

**Agenda**  
**Village of Buena Vista**  
**Regular Council Meeting on February 13, 2024 at 7:00p.m.**  
**1050 Grand Avenue,**  
**Buena Vista, Saskatchewan**

**Call to Order**

**Agenda Approval**

**Approval of Minutes**

- Minutes of Regular Council Meeting – January 23, 2024

**Statement of Financial Activities**

- Public Works Payroll Jan 20 – Feb 3 \$5,825.88
- Administration Payroll Jan 16 - 31 \$4,973.82
- Administration Payroll Feb 1-15 - \$4905.89

**Payment of Accounts**

- Cheques #10852 –10870 in the amount of \$41,398.32
- Online Banking Accounts in the amount of \$34,814.32
- Credit Card Payments in the amount of \$478.20

**Staff and Council Reports**

- Administrator's Report
- Public Works Report

**Unfinished Business**

- Bylaw 02/24 A Bylaw of the Village of Buena Vista to Fix the Rates to be Charged for the Use of the Group Holding Tank in the Edgewood Subdivision

***Deposit Register***Pay group : **002 (Public Works)**Pay period : **03 (21Jan2024 to 03Feb2024)**Cheque date : **09Feb2024**

| Voucher No. | Pay Date  | Emp. No. | Employee Name    | Dept. No. | Institute / Transit / Account |       |              | Amount  |
|-------------|-----------|----------|------------------|-----------|-------------------------------|-------|--------------|---------|
| 00000001    | 09Feb2024 | 013      | Neudeck, Catrina | 004       | 889                           | 52688 | 010111855806 | 2109.62 |
| 00000002    | 09Feb2024 | 020      | Neudeck, Joel    | 003       | 003                           | 00008 | 5215256      | 2261.98 |
| 00000003    | 09Feb2024 | 024      | Warawa, Lorne D  | 004       | 001                           | 06758 | 3887678      | 1454.28 |

**Pay Group Totals :**

Number of Deposits:3

Total Amount of Deposits:5825.88

# Deposit Register

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

Pay period : **02 (16Jan2024 to 31Jan2024)**

Cheque date : **31Jan2024**

| Voucher No. | Pay Date  | Emp. No. | Employee Name       | Dept. No. | Institute / Transit / Account |       |         | Amount  |
|-------------|-----------|----------|---------------------|-----------|-------------------------------|-------|---------|---------|
| 00000001    | 31Jan2024 | 026      | Guill  min, Karen   | 002       | 004                           | 75448 | 6388999 | 1137.97 |
| 00000002    | 31Jan2024 | 028      | Manz, Krista        | 001       | 002                           | 20438 | 0241180 | 2051.93 |
| 00000003    | 31Jan2024 | 040      | Pollock, Melissa D. | 002       | 003                           | 04298 | 5009097 | 1783.92 |

**Pay Group Totals :**

Number of Deposits:3

Total Amount of Deposits:4973.82

**Deposit Register**Pay group : **004 (CAO & Assistant)**Pay period : **03 (01Feb2024 to 15Feb2024)**Cheque date : **15Feb2024**

| Voucher No. | Pay Date  | Emp. No. | Employee Name       | Dept. No. | Institute / Transit / Account |       |         | Amount  |
|-------------|-----------|----------|---------------------|-----------|-------------------------------|-------|---------|---------|
| 00000001    | 15Feb2024 | 026      | Guillemin, Karen    | 002       | 004                           | 75448 | 6388999 | 1020.04 |
| 00000002    | 15Feb2024 | 028      | Manz, Krista        | 001       | 002                           | 20438 | 0241180 | 2101.93 |
| 00000003    | 15Feb2024 | 040      | Pollock, Melissa D. | 002       | 003                           | 04298 | 5009097 | 1783.92 |

**Pay Group Totals :**

Number of Deposits:3

Total Amount of Deposits:4905.89

# Village of Buena Vista List of Accounts

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Bank Code - AP - AP-General Oper

## COMPUTER CHEQUE

| Payment #      | Date              | Vendor Name                          | GL Account | GL Transaction Description  | Detail Amount | Payment Amount |
|----------------|-------------------|--------------------------------------|------------|-----------------------------|---------------|----------------|
| Invoice #      |                   |                                      |            |                             |               |                |
| <b>10852</b>   | <b>02/13/2024</b> | <b>Heidelberg Materials</b>          |            |                             |               |                |
| 6889510        |                   | 530-440-110 - TS - Sand              |            | Salted Sand - Jan           | 1,400.79      |                |
|                |                   | 110-340-110 - GST Receivable         |            | Both Tax Code               | 58.92         |                |
|                |                   | 900-110-110 - GST Paid               |            | Both Tax Code               | 58.92 NL      | 1,459.71       |
| <b>10853</b>   | <b>02/13/2024</b> | <b>Munisoft</b>                      |            |                             |               |                |
| 2024/25-00041  |                   | 510-410-190 - GG - Office - Soft     |            | IT Services Premium         | 192.92        |                |
|                |                   | 110-340-110 - GST Receivable         |            | Both Tax Code               | 9.10          |                |
|                |                   | 900-110-110 - GST Paid               |            | Both Tax Code               | 9.10 NL       | 202.02         |
| 2024-25-00082  |                   | 510-600-140 - GG - Purchase of       |            | Server Computer & Monitor   | 1,998.36      |                |
|                |                   | 110-340-110 - GST Receivable         |            | Both Tax Code               | 94.29         |                |
|                |                   | 900-110-110 - GST Paid               |            | Both Tax Code               | 94.29 NL      | 2,092.65       |
| 2024/25- 00082 |                   | 510-410-140 - GG - Office Supp       |            | HDMI Adapter -Server Com    | 62.54         |                |
|                |                   | 110-340-110 - GST Receivable         |            | Both Tax Code               | 2.95          |                |
|                |                   | 900-110-110 - GST Paid               |            | Both Tax Code               | 2.95 NL       | 65.49          |
| 2024/25 -00082 |                   | 510-410-190 - GG - Office - Soft     |            | Office 365/Email, Network/S | 1,716.14      |                |
|                |                   | 110-340-110 - GST Receivable         |            | Both Tax Code               | 80.95         |                |
|                |                   | 900-110-110 - GST Paid               |            | Both Tax Code               | 80.95 NL      | 1,797.09       |
|                |                   |                                      |            | Payment Total:              |               | 4,157.25       |
| <b>10854</b>   | <b>02/13/2024</b> | <b>Professional Bldg. Insp. Inc.</b> |            |                             |               |                |
| 2401319        |                   | 525-230-110 - PS - Building Insp     |            | Fees -Jan                   | 315.00        |                |
|                |                   | 110-340-110 - GST Receivable         |            | GST Tax Code                | 15.75         |                |
|                |                   | 900-110-110 - GST Paid               |            | GST Tax Code                | 15.75 NL      | 330.75         |
| <b>10855</b>   | <b>02/13/2024</b> | <b>Saskatchewan Health Authority</b> |            |                             |               |                |
| 3461237        |                   | 580-290-100 - UT - Water - Labr      |            | Water Test -Jan 26          | 21.90         |                |
|                |                   | 110-340-110 - GST Receivable         |            | GST Tax Code                | 1.10          |                |
|                |                   | 900-110-110 - GST Paid               |            | GST Tax Code                | 1.10 NL       | 23.00          |
| 3461479        |                   | 580-290-100 - UT - Water - Labr      |            | Water Test -Jan 30          | 21.90         |                |
|                |                   | 110-340-110 - GST Receivable         |            | GST Tax Code                | 1.10          |                |
|                |                   | 900-110-110 - GST Paid               |            | GST Tax Code                | 1.10 NL       | 23.00          |
| 3462079        |                   | 580-290-100 - UT - Water - Labr      |            | Water Test - Feb 6          | 21.90         |                |
|                |                   | 110-340-110 - GST Receivable         |            | GST Tax Code                | 1.10          |                |
|                |                   | 900-110-110 - GST Paid               |            | GST Tax Code                | 1.10 NL       | 23.00          |
|                |                   |                                      |            | Payment Total:              |               | 69.00          |
| <b>10856</b>   | <b>02/13/2024</b> | <b>Commercial Truck Equip.</b>       |            |                             |               |                |
| RE-0004708510  |                   | 530-420-100 - TS - Vehicle/Equi      |            | Solenoid -3 Tonne           | 422.20        |                |
|                |                   | 110-340-110 - GST Receivable         |            | Both Tax Code               | 19.92         |                |
|                |                   | 900-110-110 - GST Paid               |            | Both Tax Code               | 19.92 NL      | 442.12         |
| <b>10857</b>   | <b>02/13/2024</b> | <b>Commissionaires</b>               |            |                             |               |                |
| 37832          |                   | 520-260-100 - PS -Bylaw Enforc       |            | Bylaw Services -            | 212.00        |                |
|                |                   | 110-340-110 - GST Receivable         |            | GST Tax Code                | 10.60         |                |
|                |                   | 900-110-110 - GST Paid               |            | GST Tax Code                | 10.60 NL      | 222.60         |
| <b>10858</b>   | <b>02/13/2024</b> | <b>DMM Energy</b>                    |            |                             |               |                |
| B13171NM       |                   | 530-425-110 - TS - Diesel            |            | Diesel Fuel -Jan            | 2,037.27      |                |
|                |                   | 110-340-110 - GST Receivable         |            | GST Tax Code                | 101.86        |                |
|                |                   | 900-110-110 - GST Paid               |            | GST Tax Code                | 101.86 NL     | 2,139.13       |
| <b>10859</b>   | <b>02/13/2024</b> | <b>Gourlay &amp; Associates</b>      |            |                             |               |                |
| 211            |                   | 510-210-170 - GG - Admin. - Tr       |            | Bylaw Training -Module 1-3  | 788.64        | 788.64         |

# Village of Buena Vista List of Accounts

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## COMPUTER CHEQUE

| Payment #    | Date              | Vendor Name                            | GL Transaction Description    | Detail Amount | Payment Amount |
|--------------|-------------------|--|-------------------------------|---------------|----------------|
| Invoice #    |                   | GL Account                             |                               |               |                |
| <b>10860</b> | <b>02/13/2024</b> | <b>Hastings, Barry (Hugh)</b>          |                               |               |                |
| Jan 23/24    |                   | 210-300-100 - Meter Deposits           | WMD Refund -197 Woodlar       | 24.20         | 24.20          |
| <b>10861</b> | <b>02/13/2024</b> | <b>Water Blast Manufacturing</b>       |                               |               |                |
| SV061091     |                   | 530-410-130 - TS - Maint/Parts -       | Hotsy Repair                  | 554.31        |                |
|              |                   | 110-340-110 - GST Receivable -         | Both Tax Code                 | 26.15         |                |
|              |                   | 900-110-110 - GST Paid                 | Both Tax Code                 | 26.15 NL      | 580.46         |
| <b>10862</b> | <b>02/13/2024</b> | <b>Hyvac Sewer Service Ltd.</b>        |                               |               |                |
| 8560         |                   | 585-295-200 - UT- Sewage Pur           | Edgewood Septic Removal       | 1,979.48      |                |
|              |                   | 110-340-110 - GST Receivable -         | GST Tax Code                  | 98.97         |                |
|              |                   | 900-110-110 - GST Paid                 | GST Tax Code                  | 98.97 NL      | 2,078.45       |
| 8558         |                   | 585-295-100 - UT - Sewer - Con         | Filtration Plant Hauls x9 hrs | 1,200.00      |                |
|              |                   | 110-340-110 - GST Receivable -         | GST Tax Code                  | 60.00         |                |
|              |                   | 900-110-110 - GST Paid                 | GST Tax Code                  | 60.00 NL      | 1,260.00       |
|              |                   |  | Payment Total:                |               | 3,338.45       |
| <b>10863</b> | <b>02/13/2024</b> | <b>Kot, Carl</b>                       |                               |               |                |
| 171023BV     | <b>Accrual</b>    | 580-290-105 - UT - Water - Con         | Relocate Well Antenna         | 815.67        |                |
|              |                   | 110-340-110 - GST Receivable -         | Both Tax Code                 | 38.48         |                |
|              |                   | 900-110-110 - GST Paid                 | Both Tax Code                 | 38.48 NL      | 854.15         |
| <b>10864</b> | <b>02/13/2024</b> | <b>Loraas Disposal South Ltd.</b>      |                               |               |                |
| 8051109      |                   | 540-200-130 - EH - Waste Colle         | Jan 8 & 22 Waste Collection   | 4,750.23      |                |
|              |                   | 110-340-110 - GST Receivable -         | GST Tax Code                  | 237.51        |                |
|              |                   | 900-110-110 - GST Paid                 | GST Tax Code                  | 237.51 NL     | 4,987.74       |
| 08051109     |                   | 540-210-300 - EH - Cont. - Recy        | Jan 11 & 25 Recycling Colle   | 3,608.70      |                |
|              |                   | 110-340-110 - GST Receivable -         | GST Tax Code                  | 180.44        |                |
|              |                   | 900-110-110 - GST Paid                 | GST Tax Code                  | 180.44 NL     | 3,789.14       |
|              |                   |  | Payment Total:                |               | 8,776.88       |
| <b>10865</b> | <b>02/13/2024</b> | <b>Miller Thomson LLP</b>              |                               |               |                |
| 3970848      | <b>Accrual</b>    | 510-200-110 - GG - Cont. - Lega        | Caveat Opinion -Nov           | 201.84        |                |
|              |                   | 110-340-110 - GST Receivable -         | Both Tax Code                 | 9.54          |                |
|              |                   | 900-110-110 - GST Paid                 | Both Tax Code                 | 9.54 NL       | 211.38         |
| 03970848     |                   | 510-200-110 - GG - Cont. - Lega        | Caveat Opinion -Jan           | 40.36         |                |
|              |                   | 110-340-110 - GST Receivable -         | Both Tax Code                 | 1.90          |                |
|              |                   | 900-110-110 - GST Paid                 | Both Tax Code                 | 1.90 NL       | 42.26          |
|              |                   |  | Payment Total:                |               | 253.64         |
| <b>10866</b> | <b>02/13/2024</b> | <b>Muir Barber Ltd.</b>                |                               |               |                |
| Jan 31/24    |                   | 580-430-120 - UT - Water - Matl        | Heater -Well House            | 43.43         |                |
|              |                   | 110-340-110 - GST Receivable -         | Both Tax Code                 | 2.05          |                |
|              |                   | 900-110-110 - GST Paid                 | Both Tax Code                 | 2.05 NL       | 45.48          |
| Jan. 31/24   |                   | 580-430-100 - UT - WTP Materi          | Bits/Screws/Wipes/Methyl H    | 38.07         |                |
|              |                   | 110-340-110 - GST Receivable -         | Both Tax Code                 | 1.79          |                |
|              |                   | 900-110-110 - GST Paid                 | Both Tax Code                 | 1.79 NL       | 39.86          |
| Jan31/24     |                   | 530-410-100 - TS - Shop Supply         | Ssaw blades/electrical supp   | 128.13        |                |
|              |                   | 110-340-110 - GST Receivable -         | Both Tax Code                 | 6.04          |                |
|              |                   | 900-110-110 - GST Paid                 | Both Tax Code                 | 6.04 NL       | 134.17         |
|              |                   |  | Payment Total:                |               | 219.51         |
| <b>10867</b> | <b>02/13/2024</b> | <b>Papa Geordies Gas &amp; Grocery</b> |                               |               |                |
| Jan 31/24    |                   | 510-410-140 - GG - Office Supp         | Paper Towel/Tea/Honey -O      | 32.62         |                |
|              |                   | 110-340-110 - GST Receivable -         | Both Tax Code                 | 0.47          |                |
|              |                   | 900-110-110 - GST Paid                 | Both Tax Code                 | 0.47 NL       | 33.09          |
| Jan. 31/24   |                   | 530-400-110 - TS - Maint. - Mat        | Coffee/Honey - Shop           | 24.47         | 24.47          |

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| COMPUTER CHEQUE |                   |                                |                            |                        |                |
|-----------------|-------------------|--------------------------------|----------------------------|------------------------|----------------|
| Payment #       | Date              | Vendor Name                    |                            |                        |                |
| Invoice #       |                   | GL Account                     | GL Transaction Description | Detail Amount          | Payment Amount |
| Jan.31/24       |                   | 530-425-111 - TS - Gas         | Fuel -Jan                  | 558.05                 |                |
|                 |                   | 110-340-110 - GST Receivable   | GST Tax Code               | 27.90                  |                |
|                 |                   | 900-110-110 - GST Paid         | GST Tax Code               | 27.90                  | NL             |
|                 |                   |                                |                            |                        | 585.95         |
|                 |                   |                                |                            | Payment Total:         | 643.51         |
| <b>10868</b>    | <b>02/13/2024</b> | <b>Princess Auto Ltd.</b>      |                            |                        |                |
| 4626794         |                   | 530-410-130 - TS - Maint/Parts | Compressor Parts           | 102.41                 |                |
|                 |                   | 110-340-110 - GST Receivable   | Both Tax Code              | 4.83                   |                |
|                 |                   | 900-110-110 - GST Paid         | Both Tax Code              | 4.83                   | NL             |
|                 |                   |                                |                            |                        | 107.24         |
| <b>10869</b>    | <b>02/13/2024</b> | <b>Town Of Regina Beach</b>    |                            |                        |                |
| Jan 31/24       | <b>Accrual</b>    | 570-500-150 - R&C - Rec. Centr | Rec Centre Maint 4th Qtr   | 854.36                 |                |
|                 |                   | 570-500-150 - R&C - Rec. Centr | Rec Centre Maint 4th Qtr   | 0.00                   |                |
| 2024-00007      |                   | 540-200-110 - EH -Lagoon       | Lagoon Proj Loan -Feb      | 5,696.31               |                |
|                 |                   |                                |                            | Payment Total:         | 6,550.67       |
| <b>10870</b>    | <b>02/13/2024</b> | <b>Vern's Pump House Ltd</b>   |                            |                        |                |
| REGO-005256     | <b>Accrual</b>    | 580-295-110 - UT - Water Treat | Backup Pump -WTP           | 9,970.12               |                |
|                 |                   | 110-340-110 - GST Receivable   | Both Tax Code              | 470.29                 |                |
|                 |                   | 900-110-110 - GST Paid         | Both Tax Code              | 470.29                 | NL             |
|                 |                   |                                |                            |                        | 10,440.41      |
|                 |                   |                                |                            | Total Computer Cheque: | 41,398.32      |
|                 |                   |                                |                            | Total AP:              | 41,398.32      |



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**Village of Buena Vista**  
**List of Accounts**  
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Bank Code - CC - CC - Credit Card

**CREDIT CARD**

| Payment #         | Date              | Vendor Name                    | GL Transaction Description | Detail Amount | Payment Amount |
|-------------------|-------------------|--------------------------------|----------------------------|---------------|----------------|
| Invoice #         |                   | GL Account                     |                            |               |                |
| <b>022024</b>     | <b>02/05/2024</b> | <b>Princess Auto Ltd.</b>      |                            |               |                |
| 3789300           |                   | 530-410-100 - TS - Shop Supply | Air Compressor Pump -Sho   | 423.99        |                |
|                   |                   | 110-340-110 - GST Receivable   | Both Tax Code              | 20.00         |                |
|                   |                   | 900-110-110 - GST Paid         | Both Tax Code              | 20.00 NL      | 443.99         |
| <b>022024-001</b> | <b>02/06/2024</b> | <b>Aquifer Dist.</b>           |                            |               |                |
| 9764              |                   | 580-430-100 - UT - WTP Materi  | WTP -Coupling, Tubing      | 32.67         |                |
|                   |                   | 110-340-110 - GST Receivable   | Both Tax Code              | 1.54          |                |
|                   |                   | 900-110-110 - GST Paid         | Both Tax Code              | 1.54 NL       | 34.21          |
|                   |                   |                                | Total Credit Card:         |               | 478.20         |
|                   |                   |                                | Total CC:                  |               | 478.20         |



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**Village of Buena Vista**  
**List of Accounts**  
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Bank Code - OB - OB - Online Banking

**ONLINE BANKING**

| Payment #             | Date              | Vendor Name                     |                            |               |  |                |
|-----------------------|-------------------|---------------------------------|----------------------------|---------------|--|----------------|
| Invoice #             |                   | GL Account                      | GL Transaction Description | Detail Amount |  | Payment Amount |
| <b>022024</b>         | <b>02/01/2024</b> | <b>SaskPower</b>                |                            |               |  |                |
| 0580                  |                   | 580-300-150 - UT - Power - Wel  | Well #1 -Jan               | 406.02        |  |                |
|                       |                   | 110-340-110 - GST Receivable    | GST Tax Code               | 20.30         |  |                |
|                       |                   | 900-110-110 - GST Paid          | GST Tax Code               | 20.30 NL      |  | 426.32         |
| <b>022024-001</b>     | <b>02/01/2024</b> | <b>SaskPower</b>                |                            |               |  |                |
| 0587                  |                   | 580-300-160 - UT - Power - Wel  | Well #2 -Jan               | 106.45        |  |                |
|                       |                   | 110-340-110 - GST Receivable    | GST Tax Code               | 5.33          |  |                |
|                       |                   | 900-110-110 - GST Paid          | GST Tax Code               | 5.33 NL       |  | 111.78         |
| <b>022024-002</b>     | <b>02/02/2024</b> | <b>MEPP (PEBA)</b>              |                            |               |  |                |
| 7918                  |                   | 210-200-140 - MEPP Payable      | Admin -Jan                 | 2,736.42      |  | 2,736.42       |
| <b>022024-003</b>     | <b>02/02/2024</b> | <b>MEPP (PEBA)</b>              |                            |               |  |                |
| 7928                  |                   | 210-200-140 - MEPP Payable      | PW -Jan                    | 3,072.70      |  | 3,072.70       |
| <b>022024-004</b>     | <b>02/05/2024</b> | <b>Gov of SK</b>                |                            |               |  |                |
| 6cdWT-2664095         |                   | 210-200-100 - Payroll Deduction | Fed Payroll Ded -Jan       | 11,789.85     |  | 11,789.85      |
| <b>022024-005</b>     | <b>02/07/2024</b> | <b>Gov of SK</b>                |                            |               |  |                |
| 6dDcU-6051667         | <b>Accrual</b>    | 210-200-100 - Payroll Deduction | Fed Payroll Ded -2023 Miss | 2.97          |  | 2.97           |
| <b>022024-006</b>     | <b>02/07/2024</b> | <b>Gov of SK</b>                |                            |               |  |                |
| 6dDbD-6050879         | <b>Accrual</b>    | 210-200-100 - Payroll Deduction | Fed Payroll Ded -2023 Miss | 777.39        |  | 777.39         |
| <b>022024-007</b>     | <b>02/09/2024</b> | <b>Gov of SK</b>                |                            |               |  |                |
| 6ahtm-5065745         |                   | 210-210-190 - School #1 - Remi  | Educa Prop Tax -Jan        | 5,526.65      |  | 5,526.65       |
| <b>022024-008</b>     | <b>02/09/2024</b> | <b>Gov of SK</b>                |                            |               |  |                |
| 6d4OZ-6697074         |                   | 210-210-190 - School #1 - Remi  | Educ Prop Tax -Jan         | 10,370.24     |  | 10,370.24      |
| Total Online Banking: |                   |                                 |                            |               |  | 34,814.32      |

|              |           |
|--------------|-----------|
| Total OB:    | 34,814.32 |
| Grand Total: | 76,690.84 |

  
Mayor

  
Administrator

## **CAO's Report – February 13, 2024**

- Payroll/MEPP /School Taxes/Payroll Taxes
- Updating Bylaws & Policies
- Budget/planning
- Year end/Monthly Reconciliations/Balancing/Audit Setup April 10 & 11
- Tax Enforcement Process 2022/2023
- Matthew Wagner new enquiry – Planning steps for new well/equipment/new storage tank
- T4's completed/submitted
- WCB Employer Payroll Statement completed/submitted
- Water Bills
- Setting Damon up for weekly training session for water ticket
- Compliance meeting with WSA
- Computer Change out Feb 8
- Update from Lawyer
- Assessment processing refresher/Munisoft



# PUBLIC WORK'S REPORT

*Report prepared February 13, 2024 council meeting*

## **Report period January 22 – February 11, 2024**

- Sand/salt
- Backwash WTP
- Clean shop
- City pick-up/drop off – Hotsy & parts
- Meter read
- MIU repair
- Snow removal
- Flood rink

## **Bylaw 02/24**

### **A BYLAW OF THE VILLAGE OF BUENA VISTA TO FIX THE RATES TO BE CHARGED FOR THE USE OF THE GROUP HOLDING TANK IN THE EDGEWOOD SUBDIVISION**

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

1. That Bylaw 7/23 be repealed.
2. Persons who own or occupy premises in the Edgewood Subdivision must utilize a group holding tank to collect their sewage and shall pay for this service in accordance with Schedule A attached.
3. The Village water distribution system shall be the only supply of water in the subdivision.
4. Only sewage, the liquid household waste, shall be allowed to flow into the holding tank. *Water from swimming pools, hot tubs, sump pumps, eavestroughs, weeping tiles, garage floor drains, and such must not be allowed into the holding tank.*
5. Accounts for sewer service shall be rendered with and form part of the water service billing and are enforced under Bylaw 8/23. As long as water service is turned on to the residence, the sewer charges are based on the metered water consumption and include a minimum charge and a flat fee.
6. There will be an Infrastructure fee charged monthly.
7. Sewer blockage repair costs will only be considered for reimbursement by the Village if the blockage occurs on Village property.
8. This Bylaw will be reviewed annually.
9. This Bylaw shall come into force and take effect on the date of approval being issued by the Saskatchewan Municipal Board, Local Government Committee.

\_\_\_\_\_  
Mayor

Seal

\_\_\_\_\_  
Chief Administrative Officer

Read a first time this 23<sup>rd</sup> day of January, 2024

Read a second time this 13<sup>th</sup> day of February, 2024

Read a third time and adopted this 13<sup>th</sup> day of February, 2024

**BYLAW 02/24**

**SCHEDULE "A"**

**ATTACHED TO AND FORMING PART OF BYLAW 02/24**

**REGARDING RATES FOR SEWER CALCULATIONS**

**Monthly Sewer Rates:**

**February 1, 2024**

Flat fee per Household - \$40.00

Sewer Charged at .018 cents/gallon



Happy New Year from the Lumsden Detachment.

Every winter season, the cold weather consistently reduces the calls for service received by our detachment. This season has been no different as we only had 331 calls / incidents in November and 266 calls / incidents for the month of December.

During 2023, Lumsden Detachment did see an increase in calls for service / incidents. We conducted 14 traffic check stops throughout the year. There was a total of 36 motorists charged criminally with impaired driving and an additional 82 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 2022 where the numbers were 32 (Criminal Code) and 62 (roadside suspensions) respectively.

We have scheduled this year's Community Consultative Group Meeting to take place on Wednesday, March 20<sup>th</sup> 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,

A handwritten signature in blue ink, appearing to read 'Dean Gherasim'.

Sgt. Dean Gherasim  
NCO i/c Lumsden Detachment



## Waterworks Compliance Inspection Human Consumptive Use

**System Name:** BUENA VISTA  
WATERWORKS

**Remote Inspection ID:** 1218072

**Approval No:** 00002065-06-00

**Population:** 646

**Announced:** Yes

**Date:** 30-JAN-2024 15:05

**Person Interviewed:** NEUDECK, CATRINA

### General Section

**Water Supplies in Service :** GROUNDWATER

**System Classification:** ONE WT ONE WD

**# of Service Connections:** 449

**System Type:** MUNICIPAL SYSTEM

**Service Connection Metering:** Yes

**Source Inspection Completed:** No

**Comments:**

### Operator Certification Section

| Operator Name    | Certification Levels |                 | Expiry Date | Operator is a Supervisor |
|------------------|----------------------|-----------------|-------------|--------------------------|
|                  | Water Distribution   | Water Treatment |             |                          |
| NEUDECK, CATRINA | TWO                  | TWO             | 15-NOV-2024 | Yes                      |
| NEUDECK, JOEL    | ONE                  | ONE             | 15-MAR-2025 | No                       |

### **Contacts**

| <b>Name</b>      | <b>Position</b>               | <b>Phone</b>   | <b>Email</b>                    |
|------------------|-------------------------------|----------------|---------------------------------|
| NEUDECK, CATRINA | CERTIFIED OPERATOR            | (306) 530-1569 | WATER@BUENAVISTA.CA             |
| NEUDECK, JOEL    | FOREMAN                       | (306) 535-8339 | N/A                             |
| MANZ, KRISTA     | ADMINISTRATOR                 | (306) 729-4385 | N/A                             |
| REGINA, SHA      | OTHER - HEALTH REGION         | (306) 766-7755 | ENVIRONMENTALHEALTH@RQHEALTH.CA |
| WARAWA, DAMON    | UNCERTIFIED OPERATOR          | (306) 861-7025 | N/A                             |
| HINDLE, JEFF     | ENVIRONMENTAL PROJECT OFFICER | (306) 527-6128 | JEFF.HINDLE@WSASK.CA            |

### **Equipment Validation**

#### **Turbidity**

| <b>Equipment Type</b>               | <b>STD1(L)<br/>(Expected, Test)</b> | <b>STD2<br/>(Expected, Test)</b> | <b>STD3<br/>(Expected, Test)</b> | <b>STD4<br/>(Expected, Test)</b> | <b>Result</b> | <b>Gel Standard</b> |
|-------------------------------------|-------------------------------------|----------------------------------|----------------------------------|----------------------------------|---------------|---------------------|
| HACH 2100Q                          | (10.00, 10.10)                      | (20.00, 20.20)                   | (100.00, 100.00)                 | (800.00, 784.00)                 | GOOD          | N/A                 |
| <b>Comment</b>                      |                                     |                                  |                                  |                                  |               |                     |
| LAST SERVICED ON SEPTEMBER 23, 2023 |                                     |                                  |                                  |                                  |               |                     |

#### **Chlorine**

| <b>Equipment Type</b>               | <b>STD1<br/>(Expected, Test)</b> | <b>STD2<br/>(Expected, Test)</b> | <b>STD3<br/>(Expected, Test)</b> | <b>Result</b> |
|-------------------------------------|----------------------------------|----------------------------------|----------------------------------|---------------|
| DR900                               | (0.25, 0.24)                     | (0.87, 0.91)                     | (1.47, 1.48)                     | GOOD          |
| <b>Comment</b>                      |                                  |                                  |                                  |               |
| LAST SERVICED ON SEPTEMBER 23, 2023 |                                  |                                  |                                  |               |



**Test Results**

| Station #  | Sample ID  | Location/Comments | Variable         | Measurement |
|------------|------------|-------------------|------------------|-------------|
| SK05JH0003 | 2024088038 | WTP SAMPLE        | CHLORINE (FREE)  | 0.790 mg/l  |
|            |            |                   | CHLORINE (TOTAL) | 1.030 mg/l  |
|            |            |                   | TURBIDITY        | 0.110 NTU   |
|            | 2024088039 | 105 CLARE WAY     | CHLORINE (FREE)  | 0.100 mg/l  |
|            |            |                   | CHLORINE (TOTAL) | 0.200 mg/l  |
|            |            |                   | TURBIDITY        | 0.300 NTU   |
|            | 2024088040 | BOOSTER           | CHLORINE (FREE)  | 0.590 mg/l  |
|            |            |                   | CHLORINE (TOTAL) | 0.730 mg/l  |
|            |            |                   | TURBIDITY        | 0.110 NTU   |
|            | 2024088041 | 420 PLEASANT WAY  | CHLORINE (FREE)  | 0.510 mg/l  |
|            |            |                   | CHLORINE (TOTAL) | 0.700 mg/l  |
|            |            |                   | TURBIDITY        | 0.100 NTU   |
|            | 2024088042 | OFFICE            | CHLORINE (FREE)  | 0.790 mg/l  |
|            |            |                   | CHLORINE (TOTAL) | 0.950 mg/l  |
|            |            |                   | TURBIDITY        | 0.140 NTU   |
|            | 2024088043 | WTP SPLIT         | CHLORINE (FREE)  | 0.830 mg/l  |
|            |            |                   | CHLORINE (TOTAL) | 1.030 mg/l  |
|            |            |                   | TURBIDITY        | 0.080 NTU   |

### Human Consumptive Regulatory Section

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

| C | NC | NA | General  | Comments  |
|---|----|----|--|---|
| X |    |    | Valid permit to operate and/or construct EMPA2010 24(1)  |   |
| X |    |    | Certified operator WWSW 62   |   |
| X |    |    | Valid water rights license EMPA2010 29(1)  | WRL# 1683 - WELL#PW2-82<br>WRL# 1352 - WELL#1 - BACKUP WELL |
| X |    |    | Copy of permit posted at waterworks EMPA2010 29(1)   |   |
|   |    |    | <b>Wells</b>   |   |
| X |    |    | Constructed to exclude contaminants WWSW 22(2)   |   |
| X |    |    | Disinfection of new lines & repairs WWSW 22(2)(f)  |   |
|   |    |    | <b>Distribution System</b>   |   |
| X |    |    | Disinfection of new and repaired pipelines WWSW 23(4)& 27(4)   |   |
|   |    |    | <b>Water Storage Reservoirs</b>  |   |
| X |    |    | Water tight cover WWSW 24(2)(a)  |   |
| X |    |    | In good repair WWSW 24(2)(b)   |   |
| X |    |    | Meets reservoir design requirements (only applies to facilities constructed after June 1, 2015) WWSW 24(2)(c)  |   |
| X |    |    | Manholes (all manholes must be 150mm above grade, designed and maintained to prevent the entry of water, and locked if located outside WTP) WWSW 24(3)(4). |   |
| X |    |    | Pipe entries installed to prevent contamination WWSW 24(5)   |   |
| X |    |    | Vents WWSW 24(6)   |   |
|   |    |    | <b>Water Treatment Plants and Pumphouses</b>   |   |
| X |    |    | Floor drainage to drains or sumps WWSW 25(a)   |   |

|   |  |   |  |
|---|--|---|--|
| X |  | Drain lines to sanitary sewers have trap WWSW 25(b)   |  |
| X |  | Backflow prevention device on treatment component WWSW 25(c)  |  |
| X |  | Water meter(s) installed in WTP or pumphouse WWSW 25(d)   |  |
| X |  | Adjustable chemical feeder WWSW 25(e)   |  |
| X |  | Water quality monitoring and testing equipment is maintained and calibrated as recommended by manufacturer EMPA2010 29(1)   | 2100Q HAS BEEN CALIBRATED MONTHLY AND WEEKLY VERIFICATIONS ARE BEING DONE.   |
| X |  | Facility is clean and in orderly condition WWSW 25(f)   |  |
| X |  | NSF/ANSI 60 Approved chemicals being used and at or below Max. use limit (unless otherwise approved) WWSW 27(3)   |  |
|   |  | <b>Disinfection</b>   |  |
| X |  | Continuous chlorine disinfection (unless otherwise approved per 27(7)) WWSW 27(5)   |  |
| X |  | A free chlorine residual of not less than 0.1 mg/L in water entering the distribution system WWSW 27(6)(a)  |  |
| X |  | A total chlorine residual of not less than 0.5 mg/L OR a free chlorine residual of not less than 0.1 mg/L in water throughout the distribution system WWSW 27(6)(b) |  |
|   |  | <b>Standards</b>  |  |
| X |  | Bacteriological WWSW 29   |  |
| X |  | Chemical standards WWSW 26(2)(3) & 31   | ARSENIC TEST RESULTS<br>11-AUG-23 - 2.1UG/L<br>27-SEPT-23 - 1.6 UG/L<br>21-NOV-23 - 4.6 UG/L<br>12-JAN-24 - 8.2 UG/L<br>ACTIVATED ALUMINA MEDIA HAS HELPED REMOVE ARSENIC THAT ONCE CAUSED NON-COMPLIANCE. |

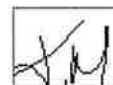
|   |  |  |   |   |
|---|--|--|---|---|
| X |  |  | Waterworks meets the requirements of future chemical health and pesticide related standards |   |
|   |  |  | <b>Groundwater</b>  |   |
| X |  |  | Less than or equal to 1.0 NTU discrete measurements (95%) WWSW 30(2)(e)(i)                  |   |
|   |  |  | <b>Assessment</b>   |   |
| X |  |  | Proper waterworks assessment WWSW 32  |   |
|   |  |  | <b>Operational Anomalies</b>  |   |
| X |  |  | Reported upset condition WWSW 34(1)   |   |
| X |  |  | Reported disinfection system upset WWSW 34(2)(a)(b)   |   |
| X |  |  | Reported missing on-site water quality testing records WWSW 34(2)(c)                        |   |
|   |  |  | <b>Testing</b>  |   |
| X |  |  | Bacteriological testing WWSW 37(2)  |   |
| X |  |  | Bacteriological follow-up WWSW 37(5) & 37(9)  |   |
| X |  |  | Bacteriological sample after completion, alteration, extension or repair WWSW 38            |   |
| X |  |  | Chlorine monitoring WWSW 37(2)(4)   |   |
| X |  |  | Turbidity monitoring WWSW 37(2)(4)  |   |
|   |  |  | <b>Other Constituents</b>   |   |
| X |  |  | General chemical sampling conducted WWSW 37(2)(6)   | LAST COMPLETED FEBRUARY 14, 2023. NEXT DUE IN 2025  |
| X |  |  | Health and toxicity sampling conducted WWSW 37(2)(6)  | LAST COMPLETED FEBRUARY 14, 2023. NEXT DUE IN 2025  |
| X |  |  | Trihalomethane sampling conducted WWSW 37(2)(6)   | AS PER PERMIT TO OPERATE 2 SAMPLES WERE TAKEN IN 2023.<br>JANUARY 11TH RESULT 57 UG/L.<br>JULY 11TH RESULT 50 UG/L.<br><br>THE MAC IS 100UG/L |
| X |  |  | Accredited laboratory WWSW 37(2)(b)   |   |
|   |  |  | <b>Operational Records</b>  |   |
| X |  |  | Daily water meter reading WWSW 40(1)(a)   |   |

|                                       |   |   |   |
|---------------------------------------|---|---|---|
| X                                     |   | Types, dosages and total amounts of chemical WWSW 40(1)(b)  |   |
| X                                     |   | Samples - locations, sampler, and results WWSW 40(1)(c)   |   |
|                                       | X | Abnormal operating procedures WWSW 40(1)(d) & 40(1)(e)  | NO DATA RECORDED ON AUGUST 1, 2023. NO TESTING DONE ON THIS DAY.  |
| X                                     |   | Upset conditions (includes water treatment facility and water distribution system upsets) WWSW 40(1)(f) | CONTINUE TO DOCUMENT ANY MAINTENANCE AND UPSET CONDITIONS.  |
| X                                     |   | Chlorine upsets WWSW 40(1)(g)   |   |
| X                                     |   | Calibration records for test equipment WWSW 40(1)(h)  | CALIBRATIONS ARE RECORDED. PLEASE CONTINUE TO DO SO.  |
| X                                     |   | Maintenance WWSW 40(1)(i)   |   |
| X                                     |   | Chronological order WWSW 40(2)(a)   |   |
| X                                     |   | Permittee recorder WWSW 40(2)(b)  |   |
| X                                     |   | Identification of recorder WWSW 40(2)(c)  |   |
| X                                     |   | Five year history of log WWSW 40(2)(d)  |   |
| X                                     |   | Explanatory notes WWSW 40(2)(e)   |   |
| X                                     |   | Factual data entry WWSW 40(2)(f)  |   |
| X                                     |   | No default values used WWSW 40(2)(g)  |   |
| <b>QA/QC and Recordkeeping Review</b> |   |   |   |
| X                                     |   | QA/QC and ERP in place WWSW 41(1)   | QA/QC HAS BEEN UPDATED TO REFLECT THE CHANGES IN THE FACILITY UPGRADE AND STAFF CHANGE. ERP HAS BEEN UPDATED. |
| X                                     |   | Monthly review of records by permittee WWSW 41(2)   | PLEASE CONTINUE TO HAVE COUNCIL REVIEW, SIGN AND DATE ON THE WTP RECORDS MONTHLY AT COUNCIL MEETINGS.         |
| X                                     |   | Report abnormal or missing records WWSW 41(3)   |   |
| <b>Annual Notice To Customers</b>     |   |   |   |
| X                                     |   | On water quality and sample submission compliance WWSW 42(1)  | THE 2023 ANNUAL NOTICE TO CONSUMERS NEEDS TO BE COMPLETED.  |

|   |  |  |     |
|---|--|--|-----|
| X |  | Written notice provided to Minister of completion of annual notice to consumers WWSW 42(2) |     |
|   |  | <b>General</b>   |     |
| X |  | Split sampling with the operator was completed   |     |
| X |  | Operator's test equipment appears to be performing adequately                              |     |
| X |  | Representative of the waterworks signature was obtained                                    | YES |
| X |  | Representative of the waterworks agreed with the inspection statements                     | YES |



(Operator/Supervisor Signature)



Agree with statements



(EPO Signature)

January 4

Village of Buena Vista - Water Works - Record of Operation

Month of January, 2024

6.4 gallons per 77 gallons of 65% Javox 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

| 6.4 gallons per 77 gallons (at 6% Javek) or 3.2 gallons of water if using 12% Chlorine  |         |                |                      |             |         |               |                         |         |         |         |      |          |      |            |         |
|---|---------|----------------|----------------------|-------------|---------|---------------|-------------------------|---------|---------|---------|------|----------|------|------------|---------|
| Notes: *Test results in mg/L or ppm    *Well water depth - depth in feet below top of rines unit    *Non-pumping depth December 7, 2025 = 117.85 feet |         |                |                      |             |         |               |                         |         |         |         |      |          |      |            |         |
| Day   | Time    | Chlorine Usage | Water Meter Readings | Volume (m3) | Tests   |               | Well Water Depth (feet) | Pumping | < 1 NTU | NTU Raw | Iron | Iron Raw | MN   | Well Hours | Read by |
|   |         |                |                      |             | Cl Free | Cl Total > .5 |                         |         |         |         |      |          |      |            |         |
| Forward Prev. Reading   |         |                |                      |             |         |               |                         |         |         |         |      |          |      |            |         |
| 1   | 9:00am  | 1.08           | 196871               | 73.0        | 1.73    | 1.96          |                         |         | .12     |         |      |          |      | 8225.51    | DN      |
| 2   | 9:30am  | 1.65           | 196898               | 43.0        | 1.93    | 2.02          |                         |         | .10     |         |      |          |      | 8228.90    | DN      |
| 3   | 1:30pm  | 1.41           | 196942               | 84.0        | 1.84    | 2.16          |                         |         | .10     |         |      |          |      | 8234.17    | DN      |
| 4   | 3:30pm  | .73            | 197074               | 94.0        | 1.84    | 2.04          | 142.1                   |         | .12     | .88     | .02  | .44      | .024 | 8240.25    | DN      |
| 5   | 9:30am  | .56            | 197183               | 49.0        | 1.44    | 1.74          |                         |         | .08     | .10     |      | .51      | .001 | 8244.34    | DN      |
| 6   | 9:00am  | .45            | 197186               | 63.0        | 1.17    | 1.39          |                         |         | .09     |         |      |          |      | 8246.52    | DN      |
| 7   | 10:00am | .98            | 197273               | 87.0        | .97     | 1.13          |                         |         | .09     | .11     | .07  | .55      | .002 | 8252.70    | DN      |
| 8   | 11:30am | .69            | 197365               | 92.0        | .63     | .88           |                         |         | .10     | .11     |      |          |      | 8258.38    | DN      |
| 9   | 1:45pm  | .73            | 197441               | 76.0        | .61     | .78           | 113.3                   |         | .10     | .11     |      |          |      | 8264.17    | DN      |
| 10  | 3:30pm  | .73            | 197515               | 74.0        | .57     | .68           |                         |         | .09     | .64     | .01  | .55      | .002 | 8265.49    | DN      |
| 11  | 1:00pm  | .70            | 197584               | 69.0        | .35     | .62           |                         |         | .10     |         |      |          |      | 8267.15    | DN      |
| 12  | 10:30am | .73            | 197673               | 81.0        | .44     | .62           | 138.2                   |         | .11     | .17     |      | .40      |      | 8270.73    | DN      |
| 13  | 11:15am | .88            | 197708               | 35.0        | .52     | .65           |                         |         | .12     |         |      |          |      | 8273.52    | TCN     |
| 14  | 7:30am  | .77            | 197777               | 69.0        | .40     | .60           |                         |         | .11     |         |      |          |      | 8273.52    | TCN     |
| 15  | 8:00am  | .71            | 197849               | 72.0        | .75     | .91           | 117.8                   |         | .10     | .10     | .0   | .48      | .021 | 8279.30    | DN      |
| 16  | 9:02am  | .92            | 197921               | 72.0        | .69     | .85           |                         |         | .12     |         |      |          |      | 8279.30    | DN      |
| 17  | 10:15am | 1.07           | 197999               | 78.0        | .66     | .85           |                         |         | .12     | .63     | .00  | .49      | .000 | 8282.79    | DN      |
| 18  | 9:00am  | .85            | 198067               | 68.0        | .59     | .75           |                         |         | .11     |         |      |          |      | 8285.77    | DN      |
| 19  | 7:00am  | .85            | 198133               | 66.0        | .70     | .89           |                         |         | .10     | .55     | .05  | .47      | .015 | 8288.46    | DN      |
| 20  | 11:00am | 1.04           | 198281               | 82.0        | .55     | .74           |                         |         | .10     |         |      |          |      | 8292.15    | DN      |
| 21  | 1:46pm  | 1.22           | 198309               | 87.0        | .67     | .85           |                         |         | .11     |         |      |          |      | 8294.63    | DN      |
| 22  | 1:00pm  | .90            | 198381               | 73.0        | .69     | .88           | 142.4                   |         | .09     |         | .02  |          | .007 | 8299.44    | DN      |
| 23  | 9:30am  | .65            | 198460               | 67.0        | .69     | .85           |                         |         | .09     |         |      |          |      | 8301.41    | DN      |
| 24  | 1:00pm  | .76            | 198519               | 81.0        | .72     | .96           | 119.3                   |         | .08     | .20     |      | .54      | .003 | 8304.60    | DN      |
| 25  | 2:00pm  | 1.23           | 198593               | 74.0        | 1.04    | 1.46          |                         |         | .08     |         |      |          |      | 8308.29    | DN      |
| 26  | 1:30pm  | .99            | 198673               | 80.0        | .83     | .96           | 147.8                   |         | .09     | .17     | .0   | .49      | .014 | 8310.48    | DN      |
| 27  | 9:30am  | .85            | 198738               | 65.0        | .81     | .98           |                         |         | .11     |         |      |          |      | 8313.37    | DN      |
| 28  | 8:30am  | 1.03           | 198781               | 49.0        | .82     | 1.01          |                         |         | .09     |         |      |          |      | 8316.65    | DN      |
| 29  | 7:00am  | 1.00           | 198862               | 75.0        | .86     | .97           | 116.2                   |         | .08     | .10     | .01  | .49      | .018 | 8320.41    | DN      |
| 30  | 8:30am  | .94            | 198940               | 78.0        | .86     | 1.01          |                         |         | .08     |         |      |          |      | 8324.53    | DN      |
| 31  | 2:00pm  | .93            | 199080               | 90.0        | .75     | .93           | 143.2                   |         | .08     |         |      |          |      | 8324.67    | DN      |
| TOTALS  |         |                |                      |             |         |               |                         |         |         |         |      |          |      |            |         |
| MIN VALUE   |         |                |                      |             |         |               |                         |         |         |         |      |          |      |            |         |
| MAX VALUE   |         |                |                      |             |         |               |                         |         |         |         |      |          |      |            |         |
| AUG VAR   |         |                |                      |             |         |               |                         |         |         |         |      |          |      |            |         |
| Council auth:   |         |                |                      |             |         |               |                         |         |         |         |      |          |      |            |         |

Council auth:



## VILLAGE OF BUENA VISTA

### Briefing Note

|                 |  |
|-----------------|--|
| <b>To:</b>      | Mayor and Council                              |
| <b>Date:</b>    | February 13, 2024                              |
| <b>Subject:</b> | Draft Access to Information Policy No. 01-2024 |

**PURPOSE:** *To define and establish legislative and regulatory compliant procedures, guidelines and fee structures for the administration of Informal and Formal Freedom of Information Access Requests (FOI Requests) in relation to the collection, use, access and disclosure of information as required of the Village's statutory obligation in accordance with The Local Authority Freedom of Information and Protection of Privacy Act.*

*To enhance transparency and accountability in regard to the Village of Buena Vista's access to information in order to build and maintain public trust.*

*To mitigate risk and harm to individuals as a result of non-compliant collection, access, use, disclosure or protection of personal information.*

**BACKGROUND:** *Policies act as procedures to help staff know how to handle something. Policies help with efficiencies and consistency when things come up.*

*After having a recent Access to information Request, it was discovered that we needed to put something in place in order to properly handle them. They don't happen often but now when one does come up, staff will have a guideline to follow to help with the process making it a lot smoother and faster.*

*It is important for all staff and Council to be aware of LAFOIP and what all our obligations are.*

**CONSIDERATIONS:** *According to LAFOIP, the Head is defined as the Mayor or the individual designated as the Head by the Mayor, whom is responsible to ensure the Act is legislatively and regulatory compliant. It is recommended that the Administrator is appointed as the Head.*

**RECOMMENDATIONS:** *That this policy goes under a quick review by administration staff every one year.*

*That Mayor/Council appoints the Administrator as the Head to be accountable for all decisions, duties and obligations pursuant to LAFOIP. - resolution*

*That all employees also receive a copy of this policy to ensure that everyone is aware of what their duties are under LAFOIP, and that all comply with this Policy.*

*That Council Adopts the Access to Information Policy No. 01-2024. resolution .*

**PREPARED BY:**

Melissa Pollock





## VILLAGE OF BUENA VISTA ACCESS TO INFORMATION POLICY

|                |                   |                |               |
|----------------|-------------------|----------------|---------------|
| Policy No:     | 01-2024 ADMIN     |                |               |
| Approval Date: | February 13, 2024 | Resolution No: |               |
| Replaces:      | N/A               | Review Date:   | February 2025 |
| Date Amended:  |                   | Resolution No: |               |

### 1. Purpose

The purpose of this policy is to:

- a) Recognize the right of access by the public to information in the possession, or under the control of, the Village of Buena Vista;
- b) Recognize the Village's responsibility to protect the privacy of individuals by controlling how the municipality collects, makes use of, and discloses personal information;
- c) To mitigate risk & harm to individuals as a result of non-compliant collection, access, use, disclosure or protection of personal information;
- d) Fulfill Village obligations under the requirements of *The Local Authority Freedom of Information and Protection of Privacy Act* (LAFOIP) and *The Local Authority Freedom of Information and Protection of Privacy Regulations* (LAFOIP Regs.).

### 2. Authority

LAFOIP and *The Municipalities Act* determine the Village's obligations to provide access to information in the Village's possession or under its control. Accordingly, every employee, contractor, and consultant with access to Village information due to their employment or relationship with the Village is responsible for managing that information according to this policy. Further, to the extent that an elected official is engaged in carrying out the mandate or functions of the Village, LAFOIP and this policy shall also apply.

Section 23.1 of *The Local Authority Freedom of Information and Protection of Privacy Act* provides local authorities with the ability to establish policies and procedures to maintain administrative, technical, and physical safeguards to protect the integrity, accuracy, and confidentiality of the personal information in its possession or under its control.

### 3. Scope

This policy shall apply to:

- a) All employees of the Village of Buena Vista;
- b) All contractors and consultants hired by the Village;
- c) All elected officials; and
- d) All persons applying for access to information.

### 4. Responsibilities

- a) All elected officials and employees shall be responsible for the collection, access, use, disclosure, and protection of personal, confidential, and sensitive information obtained or accessed as part of their position in accordance with LAFOIP and must be forwarded immediately and in confidence to the Administrator. Council shall review, when requested by the Administrator, reported cases of violation of this policy and approve any resultant action as appropriate.
- b) All employees, contractors, and consultants of the Village are responsible for:
  - Forwarding all access requests to the Head;
  - Assisting with the access to information search;
  - Complying with this policy and all related provincial procedures, acts and guidelines;
  - Manage Village information and records in accordance with this Policy; and
  - Immediately notify the Administrator in the event of a breach of privacy.
- c) The Head is responsible for:
  - Maintaining municipal information, including personal information of residents, employees, contractors, and consultants;
  - Providing guidance concerning this policy and ensuring this policy is followed;
  - Advising the applicant on their application;
  - Consider all applications and providing written notice of their final decision to the applicant;
  - Providing applicants with an estimate of fees to conduct the access to information search;
  - Providing the applicant with all relevant (non-exempt) information as requested in the application; and
  - Working with the Information and Privacy Commissioner during a review.

## 5. Definitions

In this policy,

- a) **Access to Information Request** means the formal process by which an individual may request access to municipal information under the provision of LAFOIP. The term freedom of information request and the acronym FOI are also used to describe an access to information request.
- b) **Administrator** means the Administrator as appointed by Council in accordance with *The Municipalities Act*;
- c) **applicant** means any individual who requests access to a record under LAFOIP;
- d) **confidential information** means information that is meant to be kept private or shared with only certain parties for certain purposes, confidential information may include personal information and information of a sensitive nature which may be, but is not limited to, third party/proprietary/commercial information;
- e) **contractor** means an individual or company retained under a contract to perform services for the Village;
- f) **employee** means an individual employed by the Village, including an individual retained under a contract to perform services for the Village;
- g) **exemption** means a mandatory or discretionary provision under LAFOIP that authorizes the Village to refuse to give access to information contained in a record, or, in some cases, to refuse to acknowledge the existence of record, in response to a request;
- h) **formal request** means a request for access to information, made in writing or presented on the prescribed Access to Information Request Form that states the applicant wishes to make application under LAFOIP;
- i) **Head** means the Town Administrator, or other employee, as delegated by the Mayor;
- j) **informal request** means a request for information, which is general in nature, can be easily accessed in a minimal amount of time and can typically be handled by the department responsible for the information;
- k) **information** means what a record contains. It is also a term used to refer to the content of an electronic database or application. Regardless of the form, all recorded information in the possession or under the control of the Village is a record;

- l) **LAFOIP** means *The Local Authority Freedom of Information and Protection of Privacy Act*;
- m) **LAFOIP Regs.** means *The Local Authority Freedom of Information and Protection of Privacy Regulations*;
- n) **privacy** means the right to keep certain information private and freedom from unauthorized access to, use, or disclosure of one's personal information;
- o) **record** means a record of information in any form and includes information that is written, photographed, recorded, digitized or stored in any manner/ but does not include computer programs or other mechanisms that produce records;

## 6. Administration

The Administrator of the Village shall be appointed as the Head and shall be accountable for all decisions, duties, and obligations pursuant to LAFOIP.

Whenever possible, appropriate routine requests will be encouraged. However, where a formal application is received, the Village shall follow the processes outlined in LAFOIP and this policy.

## 7. Access to Information

Pursuant to LAFOIP, an individual has the right to request access to any information in the possession of, or under the control of, the Village.

The Village shall provide as much information as possible to the applicant while ensuring personal, confidential, and third-party information is protected in accordance with LAFOIP.

Personal information includes, but is not limited to, information about an identifiable individual of a personal nature, including information about an individual's race, religion, family status, age, birth date, place of origin, employment or criminal history, financial information, health services number, driver's license number, social security number, home address, email address, telephone number, and mental or physical conditions.

Third-party information includes information that is controlled or managed by an entity other than the Village.

## 8. Application and Fees

All persons requesting access to records not normally or regularly provided by the Village must complete and "Access to Information Request Form." The "Access to Information Request Form" is subject to the LAFOIP Regs. and shall be accompanied by an application fee of twenty (\$20) dollars.

The Head will ensure that each application pertains to only one subject matter. Additional charges may also be levied beyond the initial twenty (\$20) dollar application fee, as per LAFOIP, where the gathering of requested information exceeds one (1) hour to complete. If the Head expects the cumulative fee to exceed fifty (\$50) dollars, the Head shall provide this estimate to the applicant for approval before commencing the access to information search.

As per LAFOIP section 9(1), the following additional fees may apply where access to information is provided:

- a) Twenty-five (\$0.25) cents per page for copying or computer printout;
- b) The cost of the storage device for electronic copies;
- c) Fifteen (\$15) dollars for each half-hour, or portion thereof, of excess time spent locating the requested information and performing redactions (as necessary).

All fees are collectable before any information is provided.

Any person is entitled to inspect and obtain copies of adopted bylaws and minutes during regular office hours. If copies are requested, the above fees are applicable and payable in advance of records being provided. These fees are payable even if the "Access to Information Request Form" is not used.

## **9. Informal Requests**

Informal requests are handled by the employee responsible for the information, in consultation with the Head, as necessary.

Routine requests are requests for information that are general in nature. Routine requests can be easily accessed in a minimal amount of time and can typically be handled by the department responsible for the information. Routine information includes, but is not limited to, job postings, election results, bylaws, policy manuals, budgets, annual reports, and information bulletins.

## **10. Formal Requests**

An applicant who wishes to make a formal request under LAFOIP is required to complete the "Access to Information Request Form." The applicant shall send the request to the Head. If an employee receives a formal request, they shall forward to the Head.

The Head shall handle formal requests confidentially and immediately. The name of the applicant should be kept private.

Following application acceptance and date stamping, the Head shall process the access to information request in a complete, accurate, and timely response pursuant to LAFOIP. The Head shall respond in writing to the applicant within thirty (30) days of application

acceptance. Employees may assist the Head, as necessary, in obtaining information outlined in the access to the information request.

## **11. Third Party and Information regarding Property Information:**

### Property Owners:

Proof of ownership will be required along with a complete legal description and civic address of the property. Personal identification will be required as proof of ownership.

### Non-Property Owners:

If the person requesting the information is not the owner, written consent from the owner(s) will be required, along with a complete legal description and civic address of the property. Staff, at its discretion, may confirm the written consent of the owner(s). If written consent is not provided, the information will not be provided.

### Third Party:

If third party information is in question the information will be forwarded immediately to the Head who will decide if the request should be a Formal Access Request.

## **12. Duty to Assist**

The Village shall aid an applicant by responding to all requests for access openly, accurately and completely. The Village shall explain any term, code or abbreviation used in the information and shall refer an application to a person or entity who can supply an explanation if the Village is unable to do so.

## **13. Exemptions**

LAFOIP provides for the protection of certain information. There are mandatory and discretionary provisions under LAFOIP authorizing the Head to refuse to provide access to information contained in a record, and the authorization to refuse to confirm or deny the existence of a record in response to an access to information request.

When determining whether to apply discretionary exemptions, the Head will exercise good faith in balancing the Village's legitimate business or legal concerns with the principles of open government.

### *Mandatory Exemptions:*

- Records from other governments obtained and kept in confidence – LAFOIP 13(2)
- Certain third-party information – LAFOIP 18

#### *Discretionary Exemptions:*

- Information received in confidence from another local authority – LAFOIP 13(2)
- Information regarding law enforcement and ongoing investigations – LAFOIP 14
- Documents of a local authority including draft resolutions, bylaws, and in-camera meetings – LAFOIP 15
- Information that is advice from officials – LAFOIP 16
- Information regarding economic and other interests – LAFOIP 17
- Information regarding testing procedures, tests, and audits – LAFOIP 19
- Information that may result in danger to health or safety or an individual – LAFOIP 20
- Information covered under solicitor-client privilege – LAFOIP 21

#### **14. Reviews**

An applicant who is not satisfied with how the Village has processed an access to information request may apply to the Saskatchewan Information and Privacy Commissioner (IPC) for review.

The Village will cooperate with the IPC during the review and will work with the IPC, the applicant, and any third parties to come to an acceptable review result, whenever possible.

Following review, the Head will determine whether to comply or not comply with any recommendations made by the IPC. The Head will make this decision with regard to the requirements of LAFOIP, the public interest, the mandate of the Village, and principles of open government.

If the applicant or third party is not satisfied with the Head's decision to comply or not comply with IPC recommendations, they may appeal the decision to the Court of Queen's Bench.

#### **15. Protection of Privacy**

Personal information, including, but not limited to, home and business phone numbers, civic addresses, mailing addresses, birthdates, social insurance numbers, family member names and information, pension plan information, and health card numbers, shall be redacted before being disclosed through the access to information process.

Employee classification, salary, discretionary benefits, and job responsibilities are not classified as personal information and shall not be redacted.

The Village has the authority to collect personal information pursuant to specific legal obligations. The Village shall inform the individual of the purpose of collecting information and will only collect necessary information. Village employees and the Head must take reasonable steps to ensure collected information is accurate and complete. Collected information in the Village's possession and/or control shall only be used for the purpose for which it was collected. The village shall obtain written consent from an individual before

their personal information can be utilized for a purpose other than the reason it was collected.

The Head may only disclose personal information subject to LAFOIP 28. Property owners and legal land descriptions are freely available through Information Services Corporation (ISC) and are thus considered public information. However, civic and/or mailing addresses are considered personal information and shall only be disclosed according to LAFOIP.

Individuals have the right to access records containing their personal information, with limited exceptions, subject to LAFOIP 30. Individuals have the right to request the correction of their personal information if the information is incorrect. If the change request is reasonable, the Head shall make the correction. If the request is not reasonable, the Head shall note an objection to the change on the file.

Personal information shall be safeguarded and kept in locked file cabinets, the vault, or other secure areas. This information will be restricted to the Head and Village employees.

Employees shall only access personal information as required by the duties of their position.

The Village shall protect and secure personal information, regardless of the format in which it is held, against loss, theft or breach and safeguard the information from unauthorized access, disclosure, copying, use or modification.

The Village shall only keep personal information for only as long as necessary to satisfy the purposes for which it was collected. Information will be destroyed in accordance with the Village's Destruction of Documents Bylaw No. 9/23.

## 16. Privacy Breach

The Village shall make every effort to mitigate breaches of privacy; however, should a breach occur, the following steps shall be taken immediately:

### a) ***Contain the Breach***

As soon as the Village learns of a privacy breach, it should contain and recover any personal information involved. Retrieving this information will require determining how broad the privacy breach is and what type of records are involved. If paper records are involved, efforts should be made to physically recover the paper records. If electronic records are involved, efforts should be made to: physically recover any devices that contain information, including USB sticks, and DVDs; recall emails and request recipients destroy the email containing personal information; and immediately take down personal information if it was posted online.



b) ***Notify Affected Individuals***

LAFOIP 29(1) requires the local authorities take all reasonable steps to notify an individual of unauthorized use or disclosure of that individual's personal information by the local authority if it is reasonable in the circumstances to believe that the incident creates a real risk of harm to the individual.

c) ***Identify***

The Village should make attempts to answer the following questions:

- *Who are the affected individuals?*
- *How many individuals are affected?*
- *What are the risks that the affected individuals will be exposed because of the privacy breach?*

The Village should immediately make a voluntary disclosure to the Information and Privacy Commissioner's office.

d) ***Investigate the Privacy Breach***

The Village should investigate the privacy breach to identify the root cause of the breach. Identifying the root cause of the privacy breach will prevent similar breaches in the future and can be done by answering the following questions:

- *What happened?*
- *When did this privacy breach occur?*
- *When and how did the Village learn of the breach?*
- *What efforts has the Village made to contain the privacy breach?*
- *Has the breach been contained completely (why or why not)?*
- *Where did the privacy breach occur?*
- *Who was involved/which employees were involved or witnessed the privacy breach?*
- *What type of personal information was made public?*
- *Who has been affected by this privacy breach?*

e) ***Prevent Similar Privacy Breaches***

The Village should do its best to safeguard personal information. The Head should review all administrative, physical, and technical safeguards following a privacy breach to determine their adequacy in protecting information. These safeguards should also be reviewed regularly to ensure they meet best practice standards.

## **17. Non-Compliance & Sanctions**

Subsection 56(1) of LAFOIP outlines the offences and sanctions for those persons, who knowingly access, collect/use and disclose personal information in contravention of LAFOIP or its regulations.

Subsection 56(3) of LAFOIP outlines the offences and sanctions for any person who, without lawful justification:

- Wilfully obstructs/hinders or resists any person of power;
- Refuses or wilfully fails to comply with any lawful requirements; or
- Wilfully makes any false statement or misleads any person of power.

The Village shall have the ability to exercise its power as the employer for employees within the Village, and through an investigative procedure, if it is deemed that an employee has displayed wilfully, negative actions as indicated, then the Village may use their discretion to deal with any disciplinary action as each case may require up to and including termination of employment.

## **18. Coming into Force**

This policy shall come into force on the day of adoption by the Village of Buena Vista Council.



Box 70, 133 Donovel Crescent  
Regina Beach, SK  
S0G 4C0

February 9<sup>th</sup>, 2024

Mayor and Council of the village of Buena Vista  
1050 Grand Avenue  
Buena Vista, SK  
S2V 1A2


Dear Mayor McLennan and members of Council,

In 2023 the Last Mountain Lake Cultural Centre made a request for funds to the Inter-Municipal Utilities Committee (IMUC) for financial support. This ask was directly linked to the burgeoning costs brought on by inflation, which has adversely affected the Centre in the same ways as it has the rest of the Canadian population. We believe that the Centre provides a vital service to all the communities of the South Shore, no differently than the other services funded by IMUC.

Last year, we were very grateful that the Village of Buena Vista providing a grant of \$5,000 to assist with the costs of operating the Centre. We now ask that the Council provide the same support again in 2024. We at the Centre continue to strive to provide first class exhibitions in our galleries, classes, concerts, and cultural experiences for all residents of the South Shore.

Thank you for consideration.

Larry Hall  
Chair  
Last Mountain Lake Cultural Centre

|   |                                  |  |
|---|----------------------------------|--|
|  | Royal Canadian<br>Mounted Police |  |
|---|----------------------------------|--|


## COMMUNITY POLICING REPORT

|                            |                    |                             |
|----------------------------|--------------------|-----------------------------|
| To: Village of Buena Vista | From: Lumsden RCMP | Months: November 2023       |
|                            |                    | Date Prepared: 2024-01-24   |
|                            |                    | Lumsden RCMP (306) 731-4270 |

### OFFENCES REPORTED AND/OR COMMITTED IN TOWN/RURAL MUNICIPALITY

| A) Criminal Code                              |  | C) Alcohol & Gaming Regulations  |   |
|---|--|----------------------------------|---|
| 1. Sexual Assault                             |  | 1. Liquor Offences               |   |
| 2. Indecent Act                               |  | 2. Other                         |   |
| 3. Mischief                                   |  | D) Traffic                       |   |
| 4. Utter Threats                              |  | 1. Charges                       |   |
| 5. Break and Enter                            |  | 2. Accidents                     |   |
|   |  | 3. Roadside Suspensions          |   |
| 6. Thefts                                     |  | E) Assistance/Services           |   |
| 6. Impaired Driving/Over 0.08%                |  | 1. Wellbeing Check               | 1 |
| 7. Drive While Disqualified                   |  | 2. Sudden Deaths – Coroner's Act |   |
| 8. Frauds                                     |  | 3. Suspicious Person / Vehicle   |   |
| 9. Fail to Comply with Court Conditions       |  | 4. False Alarms                  |   |
| 10. Harassment                                |  | 5. Abandoned Vehicle             |   |
| 11. Causing a Disturbance                     |  | 6. Assist General Public         |   |
| B) Drugs                                      |  | 7. Mental Health Act             |   |
| 1. Possession of Drugs                        |  | 8. 911 Act                       |   |
| 2. Trafficking                                |  | 9. Animal Calls                  | 1 |
| 3. Fail to comply with court order/appearance |  | 10. Subpoena Service             |   |
|   |  | 11. Municipal By-laws            |   |

\* Lumsden Detachment responded to 331 calls for service / incidents during the month of November 2023. There were 2 calls / incidents originating from within the Village of Buena Vista \*

|   |                                  |  |
|---|----------------------------------|--|
|  | Royal Canadian<br>Mounted Police |  |
|---|----------------------------------|--|

## COMMUNITY POLICING REPORT

|                            |                    |                             |
|----------------------------|--------------------|-----------------------------|
| To: Village of Buena Vista | From: Lumsden RCMP | Months: December 2023       |
|                            |                    | Date Prepared: 2024-01-24   |
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| 1. Sexual Assault                             |   | 1. Liquor Offences               |   |
| 2. Indecent Act                               |   | 2. Other                         |   |
| 3. Mischief                                   | 1 | <b>D) Traffic</b>                |   |
| 4. Utter Threats                              |   | 1. Charges                       |   |
| 5. Break and Enter                            |   | 2. Accidents                     |   |
|   |   | 3. Roadside Suspensions          |   |
| 6. Thefts                                     |   | <b>E) Assistance/Services</b>    |   |
| 6. Impaired Driving/Over 0.08%                |   | 1. Wellbeing Check               | 1 |
| 7. Drive While Disqualified                   |   | 2. Sudden Deaths – Coroner's Act |   |
| 8. Frauds                                     | 1 | 3. Suspicious Person / Vehicle   |   |
| 9. Fail to Comply with Court Conditions       |   | 4. False Alarms                  |   |
| 10. Harassment                                |   | 5. Abandoned Vehicle             |   |
| 11. Causing a Disturbance                     |   | 6. Assist General Public         |   |
| <b>B) Drugs</b>                               |   | 7. Mental Health Act             | 1 |
| 1. Possession of Drugs                        |   | 8. 911 Act                       |   |
| 2. Trafficking                                |   | 9. Animal Calls                  |   |
| 3. Fail to comply with court order/appearance |   | 10. Subpoena Service             |   |
|   |   | 11. Municipal By-laws            |   |

\* Lumsden Detachment responded to **266** calls for service / incidents during the month of December 2023. There were **4** calls / incidents originating from within the Village of Buena Vista \*

**TO THE VILLAGE COUNCIL OF BUENA VISTA - REPORT-2024-01-26**

**Railpath RoW Registry** – I photographed and geolocated 2 more structures along the Railpath RoW. I have completed from 16<sup>th</sup> St. E, Regina Beach, east to 8<sup>th</sup> St. Buena Vista

No reports to the office and no contraventions observed

Bob Gourlay – Bylaw Enforcement Officer  
South Saskatchewan Commissionaires

**TO THE VILLAGE COUNCIL OF BUENA VISTA - REPORT-2024-01-31**

**1225 Grand Ave.** – Upon inspection, the unplated RV trailer has been removed from the RoW in front of this property. Close file.

**Railpath RoW Registry** – I photographed and geolocated 8 more structures along the Railpath RoW. I have completed from 16<sup>th</sup> St. E, Regina Beach, to approximated 100 meters east of Adair St. Buena Vista.

No reports to the office and no contraventions observed

Bob Gourlay – Bylaw Enforcement Officer  
South Saskatchewan Commissionaires

# Regnia Beach Local Library Board Meeting Minutes

Date: January 10th, 2024

**Call to order: 7pm**

**Attendance (please include first and last names)**

Names of board members present:

Gord Wilson, Darlene Freitag, Virginia Percy, Shannon Waugh and Sandi Metz.

Librarian- Laura Davies

Assistant Librarian- Joan Cobler

Names of board members absent:

Amanda Murray, Krista Hannan, Donna Gliddon and Mike Ziglo

## 1. Adopt Agenda

Motion: To adopt agenda as stated

Moved by: Virginia Percy 2<sup>nd</sup> Darlene Freitag

Approved X

## 2. Review minutes of the November 13th meeting

Motion: To accept minutes as circulated

Moved by: Virginia Percy, 2<sup>nd</sup> Sandi Metz All in favor.

Approved X

## 3. Board Governance

- a. Board member volunteer time since last meeting (hours): 31hrs
- b. Board member volunteer time year to date (hours): 31hrs
- c. Review our local branch 1-year strategic plan and goals:
  - i. Goal #1: Build Volunteer Capacity
  - ii. Goal #2: Increase Branch Visibility
  - iii. Goal #3: Community Engagement

NOT THE LIBRARY YOU REMEMBER







#### 4. Correspondence:

- Gary McLennan informed us that Chris Duke will be our new representative from the village of Buena Vista.
- Laura has contacted Roxanne from Be positive toys about facilitating courses for children ages 10-12 this year. List of courses they offer to follow.
- Laura has also contacted Stephanie at the town to inquire about their babysitting course and if that is being offered this year. If not, we might want to consider adding it to our course offerings.

#### 5. Librarian's Report (see attached)

Motion: To accept Librarian's Report

Moved by: Shannon Waugh 2<sup>nd</sup> Darlene Freitag All in favor.

Items discussed: -

- Volunteer required Wednesday 7<sup>th</sup> February 10.15am at the school for our Aboriginal storytelling month program - Gord has volunteered.
- We are planning to rearrange the library to accommodate a teen area.

Motion Passed X

#### 6. Financial Report

Total revenue since last meeting: \$13,509.68

Total expenditures since last meeting: \$ 3,882.95

Current bank balance: \$ 9,579.27

Motion: To accept Financial Report

Moved by: Virginia Percy Seconded: Sandi Metz

Motion Passed X

Items discussed: -

- Laura to check with Lucille about cashing her cheque.
- Confirmation that there will be a \$3 charge on any etransfer we receive.
- Review administrative assistant support and honorarium provided to Lucille for Storytime.

#### 7. Facility Report

- Moving bookshelves to create a space for teen space – Laura to check with HQ first.
- Remove spinning rack. Offer to community free of charge.
- New daycare being built by town. Being positioned to the right of the library on the grassy space. (Looking to offer programming once up and running.)



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

### a. Discussion item: Book purchase

Motion: Trying new options for purchase books to supplement catalogue.

Who is responsible: Laura Davies

Due date for completion: Ongoing

### b. Discussion item: Volunteer recruitment

Motion: Board members to proof read draft brochure and move forward with amendments ready for printing.

Who is responsible: Laura Davies

Due date for completion: Ongoing

- Laura to check with HQ if they need to sign off on prior to printing.

### c. Discussion item: Signage

Motion: Look into the possibility of purchasing more signage to be placed on the highway.

Who is responsible: Darlene to investigate options.

Due date for completion: Revisit at a later date.

### d. Discussion item: Library t-shirts

Motion: Shelve idea until a later date.

Due date for completion: Ongoing

- Possibly contact Jason Papp for quote.

### e. Discussion item: Board games purchase

Laura has purchased three board games through amazon. \$2.59 over budget with shipping.

Due date for completion: Complete

## 9. New Business

### a. Discussion item: Working bag kit

Motion: Continue compiling kit prior to book sale

Due date for completion: Ongoing



b. Discussion item: BBQ kit

Motion: Compile list prior to the hot dog sale

Who is responsible: Board members assisting with the sale

Due date for completion: Ongoing

c. Discussion item: Approval of possible funding for furniture for the 'Teen area' (table and chairs)

Motion: To purchase a table and chairs for new teen area.

Moved by: Sandi Metz

Seconded: Gord Wilson All in favor

Who is responsible: Laura Davies and Joan Cobler

Due date for completion: Asap

- \$1370 on amazon. Confirm details prior to purchase.
- Agreeance on opting for blue chairs.

Motion Passed X

d. Discussion item: Approval/authority to purchase 'Switch' console for teen programming.

Motion: To look into guidelines prior to purchasing switch console for teen programming.

Due date for completion: ongoing

- Look into guidelines- Time restrictions, library card required etc.
- Also, more research into appropriate games.
- Possibly consider adding a power outlet for television option in the future.

e. Discussion item: 2024 Budget request to Town of Regina Beach

Motion: To submit request for \$6200

Who is responsible: Darelene Freitag and Joan Cobler

Due date for completion: Asap

f. Discussion item: Changing meeting day.

Motion: To change meeting date to first Monday of the month.

First- Sandi Metz Seconded- Darlene Freitag All in favor

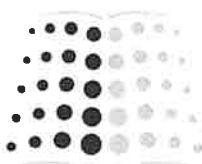
g. Discussion item: Update from leisure time club.

Motion: To officially book the hall with the leisure time club for the book sale.

Who is responsible: Gord Wilson

Due date for completion: Yearly

- Leisure time club instating a policy for hall rental and fees.



- Motion will be required yearly to book the hall for the Saturday of August long weekend at a cost.

h. Discussion item: Author readings

Motion: Continue working with local authors in conjunction with the leisure time club.

Who is responsible: Darlene Freitag

Due date for completion: Ongoing

- Rob Vanstone- Held in the memorial hall. Possible dates- Sunday February 11<sup>th</sup> or March 10<sup>th</sup>
- Yvonne Graff proposal for PowerPoint presentation. Board voted against proceeding.
- Other possible authors, Anne Lazurko, Gail Bowen, Angie Counios and Jacques Delorme.
- Consider hosting Jacques Delorme later on the year. Laura to discuss with Karen in Lumsden library.
- Propose to create a signature event of four author readings a year in conjunction with the leisure time club. Sandi and Gord to take the proposal to the leisure time club.

## 10. Next meeting and Adjournment

Next meeting: AGM March 18th, 2024, 7pm

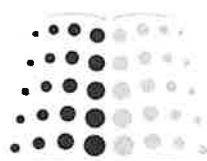
Motion to adjourn made by: Gord Wilson at 8.14pm

### Meeting minutes approval:

Date: \_\_\_\_\_

Chairperson signature: \_\_\_\_\_

Secretary signature: \_\_\_\_\_



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