



Village of Buena Vista

Regular Council Meeting AGENDA

July 22, 2025 at 7:00 p.m.

Council Chambers 1050 Grand Ave Buena Vista, SK

Via Teams @ <https://teams.microsoft.com/meet/2503768957314?p=SuH2zY1o05VYmQxyLK>

1. **CALL TO ORDER**
2. **ADOPTION OF AGENDA**
 - 2.1 Regular Meeting of Council Agenda – July 22, 2025
3. **CONFLICT OF INTEREST DECLARATION**
4. **ADOPTION OF MINUTES**
 - 4.1 Draft Regular Meeting of Council Minutes – June 24, 2025
5. **BUSINESS ARISING FROM MINUTES**
6. **ANNOUNCEMENTS, RECOGNITIONS & COMMUNITY EVENTS**
 - 6.1 Buena Vista Parks & Rec Board Community Picnic – Friday, August 22
7. **DELEGATION**
8. **FINANCIALS**
 - 8.1 List of Accounts for Approval 2025-00068 to 00071 and 2025-00072 to 00075
 - 8.2 Payroll – Public Works Jun 8-21, 2025 and June 22-July 5, 2025; Administration June 16-30, 2025 and July 1-15, 2025; Council Remuneration June 1-30, 2025
9. **REPORTS OF STAFF**
 - 9.1 Administration Report – June 20- July 11, 2025
 - 9.2 Public Works Report – June 20- July 11, 2025
 - 9.3 Water Treatment Plant Daily Record – June 2025
10. **REPORTS OF COUNCIL**
11. **BOARDS & COMMITTEES**
 - 11.1 Primary Health Care Board Meeting – July 15, 2025
12. **UNFINISHED BUSINESS**

13. ***NEW BUSINESS***

- 13.1 In Person Ratepayers Meeting Date
- 13.2 Parks & Recreation Board Members
- 13.3 FCC AgriSpirit Fund Grant

14. ***BYLAWS & POLICIES***

- 14.1 Bylaw No. 04/2025 A Bylaw of the Village of Buena Vista for the Purpose of Providing Remuneration to Council – 3rd Reading
- 14.2 Bylaw No. 05/2025 A Bylaw of the Village of Buena Vista to Authorize Expenditures and Provide for Purchasing Authority

15. ***COMMUNICATIONS***

- 15.1 Regional Bylaw Services – June 28, July 2 and 11, 2025
- 15.2 RCMP Policing Report – May 2025 and RCMP Update -June 2025

16. ***CLOSED SESSION***

17. ***ADJOURNMENT***

**Village of Buena Vista
MINUTES OF REGULAR MEETING
JUNE 24, 2025
1050 Grand Ave, Buena Vista, SK**

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

ADMINISTRATION: Acting Chief Administrative Officer Melissa Pollock

CALL TO ORDER:

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

ADOPTION OF AGENDA:

217/25 THAT the agenda for the June 24, 2025 Regular Meeting of Council be adopted as presented.

**Moved by Councillor Schultz
Seconded by Councillor Duke**

CARRIED

ADOPTION OF MINUTES:

218/25 THAT the Minutes of the June 10, 2025 Regular Meeting of Council be approved as presented with amendments to Delegation overview.

**Moved by Councillor Duke
Seconded by Councillor Sax**

CARRIED

219/25 THAT Council move to the dispensing of Seconders for the remainder of this meeting.

**Moved by Councillor Sax
Seconded by Councillor Miller**

CARRIED

APPROVAL OF ACCOUNTS PAYABLE:

220/25 THAT Council approves the following accounts for payment:
AP Batches 2025-00064 to 2025-00067, which includes all cheques, credit card,
automatic withdrawals, EFT and online payments for a total amount of
\$47,170.07.

Moved by Councillor Duke

CARRIED

221/25 THAT Council approves the following payrolls:
Public Works May 25 – June 7, 2025 in the amount of \$6,181.65
Administration June 1 - 15, 2025 in the amount of \$4,735.08

Moved by Councillor Sax

CARRIED

REPORTS OF STAFF:

222/25 THAT Council has reviewed the Administration Report for the period of
June 6 - 19, 2025, received clarification on certain matters, and hereby accepts
the report as information and files it accordingly.

Moved by Councillor Schultz

CARRIED

223/25 THAT Council has reviewed the Public Works Report for the period of
June 6 - 19, 2025, received clarification on certain matters, and hereby accepts
the report as information and files it accordingly.

Moved by Councillor Duke

CARRIED

224/25 THAT Council accepts the June 19, 2025 Lagoon Compliance Inspection for
Edgewood sewer as presented and file as part of the official record.

Moved by Councillor Sax

CARRIED

UNFINISHED BUSINESS:

225/25 THAT Council read Bylaw No. 02/2025 A Bylaw of the Village of Buena Vista to Provide for Public Notice Requirements a third time, adopted and attached hereto.

Moved by Councillor Schultz

CARRIED

226/25 THAT Council read Bylaw No. 03/2025 A Bylaw of the Village of Buena Vista to Regulate the Meeting Procedures of Council, Council Committees and Other Bodies a second time.

Moved by Councillor Schultz

CARRIED

227/25 THAT Council read Bylaw No. 03/2025 A Bylaw of the Village of Buena Vista to Regulate the Meeting Procedures of Council, Council Committees and Other Bodies a third time, adopted and attached hereto.

Moved by Councillor Miller

CARRIED

228/25 THAT Council read Bylaw No. 04/2025 A Bylaw of the Village of Buena Vista for the purpose of Providing Remuneration to Council a second time; and FURTHER THAT Administration incorporates the proposed amendments prior to third reading.

Moved by Councillor Duke

CARRIED

NEW BUSINESS:

- 229/25** THAT Council accepts the 2024 Financial Statements as presented; and FURTHER THAT the Mayor and Acting Chief Administrative Officer be authorized to sign the financial statements on behalf of the municipality.

Moved by Councillor Duke

CARRIED

- 230/25** THAT Council approve an additional unbudgeted expense of \$500 for a subscription related to the traffic sign, if required, to ensure continued access to reporting. Administration is currently exploring alternative options, and this option will only be used if no other suitable reporting solution is found.

Moved by Councillor Schultz

CARRIED

- 231/25** THAT Council approve the resident request to temporarily close 5th Street between Grand Ave and Pleasant Ave for the purpose of a live music block party, subject to the following conditions:

- That any required licensing or permits for alcohol consumption are obtained from SLGA;
- That all activities comply with the Village's Noise Bylaw; and
- That the use of Village-owned barricades is approved for the purpose of ensuring public safety during the event.

Moved by Councillor Sax

CARRIED

- 232/25** THAT Council accepts and files the Regina Beach Local Library Board Meeting Minutes of May 26, 2025.

Moved by Councillor Miller

CARRIED

233/25 THAT Council agrees to hold a Governance Training Session through Prairie Central District for Sport Culture and Recreation Inc. on October 21, 2025 with a second session to plan for the spring; and FURTHER THAT Administration plan jointly with Regina Beach.

Moved by Councillor Sax

CARRIED

CORRESPONDENCE

234/25 THAT Council receives and files the following communications:

- Regional Bylaw Services – June 14 and 18, 2025

Moved by Councillor Schultz

CARRIED

235/25 THAT Council approve Mayor Smith's attendance a the SUMA Mayor's Summer School on August 21 & 22, 2025; and FURTHER THAT Administration register and submit payment for the training.

Moved by Councillor Sax

CARRIED

236/25 THAT Council having matters to discuss relating to material that is exempt from public discussion under *The Local Authority Freedom of Information Act and Privacy Act* and *The Municipalities Act*, go to an In Camera session at 9:28 p.m. to discuss personnel matters.

Moved by Councillor Schultz

CARRIED

237/25 THAT Council come out of In Camera at 9:28 p.m.

Moved by Councillor Duke

CARRIED

ADJOURNMENT:

THAT Mayor Smith adjourn the meeting at 9:28 p.m.

Mayor

Acting Chief Administrative Officer

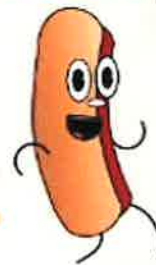


Buena Vista Parks & Rec Presents

BUENA VISTA COMMUNITY PICNIC



VILLAGE OFFICE
FRIDAY, AUGUST 22
5:00-7:00PM



FREE
HOTDOGS,
CORN,
DRINK
KIDS
GAMES
LIVE MUSIC

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Village of Buena Vista
List of Accounts
Batch: 2025-00068 to 2025-00071

Page 1

Bank Code - AP - AP-General Oper

COMPUTER CHEQUE

Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
11247	07/08/2025	DST Holdings Ltd.			
06-2025		570-260-204 - R&C - Cont - Mis	Fireworks -Muir Barber Mer	25,500.00	25,500.00
11248	07/08/2025	Gilco Electrical Services			
1285		510-270-150 - GG - Cont. - Offic	Labour/SPC Perm-Electrica	115.00	
		510-440-100 - GG - Supplies - C	Electrical Rcptcle/Box/Cove	82.60	
		110-340-110 - GST Receivable	Both Tax Code	9.58	
		900-110-110 - GST Paid	Both Tax Code	9.58 NL	207.18
11249	07/08/2025	Hyvac Sewer Service Ltd.			
8706		570-340-140 - R&C - Cont - Bea	Jun -Edgewood Septic Rem	3,198.06	
		570-340-140 - R&C - Cont - Bea	Beach Septic Removal -Jur	66.67	
		580-285-140 - UT - Cont. - Main	Backwash x5hrs -Jun 10	666.67	
		110-340-110 - GST Receivable	GST Tax Code	196.56	
		900-110-110 - GST Paid	GST Tax Code	196.56 NL	4,127.96
11250	07/08/2025	Papa Geordies Gas & Grocery			
June		530-400-110 - TS - Supplies - Si	Shop -Coffee	27.98	
		510-410-140 - GG - Supplies - C	Office -Bath Tissue	12.17	
		530-425-111 - TS - Supplies - Fi	Fuel -Jun	411.86	
		110-340-110 - GST Receivable	Both Tax Code	0.57	
		900-110-110 - GST Paid	Both Tax Code	0.57 NL	
		110-340-110 - GST Receivable	GST Tax Code	20.59	
		900-110-110 - GST Paid	GST Tax Code	20.59 NL	473.17
11251	07/08/2025	Young, Cliff			
20250707-01		110-320-140 - Utility Accounts F	WMD Refund - A#79	134.87	134.87
Total Computer Cheque:					30,443.18
Total AP:					30,443.18

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Village of Buena Vista
List of Accounts
Batch: 2025-00068 to 2025-00071

Page 2

Bank Code - CC - CC - Credit Card

CREDIT CARD					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
072025	07/07/2025	Amazon			
CA5113VGJHK/		580-400-110 - UT - Supplies - V	WTP -Chlorine Barrel Dolly	133.54	
		110-340-110 - GST Receivable	Both Tax Code	6.30	
		900-110-110 - GST Paid	Both Tax Code	6.30 NL	139.84
072025-001	07/07/2025	Graham's Tire Service Ltd.			
408408		530-420-100 - TS - Supplies - V	Tire Rim -Trailer	106.00	
		110-340-110 - GST Receivable	Both Tax Code	5.00	
		900-110-110 - GST Paid	Both Tax Code	5.00 NL	111.00
072025-002	07/07/2025	Information Services Corp.			
June 30		510-210-127 - GG - Cont - ISC	Title Search -R#406	30.00	30.00
Total Credit Card:					280.84
Total CC:					280.84

Date Printed
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Village of Buena Vista
List of Accounts
Batch: 2025-00068 to 2025-00071

Page 3

Bank Code - EFT - EFT - Direct Deposit

WIRE TRANSFER

Payment #	Date	Vendor Name				
Invoice #	GL Account	GL Transaction Description	Detail Amount	Payment Amount		
61	07/07/2025	Bobcat of Regina				
E07291	530-600-140 - TS - Purchase of	Hydra Tilt Attachment -Mini	4,914.91			
	110-340-110 - GST Receivable	Both Tax Code	231.84			
	900-110-110 - GST Paid	Both Tax Code	231.84	NL		5,146.75
68	07/07/2025	Gourlay & Associates				
397	520-260-110 - PS - Humane Soc	Bylaw Enforc Services -Jun	443.08			
	110-340-110 - GST Receivable	Both Tax Code	20.90			
	900-110-110 - GST Paid	Both Tax Code	20.90	NL		463.98
69	07/07/2025	J D Industrial Supplies				
797428/798261	530-410-110 - TS - Supplies - Si	Hedge Trimmer	545.90			
	530-410-130 - TS - Supplies - Si	Oil - Whippers	42.29			
	530-410-130 - TS - Supplies - Si	Whipper Line	95.35			
	110-340-110 - GST Receivable	Both Tax Code	32.24			
	900-110-110 - GST Paid	Both Tax Code	32.24	NL		715.78
70	07/07/2025	Gregg Distributors LP				
063-203952	530-410-110 - TS - Supplies - Si	Mig Wire -Welder	33.75			
	530-400-130 - TS - Supplies - H	4L Eyewash	59.63			
	530-400-130 - TS - Supplies - H	Eyewash Bottles x2	23.11			
	530-400-130 - TS - Supplies - H	First Aid Kit x2	88.23			
	530-400-110 - TS - Supplies - Si	Shop -Hand Towel	61.07			
	530-400-110 - TS - Supplies - Si	Shop -Bathroom Tissue	54.96			
	570-400-110 - R&C - Supplies -	Beach Bathroom -Hand tow	61.07			
	570-400-110 - R&C - Supplies -	Beach Bathroom -Bath Tiss	27.50			
	580-410-100 - UT - Supplies - V	WTP -Bathroom Tissue	27.50			
	580-410-100 - UT - Supplies - V	WTP -Hand Tissue	61.07			
	510-410-140 - GG - Supplies - C	Office -Hand Towel	61.07			
	110-340-110 - GST Receivable	Both Tax Code	26.36			
	900-110-110 - GST Paid	Both Tax Code	26.36	NL		585.32
71	07/07/2025	Princess Auto Ltd.				
5457985	530-410-140 - TS - Supplies - V	Ratchet Tie Down Straps x2	11.77			
	530-420-100 - TS - Supplies - V	Lug Nuts (10pc) -Trailer	21.19			
	530-420-100 - TS - Supplies - V	Hub Whell Bolt x8 -Trailer	59.33			
	110-340-110 - GST Receivable	Both Tax Code	4.35			
	900-110-110 - GST Paid	Both Tax Code	4.35	NL		96.64
72	07/07/2025	Bobcat of Regina				
P98480/	530-600-140 - TS - Purchase of	Hydraulics Coupler -Mini Ex	88.14			
	110-340-110 - GST Receivable	Both Tax Code	4.16			
	900-110-110 - GST Paid	Both Tax Code	4.16	NL		92.30
73	07/07/2025	Town Of Regina Beach				
2025-00085	210-700-810 - Long Term Debt	Lagoon Project Loan -Jul	3,306.64			
	580-700-110 - UT - Interest	Lagoon Project Loan Int -Ju	2,389.67			5,696.31
				Total Wire Transfer:		12,797.08

Total EFT: 12,797.08

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07/08/2025 9:06 PM

Village of Buena Vista
List of Accounts
Batch: 2025-00068 to 2025-00071

Page 4

Bank Code - OB - OB - Online Banking

ONLINE BANKING					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
072025	07/07/2025	Gov of SK			
June		210-210-190 - School #1 - Remi	EPT -Jun	104,585.39	104,585.39
072025-001	07/08/2025	SaskPower			
June		580-300-160 - UT - Cont - Well #	Well #2 Power -May28-Jun:	29.16	
		570-310-110 - R&C - Cont - Rink	Rink Power -Mar19-Jun12	128.53	
		110-340-110 - GST Receivable	GST Tax Code	22.93	
		900-110-110 - GST Paid	GST Tax Code	22.93 NL	180.62
072025-002	07/08/2025	Saskatchewan Health Authority			
Jun		580-290-100 - UT - Cont - Labor	Water SampGen Chem-WT	99.05	
		580-290-100 - UT - Cont - Labor	Water Samp -Bstr Stn -Jun	21.90	
		580-290-100 - UT - Cont - Labor	Water Samp -1050 Grand-J	21.90	
		110-340-110 - GST Receivable	GST Tax Code	7.15	
		900-110-110 - GST Paid	GST Tax Code	7.15 NL	150.00
Total Online Banking:					104,916.01

Total OB:	104,916.01
Grand Total:	148,437.11

Certified Correct This July 7, 2025

Mayor

Administrator

Date Printed
07/17/2025 1:35 PM

Village of Buena Vista
List of Accounts
Batch: 2025-00072 to 2025-00075

Page 1

Bank Code - ABW - ABW - Automatic Withdrawal

AUTOMATIC WITHDRAWAL					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
072025	07/14/2025	Munisoft			
2025/26-01575		510-290-120 - GG - Cont - IT Se	Jun - IT Services Premium	218.36	
		510-600-140 - GG - Purch of Ca	Desktop Comp -Admin Assi	1,483.79	
		510-600-140 - GG - Purch of Ca	Desktop Comp -Assist. CAC	1,483.79	
		510-600-140 - GG - Purch of Ca	Comp Monitor -Admin Assis	330.82	
		510-600-140 - GG - Purch of Ca	Comp Monitor -Assist CAO	330.83	
		510-600-140 - GG - Purch of Ca	Comp Network Config -Adm	157.94	
		580-600-170 - UT- Purch of Cap	Comp Network Config -WTF	157.94	
		530-600-210 - TS - Purch of Cap	Comp Network Config -PW	157.94	
		510-600-140 - GG - Purch of Ca	Comp Monitor -CAO	330.82	
		580-600-170 - UT- Purch of Cap	Laptop -WTP	1,441.02	
		530-600-210 - TS - Purch of Cap	Laptop -PW	1,441.02	
		530-400-110 - TS - Supplies - SI	MS Office 365 -PW Laptop	168.54	
		510-600-140 - GG - Purch of Ca	Comp Capital Proj -Travel	104.94	
		510-600-140 - GG - Purch of Ca	Comp Network Config -Assi	157.94	
		510-600-140 - GG - Purch of Ca	Backup Battery -Receipting	200.34	
		510-290-130 - GG - Cont - Softw	Equip Maint CR	-185.50	
		110-340-110 - GST Receivable	Both Tax Code	375.73	
		900-110-110 - GST Paid	Both Tax Code	375.73 NL	8,356.26
072025-001	07/14/2025	RBC			
May/Jun		510-290-100 - GG - Cont. - Banl	May Activity Fee-A#156 -Mi	304.65	
		510-290-100 - GG - Cont. - Banl	Jun Int Fee -A#156 -Jun2	3.89	
		510-290-100 - GG - Cont. - Banl	Jun Mon Fee -A#156 -Jun2	73.44	
		510-290-100 - GG - Cont. - Banl	Jun Activity Fee -A#156 -Ju	230.20	
		510-290-100 - GG - Cont. - Banl	Jun Int Fee -A#156 -Jun30	6.81	
		510-290-100 - GG - Cont. - Banl	Jun Mon Fee -A#156 -Jun3	73.44	
		510-290-100 - GG - Cont. - Banl	Jun Trans Fee -A#116 -Jun	15.00	707.43
Total Automatic Withdrawal:					9,063.69
Total ABW:					9,063.69

Date Printed
07/17/2025 1:35 PM

Village of Buena Vista
List of Accounts
Batch: 2025-00072 to 2025-00075

Page 2

Bank Code - AP - AP-General Oper

COMPUTER CHEQUE					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
11252	07/22/2025	Muir Barber Ltd.			
June		570-400-110 - R&C - Supplies -	Chain - Beach Buoys	327.33	
		530-400-130 - TS - Supplies - H	Work Gloves -Summer Stuc	42.91	
		530-410-100 - TS - Supplies - S	Capenter Pencil	0.75	
		530-400-110 - TS - Supplies - S	Cleaner -Shop	14.30	
		530-410-100 - TS - Supplies - S	Adapters -Tree Watering	12.00	
		530-410-100 - TS - Supplies - S	Latex Gloves	23.84	
		530-410-140 - TS - Supplies - V	Bungee Cords	14.30	
		530-420-101 - TS - Supplies - T	Rollers -Paint Speed Bump:	30.51	
		530-410-100 - TS - Supplies - S	Spray Paint x2/gauge	46.29	
		530-410-130 - TS - Supplies - S	Whipper Line	11.44	
		570-600-130 - R&C - Purch of C	Garbage Can x2	51.49	
		580-410-100 - UT - Supplies - V	Mouse Traps	8.58	
		570-600-130 - R&C - Purch of C	2"x4"x12' PTL x2-GarbageC	22.87	
		570-600-130 - R&C - Purch of C	5/4"x6"x12' PTL x6-Garbagi	87.77	
		570-600-130 - R&C - Purch of C	5/4"x6"x12' PTL x6-Garbagi	87.77	
		570-600-130 - R&C - Purch of C	2"x4"x12' PTL x4-GarbageC	45.75	
		570-600-130 - R&C - Purch of C	2"x4"x12' PTL x4-GarbageC	45.75	
		570-600-130 - R&C - Purch of C	Screws -GarbageCans	11.33	
		110-340-110 - GST Receivable	Both Tax Code	41.73	
		900-110-110 - GST Paid	Both Tax Code	41.73 NL	926.71
			Total Computer Cheque:		926.71
				Total AP:	926.71

Date Printed
07/17/2025 1:35 PM

Village of Buena Vista
List of Accounts
Batch: 2025-00072 to 2025-00075

Page 3

Bank Code - CC - CC - Credit Card

CREDIT CARD					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
072025-003	07/14/2025	Arctic Spas (Sunset Bay Hot Tubs)			
Jul 8		580-410-100 - UT - Supplies - V	Ultra Acid-Cleaning WTP In	30.69	
		110-340-110 - GST Receivable	Both Tax Code	1.45	
		900-110-110 - GST Paid	Both Tax Code	1.45 NL	32.14
072025-004	07/14/2025	Armtec			
6-364690		530-450-100 - TS - Supplies - D	Coupler -Culvert	70.28	
		110-340-110 - GST Receivable	Both Tax Code	3.32	
		900-110-110 - GST Paid	Both Tax Code	3.32 NL	73.60
072025-005	07/14/2025	Waterboy Supply Centre Ltd			
241112		530-410-100 - TS - Supplies - S	Drip Emitters -Tree Waterin	22.53	
		110-340-110 - GST Receivable	Both Tax Code	1.06	
		900-110-110 - GST Paid	Both Tax Code	1.06 NL	23.59
Total Credit Card:					129.33
Total CC:					129.33

Date Printed
07/17/2025 1:35 PM

Village of Buena Vista
List of Accounts
Batch: 2025-00072 to 2025-00075

Page 4

Bank Code - EFT - EFT - Direct Deposit

WIRE TRANSFER

Payment #	Date	Vendor Name	GL Account	GL Transaction Description	Detail Amount	Payment Amount
Invoice #						
74	07/14/2025	Princess Auto Ltd.				
5490456		530-410-100 - TS - Supplies - SI	Tie-down Anchor Rings -Fla	41.30		
		110-340-110 - GST Receivable	Both Tax Code	1.95		
		900-110-110 - GST Paid	Both Tax Code	1.95	NL	43.25
75	07/14/2025	Professional Bldg. Insp. Inc.				
2506309		560-200-150 - P&D - Cont. - Bui	PBI Fees - June	1,110.00		
		110-340-110 - GST Receivable	GST Tax Code	55.50		
		900-110-110 - GST Paid	GST Tax Code	55.50	NL	1,165.50
76	07/14/2025	Town Of Regina Beach				
2025-00090		525-210-100 - PS - Cont - Fire F	IMUC 2nd Qtr Fire Fees	13,412.33		
		540-200-110 - EH - Cont - Lago	IMUC 2nd Qtr Lagoon Fees	6,929.64		
		570-210-100 - R&C - Cont - Reg	IMUC 2nd Qtr Library Fees	2,003.69		
		550-200-130 - H&W - Cont - Pri	IMUC 2nd Qtr PHC Fees	1,172.26		
		525-230-130 - PS - Cont - EMO	IMUC 2nd Qtr EMO Fees	802.53		24,320.45
77	07/14/2025	TAXervice				
2436656-58		510-260-100 - GG - Cont - Tax I	Tax Enf Fees R#47	48.00		
		510-260-100 - GG - Cont - Tax I	Tax Enf Fees R#300	48.00		
		510-260-100 - GG - Cont - Tax I	Tax Enf Fees R#314	48.00		
		110-340-110 - GST Receivable	GST Tax Code	2.70		
		900-110-110 - GST Paid	GST Tax Code	2.70	NL	146.70
Total Wire Transfer:						25,675.90
Total EFT:						25,675.90

Date Printed
07/17/2025 1:35 PM

Village of Buena Vista
List of Accounts
Batch: 2025-00072 to 2025-00075

Page 5

Bank Code - OB - OB - Online Banking

ONLINE BANKING					
Payment #	Date	Vendor Name			
Invoice #	GL Account	GL Transaction Description	Detail Amount	Payment Amount	
072025-003	07/14/2025	Gov of SK			
June 2025	210-200-100 - Payroll Deduction	Council Rem Ded -Jun	30.54		
	210-200-100 - Payroll Deduction	Admin Pyrl Ded -Jun	4,651.20		
	210-210-190 - School #1 - Remi	PW Cas/Seas Pyrl Ded-Jun	192.65		
	210-210-190 - School #1 - Remi	PW Pyrl Ded -Jun	6,766.58		11,640.97
072025-004	07/14/2025	Loraas Disposal South Ltd.			
8198443	540-200-130 - EH - Cont - Wast	Waste Collection -Jun x5	11,028.47		
	540-210-300 - EH - Cont - Recy	Recycle Collection -Jun x5	3,843.95		
	530-290-100 - TS - Cont - Other	Loraas Bin Empty -Shop	100.94		
	110-340-110 - GST Receivable	GST Tax Code	748.67		
	900-110-110 - GST Paid	GST Tax Code	748.67	NL	15,722.03
072025-005	07/14/2025	MEPP (PEBA)			
June	210-200-140 - MEPP Payable	PW May25-Jun7 MEPP	1,535.62		
	210-200-140 - MEPP Payable	PW Jun8-21 MEPP	1,535.62		
	210-200-140 - MEPP Payable	Admin Jun 1-15 MEPP	1,228.56		
	210-200-140 - MEPP Payable	Admin Jun 16-30 MEPP	1,264.04		5,563.84
072025-006	07/14/2025	Saskatchewan Health Authority			
3507916	580-290-100 - UT - Cont - Labor	Water Samp -Bstr Stn-Jul2	21.90		
	580-290-100 - UT - Cont - Labor	Water Samp -1050 Grand-J	21.90		
	110-340-110 - GST Receivable	GST Tax Code	2.20		
	900-110-110 - GST Paid	GST Tax Code	2.20	NL	46.00
Total Online Banking:					32,972.84
Total OB:					32,972.84
Grand Total:					68,768.47

Certified Correct This July 14, 2025

Mayor

Administrator

Deposit RegisterPay group : **002 (Public Works)**Pay period : **13 (08Jun2025 to 21Jun2025)**Cheque date : **27Jun2025**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Institute / Transit / Account	Amount
00000001	27Jun2025	020	Neudeck, Joel	004		2082.03
00000002	27Jun2025	024	Warawa, Lorne D	004		1926.16
00000003	27Jun2025	048	Kobayashi, Jacob D.	004		301.70
00000004	27Jun2025	049	Dyer, Henry R.	004		968.80
00000005	27Jun2025	050	Keith, John	004		368.40
00000006	27Jun2025	50	Arnold, Ian C.	003		2047.79

Pay Group Totals :

Number of Deposits:6

Total Amount of Deposits:7694.88

Deposit RegisterPay group : **002 (Public Works)**Pay period : **14 (22Jun2025 to 05Jul2025)**Cheque date : **11Jul2025**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	11Jul2025	020	Neudeck, Joel	004	2688.36
00000002	11Jul2025	024	Warawa, Lorne D	004	1482.21
00000003	11Jul2025	048	Kobayashi, Jacob D.	004	1039.52
00000004	11Jul2025	049	Dyer, Henry R.	004	1432.25
00000005	11Jul2025	50	Arnold, Ian C.	003	1830.10

Pay Group Totals :

Number of Deposits:5

Total Amount of Deposits:8472.44

Deposit RegisterPay group : **004 (CAO & Assistant)**Pay period : **12 (16Jun2025 to 30Jun2025)**Cheque date : **30Jun2025**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	30Jun2025	026	Guillemin, Karen	002	907.36
00000002	30Jun2025	040	Pollock, Melissa D.	001	2236.71
00000003	30Jun2025	047	McConnell, Catherine M.	002	1620.67

Pay Group Totals :

Number of Deposits:3

Total Amount of Deposits:4764.74

Deposit RegisterPay group : **004 (CAO & Assistant)**Pay period : **13 (01Jul2025 to 15Jul2025)**Cheque date : **15Jul2025**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	15Jul2025	026	Guillemin, Karen	002	795.63
00000002	15Jul2025	040	Pollock, Melissa D.	001	2158.64
00000003	15Jul2025	047	McConnell, Catherine M.	002	1640.06

Pay Group Totals :

Number of Deposits:3

Total Amount of Deposits:4594.33

Deposit RegisterPay group : **003 (Council)**Pay period : **06 (01Jun2025 to 30Jun2025)**Cheque date : **30Jun2025**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	30Jun2025	051	Smith, Karen L.	005	440.58
00000002	30Jun2025	052	Duke, Christopher	005	260.00
00000003	30Jun2025	053	Miller, Spence	005	260.00
00000004	30Jun2025	054	Sax, Robert G.	005	384.15
00000005	30Jun2025	055	Schultz, Steven D.	005	260.00

Pay Group Totals :

Number of Deposits:5

Total Amount of Deposits:1604.73



ADMINISTRATION REPORT TO COUNCIL

July 22, 2025 Council Meeting

Melissa Pollock, Acting Chief Administrative Officer

June 20 – July 11, 2025

Updates:

- CAR (Civic Address Registry) Level 1 Overview and Address Validation & Level 2 – Road Name Update Process Training July 8 – CAO & Assistant CAO
- Admin Assistant holidays June 30-July 3

Completed work this period:

- CAO meetings with Public Works Operations Coordinator
- Development/Building Permit Applications (4)
- Public notice for Expenditures & Purchasing Bylaw posted – website, Facebook, Voyent Alert, and posted on bulletin board at Post Office, and the office door
- Change of Ownership (3)
- Bank Reconciliations / work on setting up financial reports to match auditors reports (receiving help from our provider and will all be completed by next meeting)
- Signed Financial Statements sent to the auditor along with request to have a meeting
- Some work on Zoning bylaw update
- CHIF Grant (for well & storage) – have received communication from them with a couple clarifying questions while they are reviewing the application
- Worked with Drop Solutions to order Activated Alumina, etc. for WTP
- Gopher control research
- Letters/warnings issued to high water consumers who appear to be outdoor watering during non-allotted times

Work Priority over the next two week:

- Complete amendments for draft Parks & Recreation Board bylaw
- Complete reports for monthly financial reporting
- Bylaw updates work

Work Planning for this month & Upcoming Months:

- Fire/Fireworks Bylaw
- Governance Policy
- Noise Bylaw/Special Events Application
- Work on SOPs for water
- Zoning bylaw complete update
- Performance Reviews with Administration staff
- Proposed Subdivision – rezoning/water study
- Bylaw updates drafted / Register with Bylaw Court
- Policies & Health & Safety Program
- Register names for landfill road (Dinu & Rose) & complete update with Civic Address Registry (CAR)
- Asset Management

- Violence Prevention/ Teamwork & Collaboration/ Conflict Resolution Training for all staff
- Complete electronic filing cleanup/organization
- Webinar: Develop an Urban Forest Management Plan for your Community – July 17

Resident & Community Matters:

- Email from a resident: *"Just wanted to thank you for the attached letter '2025 Budget Summary – Where your Tax Dollars Go' that was sent with the tax notice. It was very informative and outlined the tax planning that takes place today and for the future of the Village. Thanks again and keep up the good work."*
- Gopher concerns in Edgewood

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



PUBLIC WORKS REPORT TO COUNCIL

July 24, 2025 Council Meeting

Melissa Pollock, Acting Chief Administrative Officer
June 20 – July 11, 2025

Updates:

- Summer students, along with full time staff (as a refresher), completed PME (power mobile equipment) training

Completed work this period:

- Operations Coordinator meetings with CAO
- Fire Hydrant on Helen Place
- Culvert inspections/cleaning
- Regrade north side of shop
- Paint speed bumps - load tank, pump, hotsy for cleaning before painting
- Grade east west landfill road
- Gravel & fill holes at Booster Station
- Gravel Parking lot of ball diamond
- Fill and regrade ditch 1300 block Highwood for ditching and installation of culvert – will hopefully be completed next week
- Ditching 1100 block Grand Ave
- Grade 1200 block Highwood Ave
- Gravel 200 block Pleasant Ave
- Gravel 200 block Woodland Ave
- Repair hydraulic hose leak in grader
- Building trash bins as per budget
- Shop & yard clean up
- Mowing & whipping of grass
- Trees trimmed back on Schwann
- Removed tree pile from shop yard to landfill
- Shop & yard cleaning
- Weed control (ballpark, 16th & Grand, beach, shop)
- Edgewood fire hydrant that was out of order now operable & fire department notified
- No Parking signs put up on Grand for swimming lessons
- Attempt to replace fire hydrant on Helen Place

Water Treatment Plant

- Water Turn On's for seasonal properties (2)
- Regular maintenance
- Activated Alumina ordered / change of media will be scheduled once received
- Well check
- Meter Repair (1)
- MIU Reading for high consumers who appear to be outdoor watering during non-allotted times

Work Priority over the next two weeks:

- Grass mowing/whipping
- Install new speed signs on landfill road
- Complete ditching/culvert on 1300 block Highwood
- Weed control
- Curb stop repair

Work Planning for this month & upcoming months:

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

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

[illegible]

No records in office & no minutes saved anywhere that we could find. We will connect with board for copy of the minutes.

only 2 years that we can
confirm the members
were appointed by
resolution of Council.



VILLAGE OF BUENA VISTA

Briefing Note

To:	Mayor and Council
Date:	July 22, 2025
Subject:	FCC AgriSpirit Fund Grant

PURPOSE:

To seek Council's approval to submit an application for funding through the FCC AgriSpirit Fund Grant to support upgrades and improvements to the Heritage Park Ball Diamonds and concession facility.

BACKGROUND:

For a long time, the local Ball Association and Parks & Recreation volunteers have taken the lead – and financial responsibility – for the upkeep and minor improvements to this space. They have done an exceptional job maintaining it, but their resources are extremely limited. This may be the time for the municipality to step in and support the long-term viability of this important community asset.

The FCC AgriSpirit Fund supports projects in communities of less than 150,000 people. Eligible applicants can apply for \$10,000 to \$25,000.

Example of projects they may consider that could work for us:

- Projects that improve accessibility and inclusion
- Construction of or upgrades to community buildings

Must be completed within two years of receiving funding with documented proof. You don't need to have any funds raised before applying. You can be in the beginning stages of fundraising or apply for the entire amount. We would collaborate with the ball association on this project.

Application due by July 30th.

PROJECT OVERVIEW:

Our proposed project would focus on upgrading the Village ball diamond and concession area. The planned improvements could include:

- Refurbishing the playing surface and surrounding fencing to improve safety standards & aesthetics
- Upgrading the concession building
- General park improvements to enhance the appearance and usability of the space.

These upgrades will ensure continued use by youth ball teams, allow us to host more events, and create a more welcoming hub for families and visitors.

Rationale:

- The facility is a beautiful park space with significant potential to be a stronger gathering place and draw for the community.
- Youth ball has seen continued interest, and these upgrades are vital to keeping it active and growing (with older youth teams potentially)
- Some aspects of the facility are aging and in need of repair to ensure safety and accessibility for all users (fence, picnic table area, etc.)
- Upgraded facilities will support community health, promote engagement, and may attract regional tournaments or events, boosting local pride
- Funding through the FCC Fund will significantly offset the project costs, reducing the financial burden on municipal resources
- We could explore hosting some fundraising events at the site to both draw people in and help raise funds to offset any portion of the project not covered by the grant – the Village could collaborate with the ball association on this.

Request:

- Council approval to proceed with the FCC fund grant application, enabling the municipality to access funding opportunities for these important community enhancements.

BYLAW NO. 04/2025

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

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

1. **SHORT TITLE**

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

2. **DEFINITIONS**

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

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

3. RESPONSIBILITIES

3.1. The Council shall be responsible to:

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

3.2. The Village CAO shall be responsible to:

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

4. REMUNERATION AND REIMBURSEMENT ELIGIBILITY

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

5. ELIGIBLE BUSINESS, MEETINGS AND EXPENSES

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

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

c) Other Meetings as approved by Council:

- i. Conferences, conventions and zone or district meetings; and
- ii. Education and training sessions, seminars and workshops.

5.2. Council members shall be reimbursed for fuel expenses occurred while using their personal vehicles for travel to conferences, conventions, zone or district meetings, education and training sessions, seminars and workshops. Reimbursement shall be based on the actual cost of fuel used, supported by itemized fuel receipts.

5.3. Council members shall be reimbursed for meals incurred while attending conferences, conventions, zone or district meetings, education and training sessions, seminars and workshops only if the event spans a full day, subject to the following conditions:

- a) Reimbursement shall be based on a per diem rate as per 'Appendix A';
- b) Reimbursement for meals will only be provided when the event or venue does not supply the meal as part of the registration or accommodation; and
- c) Claims for gratuities or alcoholic beverages will not be reimbursed.

5.4. Council members attending out-of-town conferences, conventions, education or training sessions, and spans more than one day, the Village shall be responsible for the cost of reasonable accommodations. Administration shall be responsible for arranging and booking accommodation in advance. Whenever possible, accommodation shall be booked at the event venue or a nearby hotel offering government or conference rates.

6. PAYMENT REQUESTS

6.1. Each Council member shall submit a request for payment to the CAO, or their designate before month-end. Failure to submit may result in non-payment.

6.2. The CAO, or their designate, shall review payment requests for errors that would result in an overpayment.

6.3. Errors, discrepancies, and inconsistencies in remuneration requests shall be brought forward by the CAO, or their designate, to the Council member who submitted the request.

7. PAYMENT FREQUENCY

7.1. Council members shall be paid monthly.

8. COMING INTO FORCE

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

Mayor

Administrator

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

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

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

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

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

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

Description	
Mileage	Actual cost of fuel
Meals – per diem	Breakfast: \$15 Lunch: \$22 Supper: \$30



VILLAGE OF BUENA VISTA

Briefing Note

To:	Mayor and Council
Date:	June 24, 2025
Subject:	Expenditures & Purchasing Bylaw

PURPOSE:

The purpose of this report is to present Bylaw No. 05/2025, Expenditures and Purchasing Bylaw, for Council's consideration. The proposed bylaw establishes guidelines for authorizing expenditures and purchasing goods and services, in accordance with *The Municipalities Act*.

BACKGROUND

The Municipalities Act (sections 160 and 161) provides that Council may, by bylaw, establish procedures for the authorization of expenditures and the purchase of goods and services.

The Village currently has an outdated bylaw regulating expenditures and purchasing.

A clear up-to-date bylaw (and one to match up with the Council Procedures Bylaw moving to only one (1) Council meeting per month) is necessary to ensure accountability, transparency, and compliance with provincial legislation.

KEY FEATURES OF THE BYLAW

- CAO authority
- Council authority
- Expenditures requiring Council resolution.
- Emergency provisions
- Purchasing thresholds
- Conflict of Interest

PURCHASING THRESHOLDS

The Municipalities Act does not prescribe dollar thresholds for when municipalities must get quotes, issue tenders, or follow certain purchasing procedures.

Instead, section 161 of *The Municipalities Act* says "A Council may, by bylaw, establish purchasing policies and procedures for the municipality."

This means it's up to Council to decide what dollar limits and procedures are appropriate for their community. The thresholds provided in the draft are common best practices seen in smaller Saskatchewan municipalities, but not required by law.

What does *The Municipalities Act* require?

- The need for Council approval for expenditures (section 160) unless delegated or included in the budget
- The authority for Council to create purchasing policies (section 161)
- Compliance with any other applicable laws (e.g., trade agreements like New West Partnership Trade Agreement (NWPTA)/Canadian Free Trade Agreement (CFTA), if applicable at certain thresholds).

Are there any external rules that affect purchasing thresholds?

Yes – in some cases:

- **New West Partnership Trade Agreement (NWPTA):** There are tendering requirements for certain purchases over \$75,000 (goods/services) and over \$200,000 (construction)
- **Canadian Free Trade Agreement (CFTA):** Similar thresholds apply federally.

➤ *These apply only to higher-value purchases and the draft bylaw includes reference to them*

RECOMMENDATION

That Council introduces the draft bylaw with first reading, suggest any changes, and determine expenditure thresholds.

BYLAW NO. 05/2025

A BYLAW OF THE VILLAGE OF BUENA VISTA TO AUTHORIZE EXPENDITURES AND PROVIDE FOR PURCHASING AUTHORITY

WHEREAS, Sections 160 and 161 of *The Municipalities Act*, authorize Council to provide for the manner in which the municipality authorizes expenditures and purchases;

AND WHEREAS, it is deemed necessary and expedient to adopt a bylaw to regulate expenditures and the purchase of goods, services, and construction for the Village of Buena Vista;

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

SHORT TITLE

1. This Bylaw may be cited as the *Expenditures and Purchasing Bylaw*.

DEFINITIONS

2. Whenever in this Bylaw the following words or terms are used, they shall, unless the context provides otherwise, be held to have the following meanings:
 - 2.1. **Canadian Free Trade Agreement (CFTA)** means the agreement among the federal government, provinces, and territories of Canada that aims to reduce and eliminate barriers to the free movement of persons, goods, services, and investments within Canada. The CFTA applies to municipal government procurement above certain thresholds and requires open, fair, and transparent procurement processes that do not discriminate against suppliers from other provinces or territories;
 - 2.2. **Chief Administrative Officer (CAO)** means the Administrator of the Village appointed pursuant to Section 110 of *The Municipalities Act*;
 - 2.3. **Council** means the Mayor and Councillors of the Village of Buena Vista that have been duly elected by *The Local Government Elections Act*;
 - 2.4. **Emergency** means a situation where the health, safety or welfare of the public or protection of property is at immediate risk;
 - 2.5. **Goods and Services** means all materials, equipment, supplies, construction, and services obtained by the Village;

- 2.6. **Municipality** means the municipal corporation of the Village of Buena Vista and the area of land over which it has jurisdiction; and
- 2.7. **New West Partnership Trade Agreement (NWPTA)** means the trade agreement between the provinces of British Columbia, Alberta, Saskatchewan, and Manitoba, which establishes a single economic region by removing barriers to trade, investment, and labour mobility within these provinces. The NWPTA applies to municipal government procurement of goods, services, and construction above specified thresholds, requiring open, non-discriminatory, and transparent purchasing process.

3. GENERAL EXPENDITURE AUTHORITY

- 3.1. No expenditure of municipal funds shall be made unless:
- a) Provided for in the annual approved operating or capital budget;
 - b) Authorized by a motion or resolution of Council; or
 - c) Required in an emergency as defined in this Bylaw.
- 3.2. The CAO, or designate, shall be authorized to pay the following accounts in a timely manner, without prior resolution of Council, provided that such payment:
- a) Is within the limits of the approved budget;
 - b) Is necessary for the continued operation and obligations of the municipality; and
 - c) Is reported to Council at its next regular meeting.
- 3.3. Authorized accounts include but are not limited to:
- a) Utilities, including power, natural gas, sewer services, telephone, internet charges;
 - b) Insurance premiums, including liability, vehicle, and workers' compensation premiums;
 - c) Payroll and related statutory remittances, including source deductions (income tax, CPP, EI), pension contributions, and benefit premiums;
 - d) Debt servicing payments, including debenture, loan, and lease payments;
 - e) Contracted services and maintenance, where payment is required under an existing agreement or contract (e.g., waste/recycling collection, equipment maintenance);
 - f) Routine operational expenses, such as postage and bank service fees;

- g) Collections on behalf of other taxing authorities; and
- h) Payment of credit card bills.

4. TRANSFERS BETWEEN OPERATING AND INFRASTRUCTURE ACCOUNTS

- 4.1. The CAO shall be authorized to transfer monies between the operating account and the infrastructure account as necessary to:
- a) Ensure the operating account maintains a minimum balance of \$75,000 at all times to avoid interest charges or penalties; and
 - b) Transfer excess funds beyond normal operational requirements from the operating account to the infrastructure account, in order to maximize interest earnings for the municipality.
- 4.2. All such transfers shall:
- a) Be properly recorded in the municipality's financial records.
- 4.3. Any transfer not provided for in this section or that is outside of the approved financial plan shall require prior resolution of Council.

5. PURCHASING PROCEDURES

- 5.1. The following procedures apply to the purchase of goods, services, and construction:

Estimated Value (excluding tax)	Procedure	Approval
Up to \$5,000	Quotes encouraged where practical	CAO (if within budget)
\$5,001 - \$25,000	At least two (2) written quotes where practical	CAO (if within budget)
\$25,001 - \$74,999	Formal tender or request for quotation OR At least three (3) written quotes where practical	Council resolution
>\$75,000 (goods/services)	Competitive process compliant with NWPTA/CFTA	Council resolution
>\$200,000 (construction)	Competitive process compliant with NWPTA/CFTA	Council resolution

- 5.2. Council may require tenders, quotations, or RFPs at any dollar value at its discretion.
- 5.3. All purchasing processes for amounts exceeding trade agreement thresholds shall comply with applicable trade agreements including, but not limited to, the New West Partnership Trade

agreement (NWPTA) and the Canadian Free Trade Agreement (CFTA).

- 5.4. All purchases shall be made with the best long-term interest of the Municipality. While price is an important consideration, the lowest price will not necessarily be accepted in every case. The municipality will balance cost-effectiveness with product quality, durability, and any ongoing or lifecycle costs associated with the purchase.

6. EMERGENCY EXPENDITURES

6.1. In the event of an emergency:

- a) The CAO, in consultation with the Mayor or Deputy Mayor, is authorized to make necessary expenditures to address the emergency, regardless of the dollar value.
- b) A report of any emergency expenditures shall be provided to Council at the next Regular Meeting of Council.

7. CONFLICT OF INTEREST

- 7.1. All employees and Council involved in the purchasing process shall adhere to *The Municipalities Act* conflict of interest provisions and disclose any potential conflicts.

8. TRANSITIONAL, REPEAL AND COMING INTO FORCE

8.1. Bylaw No. 6/12, and any and all amendments thereto, be hereby repealed in their entirety.

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

Mayor

Administrator

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

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

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



Regional Bylaw Services

TO THE COUNCIL OF THE VILLAGE OF BUENA VISTA

WEEKLY REPORT 2025-06-28

6th St. Public Beach – Upon inspection, lots of vehicles in parking area. Not at overflow.

Rail-Path Walkway – Approximately 50 m east of 6th St. Beach area I observed two quads parked on the pathway (photos on file). I spoke to one of the owners who was dismissive when I told him that quads were not permitted on the path.

840 Woodland Bay – The office received a report of nuisance barking at this property. I spoke to the property owner, who acknowledged his dog was likely causing a problem during the week as no one was home. He indicated that someone will be home with the dog and ensure it does not create a nuisance (video on file). Keep file open.

Bob Gourlay – Bylaw Officer - Regional Bylaw Services



Regional Bylaw Services

TO THE COUNCIL OF THE VILLAGE OF BUENA VISTA

WEEKLY REPORT 2025-06-28⁰¹⁻⁰²

208 Edgewood Dr. – The office continues to receive more reports of overgrown weeds on this property. I issued OTR #102e for service by registered mail and compliance by July 18/25.

201-6th St. – Upon inspection, the grass and weeds on this empty lot are overgrown and there is an old ½ ton truck stored on the lot. I issued OTR #103e for service by registered mail and compliance by July 18/25.

1248 Highwood Ave. – The office received a report of a cargo trailer parked on the RoW to close to the fire hydrant. Upon inspection, there was a cargo trailer parked within 2 ft. of the fire hydrant (photo on file). I issued warning #007e for service by regular mail and reinspection July 11/25.

1057 Schwann Ave. – The office received a report of loud partying noise, and people wandering into neighbouring properties yelling absurdities at the neighbours asking them to be quiet.

I contacted the complainant by phone and took a statement. The nuisance noise took place the evening of June 30 into the early morning hours of July 1/25. There were people yelling and wandering into the complainant's property and beer cans were left in the yard. The complainant did not contact the RCMP. (Statement recording on file).

I contacted the property owner who provided me the names and phone numbers of the occupants. I spoke to one of the occupants who acknowledged her daughter had a party that night. I cautioned her that nuisance noise causing a disturbance will be reported to the RCMP and their reports provided to me for prosecution. She said they would ensure that no further disturbances are created (audio on file). I then followed up with the complainant.

Bob Gourlay – Bylaw Officer – Regional Bylaw Services



Regional Bylaw Services

TO THE COUNCIL OF THE VILLAGE OF BUENA VISTA

WEEKLY REPORT 2025-07-11

1248 Highwood Ave. – The office received a report of a deck being constructed on this property. The office has not issued a permit for a deck. Upon inspection, I could see what appears to be the frame of a deck approximately 8 ft. above the ground (photo on file). There was no answer at the door when I knocked. I issued warning #008e for service by regular mail or (posting on-site) and reinspection July 23/25.

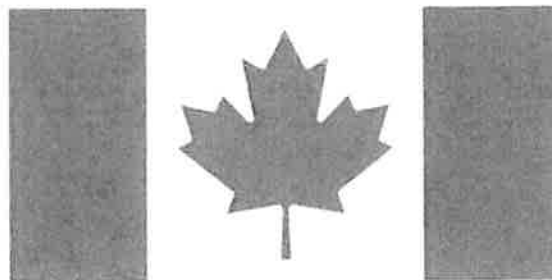
Rail-Path Walkway – The office received a report of an electrical extension crossing the rail path near the bottom of 6th St. Upon inspection, I did not see and extension cord 100 m east or west of this location.

1212 Grand Ave. – I observed a slip-type truck camper in the RoW (photo on file). I issued warning #009 for service by regular mail and reinspection July 23/25.

1200 Highwood Ave. – Upon inspection. The disassembled shed has been moved to the back of the lot. Close file.

1224 Highwood Ave. – The office received a report of mattresses use for fencing at this location. Upon inspection I did not see any mattresses, but there was plastic safety fencing combined with hedge branches being used to fence the garden area. I presume to keep the deer out (photo on file). I will discuss this property further with the office. No action taken at this time.

Bob Gourlay – Bylaw Officer - Regional Bylaw Services




Happy Canada Day from the Lumsden Detachment!

- Going into the Month of July including the Canada Day Weekend, the Lumsden RCMP will be out at a number of events scheduled within our communities to celebrate the weekend. There will be an increased RCMP presence within the area as we will be attending several events scheduled in the area.
- Our RCMP watercraft will remain on the water at the Regina Beach Yacht club throughout the summer allowing for increased boat patrols ensuring that everyone is operating their boats in a safe manner.
- Craven Country Thunder is from July 10th-13th this year. There are considerable policing resources being brought in to work during the event. We will do our best to alleviate congestion on Highway # 20 between Lumsden and Craven so that local users are minimally impacted. The Thursday (July 10th) and Friday (July 11th) will see the highest volumes of traffic.
- We will also have a regular amount of High Visibility Check Stops in the area. Impaired Driving continues to be an issue within the Province of Saskatchewan. We will be conducting high visibility checkstops this final weekend in June at various locations throughout our detachment area.
- Lumsden RCMP members have recently undergone training for the new Body Worn Camera (BWC) that each member is now wearing and will be utilizing while on duty.

Please contact the Lumsden Detachment if you have any questions or policing concerns.

Have a great and safe summer!

Sgt. Dean Gherasim
NCO i/c Lumsden Detachment

	Royal Canadian Mounted Police	
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COMMUNITY POLICING REPORT

To: Village of Buena Vista	From: Lumsden RCMP	Months: May 2025
		Date Prepared: 2025-06-26
		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. Break and Enter		1. Charges	
5. Possess Stolen Property		2. Accidents	
		3. Roadside Suspensions	
6. Thefts		E) Assistance/Services	
7. Impaired Driving/Over 0.08%		1. Wellbeing Check	1
8. Drive While Disqualified		2. Sudden Deaths – Coroner's Act	
9. Frauds		3. Suspicious Person / Vehicle	
10. Fail to Comply with Court Conditions		4. False Alarms	
11. Harassment		5. Abandoned Vehicle	
12. 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	
		10. Family Law Act	
		11. Municipal By-laws	

* Lumsden Detachment responded to **554** calls for service / incidents during the month of May 2025.
There was 1 call / incident originating from within the Village of Buena Vista *