the burden placed on Village employees and Council members when required to use their personal funds while booking travel, accommodations, or other expenses approved within the Village budget.
4. Municipal Credit Cards should not be used with vendors which the Village has a pre-existing charge account with.

ALLOCATION OF MUNICIPAL CREDIT CARDS

5. A credit card shall only be issued to an employee on approval by Council and in accordance with this Policy.
6. To be eligible for a credit card, an employee must meet the following criteria:
 - a) Purchases significant volumes of goods and services for use by the Village; and
 - b) Incurs regular expenses of a type normally paid by credit card for the completion of their job duties, or for otherwise conducting Village of Buena Vista business.
7. The current credit card limit established for the Village is \$15,000 and has been distributed as follows:
 - a) Chief Administrative Officer (CAO) - \$7,500
 - b) Public Works Foreman - \$7,500
8. All approved cardholders shall be issued a copy of this Policy and shall be required to sign the Credit Card Agreement to indicate that the cardholder understands the Policy and responsibilities of being a cardholder.

DUTIES AND RESPONSIBILITIES

9. **The Cardholder shall:**
 - a) Be required to enter into a *Credit Cardholder Agreement* attached as "Form A".
 - b) For all purchases made, obtain and retain receipts/invoice to validate the expense. Receipts must confirm the description of the goods and services, that the goods and services were received, and must include signature of purchaser.
 - c) Submit receipts, with a notation as to what the purchase was for, to the CAO within 24 hours of purchase. This ensures the credit card balance is paid in full before interest accrues, and purchases can be reviewed by Council at the next regular meeting.
 - d) Take adequate measures to ensure the security of the credit card at all times, including, not sharing the PIN with anyone.
 - e) Immediately notify the CAO if:
 - i. The credit card is lost or stolen;
 - ii. Any unauthorized transactions are detected or suspected; or
 - iii. The credit card is declined or cancelled.

- f) Immediately surrender the credit card upon termination of employment or for any other reason if there is no longer a need to retain the card.

10. **Responsibilities of Chief Administrative Officer (CAO)**

- a. Provide a request, to the credit card provider, authorizing a credit card, within the Cardholder limits, for an employee.
- b. Initiate a request for a replacement credit card in situations where a card is lost, stolen, or damaged.
- c. Cancel the credit card when:
 - i. It is lost or stolen;
 - ii. An employee leaves employment with the Village; or
 - iii. When an employee no longer requires the card.
- c) Review and reconcile the amounts charged to each credit card and identify any unusual transactions.
- d) Ensure all purchases are made in accordance with the Village budget and Purchasing Policy.
- e) Act immediately upon notification that abuse, or improper use of a Village credit card is taking place or suspected.
- f) Monitor transaction errors and disputed charges with the card provider and follow-up, as required, until the situation is resolved.
- g) Ensure that all receipts are submitted by the cardholder such that they can be reconciled and paid.
- h) Follow-up with cardholders, as seen appropriate, to investigate unusual or unfamiliar transactions.

AUTHORIZED USE

11. Credit cards are to be used exclusively for official municipal business purpose approved in the budget. Authorized use includes:
- a) Payment or deposits for goods/services in full or in part for business related expenses;
 - b) Memberships and subscriptions;
 - c) Conference fees, events, travel and training purposes, such as accommodations;
 - d) Office supplies;
 - e) Training courses;
 - f) Operating supplies for conducting Village business;
 - g) Procurement of services required for municipal projects; or

- h) Purchasing supplies, materials and minor equipment necessary for municipal operations.
12. Cardholders may place an order with a supplier either in person, or by telephone. Purchases made via the Internet and websites are generally discouraged. However, if no other avenue is available, cardholders may make online purchases only if the site uses appropriate encryption such as SSL certified websites or provided through a secure connection. An SSL certified website will have a URL beginning with "https" instead of "http" to indicate that they are encrypted.

PROHIBITED USE

13. The following uses of credit cards are strictly prohibited:
- a) Personal or non-business related purchases;
 - b) Cash advances or cash withdrawals;
 - c) Purchases for personal gain or benefit;
 - d) Purchase of in-room amenities during hotel stays while on Village business;
 - e) Purchases that violate Village procurement/purchasing policies or bylaws;
 - f) Purchases that exceed the credit card limit set for the credit card;
 - g) Saving credit card information within an online user account
 - h) Sharing the credit card with an unauthorized users; or
 - i) Purchases not permitted under the Village budget.
14. In situations where there is doubt about the appropriate use of municipal credit card, the user shall seek the approval of the CAO prior to transacting with the card; or in the case of the CAO, consult with Council.

VIOLATIONS & DISCIPLINARY ACTION

15. Non-compliance will result in cancellation of the Employee's Village-supplied credit card and withdrawal of any and all credit card privileges.
16. A cardholder who makes intentional and unauthorized purchases or abuses credit card privileges will be subject to disciplinary action up to and including termination of employment; restitution to the Village of Buena Vista including the amount of the unauthorized charges and interest at the same rate as charged by the issuing credit card company; card cancellation; and criminal prosecution.

POLICY REVIEW

17. This policy is subject to change at any time; and shall be reviewed annually and be amended as, and when, amendments to legislation and/or policies necessitate amendments.

COMING INTO FORCE

18. This Policy shall come into force on the day of adoption by Council.

Mayor

SEAL

Chief Administrative Officer

CREDIT CARDHOLDER AGREEMENT "FORM A"

Cardholder Name and Title:	Credit Card Number:

I, _____ as an employee of the Village of Buena Vista, acknowledge that I have read and understand the *Municipal Credit Card Usage Policy No. 02-2025* and agree to abide by said Policy. As a credit cardholder, I agree to the following:

1. To use the credit card only for approved purposes;
2. To never use the credit card for:
 - a. Personal or non-business related purposes;
 - b. Cash advance or cash withdrawals;
 - c. Purchases for personal gain or benefit;
 - d. Purchase of in-room amenities during hotel stays while on Village business;
 - e. Purchases that violate Village procurement/purchasing policies or bylaws; or
 - f. Any purchase not permitted under Village budget;
3. To ensure that the credit card is kept securely and only used by myself;
4. That I will report if I lose the credit card or it is stolen immediately;
5. That I will report any disputed charges immediately so that they can be rectified as quickly as possible;
6. That I will provide receipts, invoices and all supporting documentation that will reconcile the usage to the monthly statement.

Although this card is issued in your name, it is the property of the Village of Buena Vista and must be used in accordance with the Village's policies and procedures. Violations of these policies shall result in revocation of use privileges. Employees found to have inappropriately used the credit card will be required to reimburse the Village for all costs associated with such improper use. Disciplinary action(s) may be taken up to and including termination of employment. The Village of Buena Vista will investigate and commence, in appropriate cases, criminal prosecution against any employee found to have misused the credit card or who violates the provisions of the cardholder agreement.

Employee cards must be returned to the CAO immediately upon request and in the event of your resignation, retirement, or dismissal. Once a card has been returned, no further use of this card will be authorized.

Credit Card Holder

Date

Chief Administrative Officer

Date

Mayor

Date



VILLAGE OF BUENA VISTA Briefing Note

To:	Mayor and Council
Date:	February 11, 2025
Subject:	REQUEST TO PAVE WOODLAND BAY

BACKGROUND:

Residents on Woodland Bay have all signed a petition/request to have their street paved in 2025. Residents advised that previous Council had approved the paving, however, it has never happened. When searching for background information on this the following was found:

- A letter to a resident of Woodland Bay from May 2019 responding to questions regarding the criteria used to determine what streets get paved,
- A 2018 Ratepayers' Meeting presentation stated "Woodland Bay may be getting roadwork if a suitable drainage path can be agreed upon by the residents. There are starkly different concerns on the north and south of the Bay. ASL is bringing their engineers out to give us some options" (follow up with Public Works Foreman to see if this was completed and if so what the outcome was is required)
- A 2023 Ratepayers' Meeting presentation stated "Woodland Bay is definitely in need. However, there are a lot of problems with drainage/service lines. As well, there is starkly different concerns on the north and south of the bay."

Proper drainage would be one of the biggest concerns to be planned/completed before any paving is completed. When searching for information on this, the following was found, indicating the need for this:

- A letter to a resident of Woodland Bay from February 2016
- A letter to all residents of Woodland Bay from August 2016 which indicated work that was being completed for drainage
- An email from June 2018 with concerns on the drainage (follow up with Public Works Foreman is required to find out the results of the drainage work completed and what is still required)

Also found in the Village Asset Management plan is that Woodland Bay is projected for gravel renewal in 2028 at a projected renewal of \$57,000.

CONSIDERATIONS:

The *Municipalities Act* allows municipalities to raise the cost associated with undertaking capital work, like upgrading a road, from owners of properties abutting the proposed work. This means that the cost associated with a successful proposed local improvement project becomes the responsibility of owners whose properties abut the defined project. Other legislation the Village would be governed under for doing a local improvement is *The Local Improvements Act*.

Paved roads are a very nice driving surface under most weather conditions, however, there are pros and cons to every surface.

There are several factors to consider when paving a road, and sometimes are overlooked when asphalt is applied, and in the opinion of Public Works Foreman have been overlooked before in the Village.

Will the sub surface withstand asphalt over the life span to the surface?

Drainage is another major factor to consider when paving. Is there adequate drainage in place? And will it get to the proper space? It should be in place before asphalt is applied as it is much easier to do and less costly, and could prevent any damage to properties, either along Woodland Bay or abutting streets. Any drainage plan should be an overall plan to factor in drainage along Grand Ave or down 7th, 8th or 9th Street, to ensure no other properties are affected.

Another consideration is utilities. Are they in good condition? Should repairs/improvements be made prior to asphalt being applied?

Pros:

- No dust control (the decrease in cost will be very minimal)
- Road gravel won't wash onto Grand Ave resulting in street sweeping after heavy rains (Village has its own sweeper attachment for its Bobcat)
- No mud in spring/or after rain for the residents along Woodland Bay
- Less maintenance in the first 6-10 years
- Less erosion
- Durable
- No need to grade to maintain road surface

Cons:

- Higher cost
- Higher cost to maintain/future costs
 - o crack sealing done by outside contractor
 - o pot holes
 - o poor water resistance
 - o more salt/sand required in winter

- more sweeping in spring to remove the sand
- higher cost to repair utilities (eg. water mains/services, gasline, etc.) Utility services are shallow here
- Shorter life span before major repair (eg. Repaving)
- Ditches will erode more as water will run faster without the proper drainage
- Would require an extensive drainage plan and work to be done prior

Council has discretion over where and when roads may be built or resurfaced depending on its budget. No law exists that requires a municipality to build a road, and therefore no rules on when a municipality should be paving a road. Each situation is unique and subject to a municipality's discretion. What factors should be used to assess priorities for repaving secondary and local roads (traffic volumes, roadside development, including the number of homes or community sites, requests from residents ?)

Building and maintaining our roads is a significant taxpayer investment. Public Works Foreman believes the overall cost for drainage and paving could quite easily be \$250,000 - \$300,000.



Village of Buena Vista

1050 Grand Avenue
Buena Vista, SK
S2V 1A2

Phone: 306-729-4385 Fax: 306-729-4518
Email: buonavista@sasktel.net

February 29, 2016

-- Woodland Bay
Buena Vista, SK

Dear Mr. & Mrs.

Mayor Dinu asked us to follow up on your conversation with him today with a letter to advise you of our intent to address the drainage issues at your property.

We see this as a three-step process:

- 1) Continue weekly inspection with thawing as necessary of the culvert until spring thaw is here.
- 2) During the regular spring/summer maintenance schedule, dig and inspect the culvert in order to repair or replace as necessary.
- 3) Reshape the East ditch in the easement in order to coax the water to drain towards the culvert faster.

Before proceeding with items 2 or 3, we will be in contact with you again. Should you have any questions, please feel free to contact myself at your convenience.

Yours sincerely

Karen Guillemin
Public Works, Admin Assistant

cc: Mayor Bill Dinu



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S2V 1A2

Phone: 306-729-4385 Fax: 306-729-4518
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August 17, 2016

Woodland Bay
Buena Vista, SK

Dear :

RE: WOODLAND BAY CONSTRUCTION WORK

In a continued effort to improve drainage as well as village roads, I'm pleased to inform you of repairs to Woodland Bay scheduled for August 29 to September 2, weather permitting.

This improvement will consist of the roadway being built up and the ditches being deepened to accommodate improved drainage. As well, four new culverts will be added and one existing but damaged culvert will be replaced.

We are requesting residents stay off the roadway and out of the work zone for personal safety and legal reasons commencing 8 am, Monday August 29. All vehicles or other private property must be off the easement areas as well. You can park your vehicles in the Dobson Park parking lot or on the North side of Grand Avenue between 8th Street and 9th Street during the construction work.

Regarding garbage and recycling pick-up: we will request Loraas picks up the garbage on Woodland Bay first thing Monday morning. Please roll bins back as soon as possible. As for recycling that week, if it is not possible to hold your recycling for an additional 2 weeks, there are extra recycling bins located at the village office that you can use for your private recycling for this week.

Should the schedule change, we will try to keep residents informed via Facebook, our website at www.buenavista.ca, by phone (if we have a current phone number for you), or by door-to-door notes. In the meantime, should you have any questions, please do not hesitate to contact this office. We appreciate your anticipated cooperation and patience during this improvement project.

Yours sincerely,

Cindy Baumgartner
CAO

/KG

Melissa Pollock

From:
Sent: June 23, 2018 9:00 AM
To: BUENA VISTA
Subject: WOODLAND BAY - WATER CROSSING ROAD FROM APPROACH WITH CULVERT
Attachments: 20180621_094724_34285282304783.mp4

As discussed Thursday attached is the video of water crossing the road when it rains. Now that you have placed a culvert this rain water should be diverted to the culvert. Would like to have you review and discuss the alternatives.

CURRENT SITUATION:

- Although some clay and gravel was added to the roadway it was so minimal and based on the current flow of rainwater there is still no crown in the road and the rainwater simply crosses the road.
- When the culvert was placed a clay fill was used with a minimal cover of gravel. When it is dry it's like concrete however any time it rains or I wash our vehicles or clean our pool filter it turns to pudding. We decided to give it the winter to see if it improved....it hasn't and needs to be dealt with.

Would appreciate your thoughts as to what solutions there might be to resolve the current situation.

Please confirm when you are available to discuss.



Virus-free. www.avast.com



Village of Buena Vista

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Buena Vista, SK

S2V 1A2

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Email: buonavista@sasktel.net

15 May 2019

Woodland Bay
Buena Vista

Dear

Thank you for your email of 2 May 2019 which was presented at the May 14, 2019 council meeting.

In response to your question regarding the criteria used to determine what streets get paved in the Village council responds as follows: -

Entrances/exits to the Village
Volume of traffic
Budget available

We have used our budget for paving this year, however, we will be working on budget suggestions for 2020 toward the end of the year.

Should you require any further information please do not hesitate to contact this office.

Yours sincerely

Lorna Davies
CAO

From: Patrick >
Sent: Thursday, January 23, 2025 10:19 PM
To:

Subject: PAVING OF WOODLAND BAY
Attachments: WOODLAND BAY REQUEST FOR PAVING.pdf

Attached is a letter to the Village of Buena Vista administration & council requesting that they budget for the paving of Woodland Bay to be completed in 2025.

The Village of Buena Vista street paving is handled and paid for by the Village of Buena Vista. Costs are not directly or indirectly paid by the resident as in most urban areas. The paving of Buena Vista has additional benefits to the residents including:

- Less dirt, dust or canola oil (sprayed on the road in spring to reduce dust) on our vehicles and blown or tracked onto our properties
- Less chance of rain water runoff crossing the street (typical crowning of the asphalt in the center)
- Increased property value when sold (does not affect assessed value for property taxes)

If everyone wants the street paved, it will have a much better chance of being completed in 2025.

If you have any questions don't hesitate to call Pat : Fran or Don (leaves on vacation Feb 4), Tom

Your signature(s) on the attached letter would be appreciated as soon as possible (hopefully this weekend). Once signed please call one of us to pick it up or please deliver it to us (please call first to ensure we're home, our addresses are on the attached "WOODLAND BAY REQUEST FOR PAVING").

We will put all your signed "WOODLAND BAY REQUEST FOR PAVING" in one package and submit it to the Village of Buena Vista Administration by their deadline February 6 for Council Meeting on February 11 for consideration.

We will advise you of Council's decision when available.

861
860
880
900

January 24, 2025

TO: VILLAGE OF BUENA VISTA ATTN: ADMINISTRATION & COUNCIL

FROM: RATEPAYERS OF WOODLAND BAY, BUENA VISTA

RE: PAVING OF WOODLAND BAY

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Woodland Bay ratepayers approving this request include (note all addresses identified):

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SIGNATURE OF RESIDENT

801 Andy & Pat Kozey

ATTACHED JAN 25

841 Dale & Roxanne Warren

ATTACHED JAN 26

861 Pat & Paula Maschek

Paul Maschek

881 Jeremy Arsenault

ATTACHED JAN 25

901 Pat & Sheri Gordon

ATTACHED JAN 25

921 Keith Moulding & Ann Saleski

PROXY ATTACHED JAN 24

941 Brennan & Ashley Schramm

ATTACHED JAN 27

961 Connie Lang & Bob Martinook

ATTACHED JAN 26

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< ATTACHED JAN 26

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Tom Johnston

880 Francis & Debbie Brimacombe

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920 Cody & Roxanne Larocque

ATTACHED JAN 25

940 Paul & Kathy Champigny

ATTACHED JAN 25

960 Lionel Peyachew

ATTACHED JAN 27

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841

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891

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Jeremy Arsenault

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Pat & Sheri Gordon

921

Patrick Maschek

From: asaleski@sasktel.net
Sent: Friday, January 24, 2025 4:04 AM
To: pat.m@myaccess.ca
Subject: Re: PAVING OF WOODLAND BAY

Hi Pat,
Keith and I are in Mexico until March. I can't seem to download the pdf but you have our signature by proxy.
Good Luck.

On Thu, 23 Jan 2025 22:18:57 -0600, "Patrick Maschek" <pat.m@myaccess.ca> wrote:

Attached is a letter to the Village of Buena Vista administration & council requesting that they budget for the paving of Woodland Bay to be completed in 2025.

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- Increased property value when sold (does not affect assessed value for property taxes)

If everyone wants the street paved, it will have a much better chance of being completed in 2025.

If you have any questions don't hesitate to call Pat Maschek 306-570-9665 (leaves on vacation Feb 4), Tom Johnston 306-536-4455 Fran Brimacombe 306-729-1222 or Don McDonald 306-729-3370.

Your signature(s) on the attached letter would be appreciated as soon as possible (hopefully this weekend). Once signed please call one of us to pick it up or please deliver it to us (please call first to ensure we're home, our addresses are on the attached "WOODLAND BAY REQUEST FOR PAVING").

We will put all your signed **"WOODLAND BAY REQUEST FOR PAVING"** in one package and submit it to the Village of Buena Vista Administration by their deadline February 6 for Council Meeting on February 11 for consideration.

We will advise you of Council's decision when available.

 Virus-free www.avast.com

941

January 24, 2025

TO: VILLAGE OF BUENA VISTA ATTN: ADMINISTRATION & COUNCIL

FROM: RATEPAYERS OF WOODLAND BAY, BUENA VISTA

RE: PAVING OF WOODLAND BAY

The ratepayers of Woodland Bay request that the Village of Buena Vista budget for the paving of Woodland Bay to be completed in 2025.

Woodland Bay was identified as a priority for paving by council prior to COVID years. During the COVID years no additional new paving was done. Following COVID in 2024 the Village of Buena Vista only did repairs to existing paved roads.

Woodland Bay was subdivided and developed in the mid 1980s with all residential lots developed by 2012.

Reasons for Woodland Bay to be the Village of Buena Vista priority for pavement includes:

- Traffic on Woodland Bay is above average for a residential street (other than main arterial roadways into Buena Vista which are already paved)
- Woodland Bay is adjacent to Dobson Park and is utilized as overflow parking for Dobson Park events (Winter Carnival, Special Events such as weddings, ETC)
- All properties are full time residents
- Properties have higher than average assessed values resulting in one of the highest municipal tax revenues for the village (considering the street versus other streets not paved)
- Slope of the street Woodland Bay at Grand Avenue is such that during heavier rains street gravel from Woodland Bay washes onto Grand Avenue pavement resulting in deterioration of the gravel roadway and additional maintenance on Grand Avenue.
- Reduced maintenance of ditch areas with rain water / traffic moving road gravel into ditches

Woodland Bay ratepayers approving this request include (note all addresses identified):

SOUTH SIDE

SIGNATURE OF RESIDENT

801 Andy & Pat Kozey

841 Dale & Roxanne Warren

861 Pat & Paula Maschek

881 Jeremy Arsenault

901 Pat & Sheri Gordon

921 Keith Moulding & Ann Saleski

941 Brennan & Ashley Schramm

961 Connie Lang & Bob Martinook



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- Slope of the street Woodland Bay at Grand Avenue is such that during heavier rains street gravel from Woodland Bay washes onto Grand Avenue pavement resulting in deterioration of the gravel roadway and additional maintenance on Grand Avenue.
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SIGNATURE OF RESIDENT

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- 841 Dale & Roxanne Warren
- 861 Pat & Paula Maschek
- 881 Jeremy Arsenault
- 901 Pat & Sheri Gordon
- 921 Keith Moulding & Ann Saleski
- 941 Brennan & Ashley Schramm
- 961 Connie Lang & Bob Martinook

Connie Lang

BUENA VISTA PARKS & RECREATION

Minutes

February 4th, 2025

Present: Donna Hall, Gary McLennan , Cathy Klemm, Peg Frey , Jeff Jacobs, Reubi Erfle, Jan Franklin ,Mark Percy, Nancy Koszmnan, Bob Sax

Absent; , Sharon Mittermayr Alex Neuls

Meeting called to order at 7:00m at the Village office

Bob Sax, representing council , was welcomed

Motion to accept agenda - Cathy 2nd Nancy- carried

Motion to accept Previous minutes- Mark 2nd Jan- carried

BUSINESS ARISING:

- **Christmas Dinners-** Everyone agreed that we should stay with the same format for next year.
- **Carnival-** Overall a success but very cold..
- **Bus Trip-** 30 have signed up for the trip

FINACIAL REPORT

Nancy brought a proposed budget for 2025 and it was reviewed at the meeting. Nancy will prepare a final copy for the next meeting. Nancy advised that we have approx.. \$400.00 of our grant money left that needs to be spent and some ideas were discussed of where it would be best spent. She also advised that we have \$4,025.33 in our account and \$714.00 in the Heritage account.

NEW BUSINSS

2025 Board elections were held with the following positions filled

Chairperson- Donna Hall

Treasurer- Nancy Koszman

Secretary- Gary Mclennan

- The Bylaw pertaining to BV Parks and Rec were reviewed and changes made to bring it up to date to 2025.
- The BV Maintenance Policy pertaining to Parks and Rec. were also reviewed and changes made to bring it up to date to 2025.
- Donna will make the changes to both BV Bylaw and Maintenance policies.
- Reubi brought up the fact that she takes photographs at our functions and is concerned about posting them on Facebook without a parent's permission. This area was discussed at length and at this time we will go with verbal permission. If a photo is taken of a child then we will approach the parent and explain that it might be posted on facebook and get her/him verbal permission to do this. Suggestions such as only taking long range photos so individuals cannot be identified and then we would have no problem in posting those photos. Photos that would depict a fancy outfit of something special then we will have to ask permission, of the parent.

Meeting adjourned at 8:50pm. Next meeting March 4th, 2025

MINUTES

81st REGULAR MEETING

JOINT USE COMMITTEE

Held at the Town of Regina Beach Office/Zoom

October 28, 2024 @ 4:00 P.M.

Call to Order		Meeting was called to order by Sandi Metz at 4:02 p.m.
Attendance:	Present:	Sandi Metz (Regina Beach Representative), Verne Barber (PVSD Representative), Lyle Stecyk (PVSD Representative), Janelle Law (South Shore Principal), Stephanie Caswell (Recreation Director)
	Absent:	Bob Ballantyne (PVSD Representative), Melissa Pollock (Village of Buena Vista Representative) and Tina Blahitka (Secretary),
	Guests:	
Approval of Agenda:	Barber/Law	That the agenda be approved. Carried.
Approval of Minutes	Barber/Law	That the minutes of the 80 th Regular Meeting held May 6, 2024 be approved Carried
<u>Pending Business:</u>		
Gas Stove	Action: Caswell/Metz	Tabled until next meeting.
Dishwasher	Discussion: Committee Action: Stecyk	Lyle will look into pricing for a mid-range priced triple sink. He will also keep an eye on McDougall Auctions.
Joint Use Committee Bank Account	Blahitka/Caswell	Stephanie reported that electronic transfers has become the payment option of choice by renters and is working good.
<u>New Business:</u>		
Request to Move Joint Use Garbage Can	Discussion: Caswell Action: Janelle/Lyle	Stephanie had a quest by the SCC to move the Joint Use garbage can from the back door of the school. Will look into a new spot for the can.

Air Conditioner Foyer

Discussion: Caswell

This summer a PVSD maintenance worker fixed the air conditioner in the Foyer for camp. We did not know that the foyer had air and it made the camp much more pleasurable.

PVSD Election

Barber

Verne Barber will not be at our next joint use meeting as he will not be running in the next PVSD election. There will be a new representative in January.

Next Meeting

The next meeting was set for January 13, 2025 at 4:00 pm at the Town of Regina Beach office.

Adjournment: 4:22 p.m.

Barber

That the meeting be adjourned. Carried

Chair Person

Secretary

January 2025



Happy New Year from the Lumsden Detachment.

Congratulations to all of our new elected officials.

The Lumsden Detachment will resume providing monthly reports to each of our communities. These monthly reports will consist of a newsletter and a breakdown of calls for service the RCMP responded to in each of our respective communities and rural municipalities.

During 2024, Lumsden Detachment did see an increase in calls for service / incidents. We conducted **11** traffic check stops throughout the year. There was a total of **42** motorists charged criminally with impaired driving and an additional **133** drivers received a provincial driver's license suspension as a result of being over the legal limit for alcohol and / or THC (Cannabis). This was an increase from the previous year in 2023 where the numbers were **36** (Criminal Code) and **82** (roadside suspensions) respectively.

With respect to property crime there were **30** break and enters reported within the Lumsden Detachment area in contrast to **27** being reported in 2023.

We have scheduled this year's Community Consultative Group Meeting to take place on Wednesday, March 19th at the Lumsden Detachment. The meeting will start at 7:00 PM and we are requesting a representative(s) from your community or rural municipality to attend this year's meeting. At the meeting we will provide an update on policing activities in the Lumsden Detachment area. There will be an opportunity to ask any questions or discuss any concerns your community has in relation to crime or policing in your communities. Refreshments will be served at the meeting.

If you have any questions or concerns, please feel free to contact our detachment.

Regards,

Sgt. Dean Gherasim
NCO i/c Lumsden Detachment



Regional Bylaw Services

TO THE COUNCIL OF THE VILLAGE OF BUENA VISTA

WEEKLY REPORT 2025-01-24

161-6th St. – Upon inspection, the trailered 14' aluminum boat has been removed. Close file.

1164 Highwood Ave. – The office informed me that the vehicle owner has been into the office and have authorized him until Feb 15/25 to remove all vehicles from the Row. I will re-inspect after that date. Keep file open.

Bob Gourlay – Bylaw Officer - Regional Bylaw Services



377, rue Bank Street
Ottawa, Ontario K2P 1Y3
tel./tél. 613 236 7238
fax/télé. 613 563 7861
www.cupw-sttp.org



CUPW respectfully acknowledges this office is located on the traditional unceded territory of the Anishinaabeg People.

Le STTP reconnaît, en tout respect, que son bureau est situé sur le territoire traditionnel et non cédé des peuples anishinaabés.

BY EMAIL AND MAIL

January 16, 2025

Karen Smith, Mayor
Village of Buena Vista
1050 Grand Ave
Buena Vista, SK S2V 1A2

RECEIVED
JAN 27 2025

Dear Karen Smith:

RE: Industrial Inquiry Commission Reviewing Canada Post

As you may know, the Canada Industrial Relations Board, as instructed by the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission led by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

The Commission has been tasked with reviewing the obstacles to negotiated collective agreements, as well as making recommendations about the future structure of Canada Post. The Commission has until May 15, 2025, to submit its final report to the government.

While time is extremely short, the good news is that there is an opportunity for you to make a submission as part of the Commission's public review. CUPW would like to ensure that the views of municipalities are considered. Therefore, if at all possible, we would like you to provide input to the Commission.

During the last public review on the mandate of Canada Post in 2016, the active engagement of municipalities was critical in the decision to maintain door-to-door delivery and immediately stop the further rollout of community mailboxes. However, there is nothing to stop the Commission from making recommendations to bring that back or to suggest other cutbacks.

We have enclosed a sample resolution that your municipality can adopt about making a submission to the Commission, expanding services at the public post office, and the need for more robust public stakeholder consultation. We have also included a document with some suggested themes to consider for your written submission. If you can, please let us know if you plan to participate, pass a resolution, and can send us copies of the materials you submit.

Upcoming Federal Election

We also find ourselves in a period of federal political uncertainty, with the possibility of a federal election only months away. This will raise public discussion and debates on many issues affecting the public and all municipalities.

In all likelihood, it will be the next federal government that will determine what will be done with the Commission's report.



In the run-up to the federal election, we urge you to question the political parties on their intentions for Canada Post, and insist they make clear their public commitments regarding the following issues:

- Preserving our universal and public postal service;
- Maintaining the moratorium on post office closures;
- Maintaining door-to-door mail delivery; and,
- Establishing postal banking to offset the loss of financial services in many communities.

Thank you very much for considering our request. There's a lot at stake and we appreciate anything you can do to help. CUPW is confident that we can build on our past success and convince the Commission to recommend against service cuts, to maintain good jobs in our communities, expand services that generate additional revenues to keep Canada Post self-sustaining and allow us to build a universal, affordable and green public postal system for future generations.

For more information, please visit deliveringcommunitypower.ca or contact Brigitte Klassen at bklassen@cupw-sttp.org.

Sincerely,



Jan Simpson
National President

Encl.

c.c. National Executive Committee, Regional Executive Committees, Regional and National Union Representatives, CUPW Locals, Specialists





Canada Post is Under Review through Section 108 of the *Canada Labour Code*

As you may know, the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post just before the holiday break, ordering CUPW members to return to work under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission lead by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

It will review Canada Post's financial situation, the possible diversification or alteration of delivery models, Canada Post's viability as it is currently configured, as well as bargaining issues, including full-time employment, health and safety and job security and produce a report not later than May 15, 2025. Accordingly, Kaplan's "recommendations may include amendments to the collective agreement, and any other changes to be implemented, including the structures, rights and responsibilities of the parties in the collective bargaining process."

The Commission is Seeking Input

We have an incredibly short timeline to follow. Hearings will begin January 27 with statements from both CUPW and Canada Post. The good news is that there is an opportunity for third parties to send in a written submission to the Commission as part of its public review. CUPW and Canada Post must have their bilingual submissions in to the commission by end of day Monday, January 20. We do not have a date or mechanism yet for third-party submissions, but it could be very soon. CUPW would like to ensure that the views of community groups, municipalities, allied organizations and labour are also considered. Therefore, if at all possible, we would like you to provide input to the Commission.

Please let us know if you will be making a submission. Please contact Brigitte Klassen at bklassen@cupw-sttp.org, so we can provide you with more details on how to send it to the Commission as soon as we have more information.

As time is of the essence and to help get you started on your submission, here are some suggested themes to consider that are important supplements to CUPW's bargaining demands.

- Keep Canada Post a Public Service
- Maintain universal service at a uniform price
- Expanded services to diversify and generate new revenue streams, no service cuts
 - add financial services
 - maintain the moratorium on post office closures to enable community hubs (meeting spaces, sales of local crafts, community gardens, government services for all levels of government)
 - maintain door-to-door delivery and increase where financially viable
- Major changes to Canada Post should not be made without full public consultation conducted through a mandate review involving all stakeholders

Keep Canada Post a Public Service

The Commission will examine the financial situation at Canada Post. Currently, the Crown Corporation is required only to be self-sufficient. It is completely user-funded and does not rely on taxpayer dollars. Canada Post still tends to prioritize major, high-profit customers over the public and providing a public service. Canada Post must not lose sight of its public interest objectives.

Major changes to Canada Post and the *Canadian Postal Service Charter* should not be made without full public consultation and hearings conducted through a mandate review involving all stakeholders. There is simply not enough time to do this under the Labour Minister's *Canada Labour Code* Section 108 order.

Maintain universal service at a uniform price

There have also been calls in the media and by various think tanks to privatize or deregulate Canada Post with little regard for the impact on public service or working conditions. Though transaction mail has been in decline, there are still over 2 billion letters delivered every year to an increasing number of addresses. Canada Post has an exclusive privilege (a monopoly) to handle letters so that it is able to generate enough money to provide affordable postal service to everyone, no matter where they live, be it a large urban centre or a rural or isolated community. There is no comparison in the world of a deregulated or privatized post office that serves anything near Canada's vast size and geography.

It will become increasingly difficult for our public post office to provide universal postal service if the exclusive privilege is eroded or eliminated. The exclusive privilege funds its universality. If parts of the service are deregulated or privatized, competitors will leave it to Canada Post alone to provide increasingly expensive delivery service to rural and remote communities, while they compete in profitable urban areas.

Providing Canada Post with an exclusive privilege to handle addressed letters is a form of regulation. Reducing or eliminating this privilege is deregulation. We have this regulation for a reason.

Expanded services to diversify and generate new revenue streams, no service cuts

For years, CUPW has been advocating for new and expanded services to help diversify and create new revenue streams as a direct means to handling decline in letter volumes. Many of these services, such as postal banking, already exist in many other post offices around the world and they generate significant revenue. Around the world, more than 1.2 billion people hold postal bank accounts.

Providing new services through the existing corporate retail network ensures that good jobs remain for workers and their families in the communities in which they live.

Financial Services

Given Canada Post's vast retail network, postal banking would offer in-community service for those who are underbanked or who have had their financial institutions close and leave town. Today, there are many rural communities with post offices, but no banks or credit unions. Very few Indigenous communities are served by local bank branches. Hundreds of thousands of low-income Canadians don't have bank

accounts at all, and almost 2 million Canadians rely on predatory payday lenders for basic financial services.

Postal banking is relatively straightforward. Like commercial banks, post offices would provide everyday financial services like chequing and savings accounts, loans and insurance. Postal banking could also be used to deliver government loans, grants and subsidies to boost renewable energy projects and energy-saving retrofits.

In many countries, postal banking is also mandated to provide financial access for all citizens and to play a role in addressing social inequalities. Postal banking could provide reliable financial services that everyone needs at affordable rates.

Community Hubs and Moratorium on Post Office Closures

We have also advocated community hubs (provide government services for all levels of government, meeting space, sales of local crafts, community gardens) and EV charging stations.

One of Canada Post's demands during Negotiations was to have the *flexibility* to close more than 130 of the 493 corporate Retail Post Offices that are protected under the current CUPW-Canada Post Urban Postal Operations collective agreement. These are post offices that are run by Canada Post and are not franchises located inside another host business.

While about three-quarters of these are also covered by an additional 1994 moratorium on closures, for those that are not, they could end up being privatized or disappear altogether if we lose this contract language. Residents may then have to travel further for their postal needs. No franchise host business is going to give up retail space for community hubs, nor parking space for charging stations that generate revenue for Canada Post. Longstanding, good-paying, full-time jobs in our communities could be replaced with low-wage, part-time work.

You can find a list of the post offices under the moratorium and how they are protected here: <https://www.tpsgc-pwgsc.gc.ca/examendepostescanada-canadapostreview/rapport-report/bureaux-outlets-eng.html>

Senior Check-Ins

We have proposed creating a senior check-in service as well. Senior check-ins could bring peace of mind to loved ones and relatives who don't live nearby. Japan, France and Jersey in the British Isles currently offer effective and successful senior check-in services through their national postal services. Door-to-door postal workers are already watchful for signs that something isn't quite right. They could be allotted extra time on their routes to simply check in on seniors or people with mobility issues who sign up for the service to make sure everything is okay and deliver peace of mind.

Find out more about our service expansion proposals at <https://www.deliveringcommunitypower.ca>

Canada Post and the Industrial Inquiry Commission

Whereas the Canada Industrial Relations Board, as instructed by the Federal Minister of Labour, Steven MacKinnon, ordered the end to the postal strike and the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*.

Whereas the Federal Minister of Labour, Steven MacKinnon, created an *Industrial Inquiry Commission* under Section 108 of *Canada Labour Code*, led by William Kaplan, that will work with the Canadian Union of Postal Workers (CUPW) and Canada Post to examine the future of the public post office, including possible changes to the *Canadian Postal Service Charter*.

Whereas Canada Post is, first and foremost, a public service.

Whereas the *Commission* has been tasked with reviewing the obstacles to negotiated collective agreements between CUPW and Canada Post, the financial situation of Canada Post, Canada Post's expressed need to diversify and/or alter its delivery models in the face of current business demands, the viability of the business as it is currently configured, CUPW's negotiated commitments to job security, full-time employment, and the need to protect the health and safety of workers.

Whereas the *Commission* only has until May 15, 2025, to submit its final report to the government and make recommendations about the future structure of Canada Post.

Whereas while there is room for written input, the *Commission* process is not widely publicized, nor equivalent to a full and thorough public service review of Canada Post's mandate allowing for all stakeholder input, as has been undertaken by previous governments.

Whereas it will be crucial for the *Commission* to hear our views on key issues, including maintaining Canada Post as a public service, the importance of maintaining the moratorium on post office closures, improving the *Canadian Postal Service Charter*, home mail delivery, parcel delivery, keeping daily delivery, adding postal banking, greening Canada Post, EV charging stations, food delivery, improving delivery to rural, remote and Indigenous communities, and developing services to assist people with disabilities and help older Canadians to remain in their homes for as long as possible – and at the same time, helping to ensure Canada Post's financial self-sustainability.

Therefore, be it resolved that (name of municipality) provide input to the *Commission* in the form of a written submission.

Therefore, be it resolved that (name of municipality) will write the Federal Minister of Labour, Steven MacKinnon, and the Federal Minister of Public Services and Procurement of Canada, Jean-Yves Duclos, who is responsible for Canada Post, to demand that no changes be made to the *Canada Post Corporation Act*, Canada Post's mandate or the *Canadian Postal Service Charter* without a full, thorough, public review of Canada Post, including public hearings, with all key stakeholders, in every region of Canada.

PLEASE SEE THE MAILING INFORMATION FOR RESOLUTIONS ON REVERSE SIDE

MAILING INFORMATION

1) Please send your resolution to the Commission:

- We do not have a mailing address at this time. As we understand it, this is the email address that will collect the documents on behalf of the Commission:
edsc.cdi-iic.esdc@labour-travail.gc.ca

2) Please send your resolution to the Ministers responsible for Labour and Canada Post, and your Member of Parliament:

- Steven MacKinnon, Federal Minister of Labour, House of Commons, Ottawa, Ontario, K1A 0A6
- Jean-Yves Duclos, Federal Minister of Public Services and Procurement of Canada, House of Commons, Ottawa, Ontario, K1A 0A6
- Your Member of Parliament

Note: Mail may be sent postage-free to any member of Parliament. You can get your MP's name, phone number and address by going to the Parliament of Canada website at <https://www.ourcommons.ca/Members/en>

3) Please send copies of your resolution to:

- Jan Simpson, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3
- Rebecca Bligh, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario K1N 5P3

SUMAssure 2025 AGM:

Thursday, March 27, 2025

10:00 a.m.

Held virtually via Zoom

Every member that registers a voting delegate and they attend the AGM, the member will be entered for the chance to win a \$500 risk management grant. The winning member will be notified following the AGM, and announced in the post-AGM newsletter.

Meeting Date, Time, and Location

In accordance with the Bylaws regulating SUMAssure, notice is hereby served to all subscribers that the **Annual General Meeting (AGM)** of the SUMAssure Insurance Reciprocal will be held on **Thursday, March 27, 2025**, at 10:00 a.m. via Zoom.

A representative from your municipality or municipal related entity is strongly encouraged to attend the AGM to ensure your voice is represented.

Agenda - attached

The audited 2024 year-end financial statements will be provided once they are completed and approved by the Management Board.

Voting Delegates

SUMAssure subscribers are able to appoint one representative who will act as a Voting Delegate and will attend the AGM. Any individual may be appointed as the Voting Delegate, and for so long as, the individual:

- is a member of a council or an appointed official or employee of the Subscriber for which the individual is appointed as the Voting Delegate;
- is not a person who has the status of a bankrupt;
- is not a person who is of unsound mind, having been so found by a Court in Canada or elsewhere; and
- is a person who is eighteen (18) years of age or more.

On **Monday, March 24, 2025** Voting Delegates will receive additional information on the following:

- Nomination and Disclosure forms for SUMA-nominated and elected positions
- Information on how to access the online voting platform

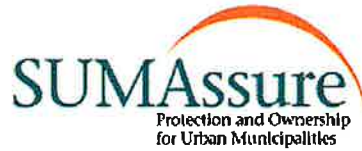
Registration

All elected officials and municipal employees of the subscribing community can attend even if they are not the appointed Voting Delegate.

Each person attending must be registered separately. Please register by **Friday, March 21, 2025**.

Questions?

Questions can be directed to Chief Executive Officer Tania Wendling at ceo@sumassure.ca or 306-525-4379.



SUMAssure
March 27, 2025 - Annual General Meeting - 10:00 AM

- 1 Declaration of Quorum & Call to Order - Glenn George, Chair**
- 1.1 Quorum: minimum of 12 subscribers represented by a Voting Delegate
- 2 Adoption of Agenda – Glenn George, Chair**
- 3 Adoption of 2024 AGM Minutes – Glenn George, Chair**
- 4 Introduction of SUMAssure Management Board – Glenn George, Chair**
- 5 Annual Report – Glenn George, Chair**
- 6 Audited Financial Statements - Nadine Horvath, Treasurer**
- 7 Appointment of Auditors for 2025 - Nadine Horvath, Treasurer**
- 8 Election of Board Members - Tania Wendling, Chief Electoral Officer**
- 8.1 Ratification of SUMA Nominations (three positions for two year term)
- 8.2 Election of Elected Positions (two positions for two year term)
- 9 Other Business & Question Period – Glenn George, Chair**
- 10 Declaration of Voting Results - Tania Wendling, Chief Electoral Officer**
- 11 Adjournment – Glenn George, Chair**



January 31, 2025

To: All Municipal Councils
c/o Clerks and Administrators

NOTICE OF SAMA ANNUAL MEETING

In accordance with *The Assessment Management Agency Act*, municipal councils are hereby notified that the Saskatchewan Assessment Management Agency (SAMA) will hold its Annual Meeting on **Wednesday, April 9, 2025, at Conexus Arts Centre in Regina**. The theme of SAMA's 2025 Annual Meeting is "Revaluation 2025: Why it Matters to You." At the meeting we will discuss the newly implemented 2025 Revaluation, with an emphasis on how SAMA, in partnership with our clients and stakeholders, is preparing for the future to continue to bring value to municipalities in the province.

Registration fees for the annual meeting are \$75 if registered before March 31, 2025, and \$85 after March 31, 2025. SAMA will also be offering a virtual option for the 2025 annual meeting. A registration fee of \$25 will be charged for virtual access to the annual meeting. Delegates are welcome to share virtual access for a group of people. Virtual attendees are not allowed to vote on resolutions.

SAMA will again offer a half day training session the day before the Annual Meeting specifically geared to administrators. The session will run the afternoon of April 8, 2025, from 1:30 – 4:30, and will be held at the **Conexus Arts Centre in Regina**, in the same room as the Annual Meeting. There is no cost for the training session, however, delegates are asked to pre-register for the session. We will also be offering a virtual session for attendees who cannot attend the training session in person.

A block of hotel rooms will be set aside for the 2025 AGM, with more information to come in the Annual Meeting Registration Brochure package sent to municipalities by March 1, 2025.

Municipal councils may appoint up to two voting delegates to attend the Annual Meeting. The voting delegates can be any elected or administrative representative named by the municipal council to attend SAMA's Annual Meeting as a voting delegate. Additional delegates, including members of council and administration, may also attend the Annual Meeting as non-voting participants.

Registration on the day of the annual meeting will begin at **8:15 a.m. on April 9, 2025**, with the formal meeting commencing at **9:30 a.m.** Refreshments will be provided throughout the day, and lunch is included with each delegate's in-person registration fee.

Business conducted at the SAMA Annual Meeting will include:

- consideration of resolutions with respect to assessment policy and practices, assessment administration or assessment legislation;

- receipt of the board of directors' annual report;
- consideration of reports made by SAMA; and,
- consideration of any changes proposed by SAMA to assessment legislation.

As stated in section 17(1) of the *Annual Meeting Bylaw*, a municipal council may, not less than one month before the date set for the convening or reconvening of the annual meeting, deliver to the Board a proposed resolution for consideration at the annual meeting. A municipal council may present a resolution respecting assessment policy and practices, assessment administration or assessment legislation. **The deadline for submission of regular (non-emergent) resolutions is March 9, 2025.** Resolutions may be submitted by mail to my attention at SAMA Central Office, 200-2201-11th Avenue, Regina, Saskatchewan, S4P 0J8, by or by email at sama.agm@sama.sk.ca.

The full registration package and agenda for SAMA's Annual Meeting will be sent to municipal councils by March 1, 2025. If you have any questions about the annual meeting, please contact SAMA at 1-800-667-7262 or by email at sama.agm@sama.sk.ca.

Sincerely,



Betty Rogers
SAMA Chief Executive Officer