

AGENDA
Village of Buena Vista
Regular Council Meeting on March 11, 2025 at 7:00 p.m.
1050 Grand Avenue,
Buena Vista, Saskatchewan

CALL TO ORDER

APPROVAL OF AGENDA

ADOPTION OF MINUTES

- Minutes of Regular Council Meeting – February 25, 2025

APPROVAL OF ACCOUNTS PAYABLE

- List of Accounts for Approval – Batch 2025-00029 to 2025-00031
- Payroll – Admin February 16-28, 2025; Council February 1-28, 2025; Public Works February 16-March 1, 2025

REPORTS OF STAFF

- Administration Report
- Public Works Report
- Water Treatment Plant Daily Record – February 2025

UNFINISHED BUSINESS

NEW BUSINESS

- Review of Request for Proposal (RFP) Submissions for Curb Stop & Water Line Repairs and/or Maintenance
- Intermunicipal Utilities Committee (IMUC) Meeting Draft Minutes – March 6, 2025
- Intermunicipal Utilities Committee (IMUC) 2024 Budgets
- 2025 Draft Budget
- 2025 Ratepayers Meeting
- SAMA Annual Meeting
- 2025 Canada Day Parade

CORRESPONDENCE

- Regina Beach Local Library Board Meeting Minutes – Jan 27, 2025
- RCMP Stats – January 2025
- RCMP Update – February 2025
- Letter from the Honourable Eric Schmalz

OVERVIEW OF MEETING

ADJOURNMENT

**Village of Buena Vista
MINUTES OF REGULAR MEETING
FEBRUARY 25, 2025
1050 Grand Ave, Buena Vista, SK**

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

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:

077/25 THAT the February 25, 2025 agenda be adopted as presented.

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

CARRIED

078/25 THAT Council move to the dispensing of Seconders for the remainder of this meeting.

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

CARRIED

ADOPTION OF MINUTES:

079/25 THAT the Minutes of the Regular Meeting of Council of February 11, 2025 be adopted as presented.

Moved by Councillor Duke

CARRIED

FINANCIAL STATEMENTS:

080/25 THAT Council accept and receive the Statement of Financial Activity for January 2025.

Moved by Councillor Duke

CARRIED

APPROVAL OF ACCOUNTS PAYABLE:

081/25 THAT Council approves the following accounts for payment: AP Batches 2025-00017 to 2025-00020, which includes all cheques, credit card, automatic withdrawals, EFT and online payments for a total amount of \$35,726.21.

Moved by Councillor Schultz

CARRIED

082/25 THAT Council approves the following payrolls:
Administration February 1-15, 2025 in the amount of \$3,760.24
Public Works February 2-15, 2025 in the amount of \$4,339.37
Public Works February 2-15, 2025 in the amount of \$243.66

Moved by Councillor Duke

CARRIED

REPORTS OF STAFF:

083/25 THAT Council has reviewed the Administration Report for the period of February 8-21, 2025, received clarification on certain matters, and hereby accepts the report as information and files it accordingly.

Moved by Councillor Duke

CARRIED

084/25 THAT Council has reviewed the Public Works Report for the period of February 8-21, 2025, received clarification on certain matters, and hereby accepts the report as information and files it accordingly.

Moved by Councillor Sax

CARRIED

UNFINISHED BUSINESS:

085/25 THAT Council, being present as a whole, review, complete and sign the Dudley & Company LLP Auditor Engagement Letter and Appendix – Risk of Fraud.

Moved by Councillor Duke

CARRIED

086/25 THAT Council elects and approves the inclusion of the Employee and Family Assistance Program (EFAP) to form part of the employee benefits package through SUMA, to be effective April 1, 2025; and FURTHER THAT the cost of the EFAP coverage shall be paid by the Village as part of its commitment to employees' well-being.

Moved by Councillor Schultz

CARRIED

087/25 THAT Council move the discussion on Councillor group benefits to the Pending List, as further research is required on costs and potential cost-sharing practices among villages of a similar size.

Moved by Councillor Schultz

CARRIED

088/25 THAT Council request administration to contact the Last Mountain Lake Cultural Centre to request the missing information in their application, and to clarify the programming this donation request is intended for that would align with the Village's Donations Policy.

Moved by Councillor Duke

CARRIED

089/25 THAT Council approve administration to order two hundred (200) generic business cards.

Moved by Councillor Schultz

CARRIED

090 /25 THAT Council request administration to purchase metal engraved magnetic name badges for Council and administrative staff, reusable customizable tags with plastic sheaths for Public Works staff, and to customize public works staff hi-vis shirts with the Buena Vista logo to ensure crew members are identifiable within the community.

Moved by Councillor Sax

CARRIED

NEW BUSINESS:

090/25 THAT Council accept the list of lands in arrears as presented and exclude the list of lands properties upon which the amount of taxes in arrears does not exceed one half of the immediately preceding year’s tax levy; and THAT TAXervice be authorized to manage tax enforcement proceedings respecting the rolls referred to below on behalf of the municipality; and FURTHER THAT the list of lands in arrears be published in a local newspaper.

Tax Roll #	Legal Land Description
Roll #47	Lot F, Blk 10, PI 102250022
Roll #200	Lot 5, Blk 32, PL 87R60285
Roll #201	Lot 6, Blk 32, PL 87R60285
Roll #300	Lot 4A, Blk 1, PL 62R07755
Roll #314	Lot 21, Blk 1, PL 62R07755

Moved by Councillor Sax

CARRIED

091/25 THAT Council approves \$250 sponsorship to the Notice Nature Program which focuses on supporting the development of our future land and water stewards.

Moved by Councillor Schultz

CARRIED

093/25 THAT Council request administration to add a Sponsorship Policy to the pending list.

Moved by Councillor Duke

CARRIED

094/25 THAT Council receives and files the following communications:
• Regional Bylaw Services Weekly Report – February 19, 2025

Moved by Councillor Sax

CARRIED

ADJOURNMENT:

095/25 THAT the Mayor adjourn the meeting at 9:03 p.m.

CARRIED

Mayor

Acting Chief Administrative Officer

Village of Buena Vista
List of Accounts
Batch: 2025-00029 to 2025-00031

Bank Code - ABW - ABW - Automatic Withdrawal

AUTOMATIC WITHDRAWAL

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
032025 2025/26-00045	03/03/2025	Munisoft 510-410-190 - GG - Office - Sofi	Feb -IT Services Prem	218.36	
		110-340-110 - GST Receivable	Both Tax Code	10.30	
		900-110-110 - GST Paid	Both Tax Code	10.30 NL	228.66
032025-001 Feb	03/03/2025	RBC 510-290-100 - GG - Cont. - Banl	Feb Monthly Fee -A#156	100.00	
		510-290-100 - GG - Cont. - Banl	Feb Activity Fee -A#156	308.20	
		510-290-100 - GG - Cont. - Banl	Feb Int Fee -A#156	3.06	
		510-290-100 - GG - Cont. - Banl	Feb Mon Fee -A#156	73.44	484.70
			Total Automatic Withdrawal:		713.36
				Total ABW:	713.36

Village of Buena Vista
List of Accounts
Batch: 2025-00029 to 2025-00031

Bank Code - AP - AP-General Oper

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
11217 8684	03/11/2025	Hyvac Sewer Service Ltd. 585-295-200 - UT- Sewer - Sew 530-300-150 - TS - Shop Septic 110-340-110 - GST Receivable 900-110-110 - GST Paid	Feb -Edgewood Septic Ren Shop Septic Rmvl-Feb 25& GST Tax Code GST Tax Code	2,684.27 133.34 140.87 140.87 NL	2,958.48
11218 101	03/11/2025	MacDonald, Victoria 510-110-330 - GG - Salaries - A:	P&D Contracted Services -	222.60	222.60
11219 2025252	03/11/2025	S.A.M.A. 510-200-150 - GG - Cont. - SAM	SAMA Maintenance Fee -2	12,665.00	12,665.00
Total Computer Cheque:					<u>15,846.08</u>
				Total AP:	<u>15,846.08</u>

**Village of Buena Vista
List of Accounts**
Batch: 2025-00029 to 2025-00031

Bank Code - CC - CC - Credit Card

CREDIT CARD

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
032025 C49755	03/03/2025	Air Tech Products 580-440-110 - UT - WTP Equip	WTP -Hose/Fittings Booste	180.12	
		110-340-110 - GST Receivable	Both Tax Code	8.50	
		900-110-110 - GST Paid	Both Tax Code	8.50	NL 188.62
032025-001 Mar 5/25	03/03/2025	Hordos Insurance Brokers Inc. 530-260-100 - TS - Insurance/V	Reg & Rnwl -991NGP/Dodg	1,578.50	1,578.50
032025-002 24-597	03/03/2025	Last Mountain Times 510-200-170 - GG - Cont. - Adv	Assessment Roll Notice-20	170.17	
		110-340-110 - GST Receivable	GST Tax Code	8.51	
		900-110-110 - GST Paid	GST Tax Code	8.51	NL 178.68
032025-003 Feb 28/25	03/03/2025	Princess Auto Ltd. 580-440-110 - UT - WTP Equip	Hotsy Hoses	39.20	
		110-340-110 - GST Receivable	Both Tax Code	1.85	
		900-110-110 - GST Paid	Both Tax Code	1.85	NL 41.05
032025-004 Feb 28/25	03/03/2025	Wolseley Waterworks Group 580-440-110 - UT - WTP Equip	WTP -Fittings/Nipples Boos	37.74	
		110-340-110 - GST Receivable	Both Tax Code	1.78	
		900-110-110 - GST Paid	Both Tax Code	1.78	NL 39.52
			Total Credit Card:		2,026.37
			Total CC:		2,026.37

Village of Buena Vista
List of Accounts
Batch: 2025-00029 to 2025-00031

Bank Code - EFT - EFT - Direct Deposit

WIRE TRANSFER

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
14 366	03/02/2025	Gourlay & Associates 510-210-110 - GG - Cont - Bylaw	Bylaw Enfor Services -Febx	324.36	
		110-340-110 - GST Receivable	Both Tax Code	15.30	
		900-110-110 - GST Paid	Both Tax Code	15.30	NL 339.66
15 2429009	03/02/2025	TAXervice 510-260-100 - GG - Cont. - Tax	Tax Enforcement Fees	179.00	
		110-340-110 - GST Receivable	GST Tax Code	8.95	
		900-110-110 - GST Paid	GST Tax Code	8.95	NL 187.95
16 2429540	03/02/2025	TAXervice 510-260-100 - GG - Cont. - Tax	Tax Enf Fees -R#47	415.00	
		510-260-100 - GG - Cont. - Tax	Tax Enf Fees -R#200	359.00	
		510-260-100 - GG - Cont. - Tax	Tax Enf Fees -R#201	359.00	
		510-260-100 - GG - Cont. - Tax	Tax Enf Fees -R#300	415.00	
		510-260-100 - GG - Cont. - Tax	Tax Enf Fees -R#314	415.00	
		110-340-110 - GST Receivable	GST Tax Code	98.15	
		900-110-110 - GST Paid	GST Tax Code	98.15	NL 2,061.15
17 P95950	03/02/2025	Bobcat of Regina 530-420-100 - TS - Vehicle/Equi	Bobcat Hydraulic Hoses (\$1	137.21	
		110-340-110 - GST Receivable	Both Tax Code	16.81	
		900-110-110 - GST Paid	Both Tax Code	16.81	NL 154.02
18 7010227	03/02/2025	Heidelberg Materials 537-430-100 - TS - Snow Remo	Salted Sand 64.07MT (70.0	2,839.57	
		110-340-110 - GST Receivable	Both Tax Code	135.79	
		900-110-110 - GST Paid	Both Tax Code	135.79	NL 2,975.36
19 REGI-107371	03/02/2025	Vern's Pump House Ltd 580-440-110 - UT - WTP Equip	WTP Booster Sys/Nipples/A	2,117.10	
		110-340-110 - GST Receivable	Both Tax Code	99.86	
		900-110-110 - GST Paid	Both Tax Code	99.86	NL 2,216.96
20 00787747	03/02/2025	J D Industrial Supplies 580-410-100 - UT - WTP Office/	WTP -Disinfectant Wipes	6.68	
		110-340-110 - GST Receivable	Both Tax Code	0.32	
		900-110-110 - GST Paid	Both Tax Code	0.32	NL 7.00
21 05VY5960	03/02/2025	Mainline Fleet Service 530-420-100 - TS - Vehicle/Equi	Wipers -Dodge/2012Chevy	51.24	
		110-340-110 - GST Receivable	Both Tax Code	2.42	
		900-110-110 - GST Paid	Both Tax Code	2.42	NL 53.66
22 444981	03/02/2025	Success Office Systems 510-430-100 - GG - Office Printi	Copier Printing Dec-Feb	340.71	
		510-280-100 - GG - Cont. - Offic	Copier Lease Dec-Feb	795.00	
		110-340-110 - GST Receivable	Both Tax Code	53.57	
		900-110-110 - GST Paid	Both Tax Code	53.57	NL 1,189.28
23 2024-00165	03/02/2025	Town Of Regina Beach Accrual 525-210-100 - PS - Fire Protecti	IMUC 4th Qtr Fire Fees	9,754.92	
		540-200-110 - EH -Lagoon - IML	IMUC 4th Qtr Lagoon Fees	8,538.74	
		570-500-140 - R&C - Regina Be	IMUC 4th Qtr Library Fees	2,498.22	

Village of Buena Vista
List of Accounts
Batch: 2025-00029 to 2025-00031

WIRE TRANSFER

Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
		550-200-130 - H&W - Primary H	IMUC 4th Qtr PHC Fees	287.45	
		540-200-120 - EH - Waste Manag	IMUC 4th Qtr WMS Fees	1,676.14	22,755.47
			Total Online Banking:		31,940.51
				Total EFT:	31,940.51

**Village of Buena Vista
List of Accounts**
Batch: 2025-00029 to 2025-00031

Bank Code - OB - OB - Online Banking

ONLINE BANKING

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
032025 Feb 2025	03/03/2025	Gov of SK			
		210-200-100 - Payroll Deduction	Admin Pyrl Ded -Feb	4,577.21	
		210-200-100 - Payroll Deduction	PW Pyrl Ded -Feb	5,044.03	
		210-200-100 - Payroll Deduction	PW Pyrl Ded -Feb (RP0002	29.69	
		210-200-100 - Payroll Deduction	Council Deductions -Feb	11.70	9,662.63
032025-001 Feb 12-25	03/03/2025	Saskatchewan Health Authority			
		580-290-100 - UT - Water - Lab	Water Samp-WTP-Feb 12	21.90	
		580-290-100 - UT - Water - Lab	Water Samp-1050 Grand-F	21.90	
		580-290-100 - UT - Water - Lab	Water Samp-Bstr Stn-Feb 2	21.90	
		110-340-110 - GST Receivable	GST Tax Code	3.30	
		900-110-110 - GST Paid	GST Tax Code	3.30 NL	69.00
032025-002 Feb EPT	03/04/2025	Gov of SK			
		210-210-190 - School #1 - Remi	EPT -Feb	8,689.42	8,689.42
032025-003 Jan 15-Feb 13	03/04/2025	SaskPower			
		510-300-120 - GG - Office - Pow	Office Power Jan 15-Feb13	116.77	
		530-300-120 - TS - Workshop - I	Shop Power Jan15-Feb13	221.24	
		570-340-110 - R&C - Utility - Po	Concession Power Jan15-F	43.65	
		580-300-170 - UT - Booster Stat	Booster Stn Power Jan15-F	303.71	
		530-310-200 - TS - Power - Edg	Edgewood Power Jan15-Fe	43.65	
		580-300-180 - UT - WTP - Powe	WTP Power Jan15-Feb13	2,636.39	
		110-340-110 - GST Receivable	Both Tax Code	34.51	
		900-110-110 - GST Paid	Both Tax Code	34.51 NL	
		110-340-110 - GST Receivable	GST Tax Code	131.82	
		900-110-110 - GST Paid	GST Tax Code	131.82 NL	3,531.74
		580-300-150 - UT - Well #1 - Po	Well #1 Power Jan 28-Feb :	371.48	
		580-300-160 - UT - Well #2 - Po	Well #2 Power Jan 28-Feb :	98.18	
		110-340-110 - GST Receivable	GST Tax Code	23.48	
		900-110-110 - GST Paid	GST Tax Code	23.48 NL	493.14
			Payment Total:		4,024.88
032025-004 Feb. 2025	03/11/2025	MEPP (PEBA)			
		210-200-140 - MEPP Payable	Admin MEPP -Feb	2,301.02	
		210-200-140 - MEPP Payable	PW MEPP -Feb	2,044.34	4,345.36
			Total Online Banking:		26,791.29
			Total OB:		26,791.29
			Grand Total:		77,317.61

Certified Correct This March 6, 2025

Mayor

Administrator

Deposit Register

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

Pay period : **04 (16Feb2025 to 28Feb2025)**

Cheque date : **28Feb2025**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	28Feb2025	026	Guillemin, Karen	002	860.17
00000002	28Feb2025	040	Pollock, Melissa D.	001	2139.57
00000003	28Feb2025	047	McConnell, Catherine M.	002	1620.67

Pay Group Totals :

Number of Deposits:3
Total Amount of Deposits:4620.41

Deposit Register

Pay group : **003 (Council)**

Pay period : **02 (01Feb2025 to 28Feb2025)**

Cheque date : **28Feb2025**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	28Feb2025	051	Smith, Karen L.	005	299.50
00000002	28Feb2025	052	Duke, Christopher	005	130.00
00000003	28Feb2025	053	Miller, Spence	005	260.00
00000004	28Feb2025	054	Sax, Robert G.	005	384.15
00000005	28Feb2025	055	Schultz, Steven D.	005	130.00

Pay Group Totals :

Number of Deposits:5
Total Amount of Deposits:1203.65

Deposit Register

Pay group : **002 (Public Works)**

Pay period : **05 (16Feb2025 to 01Mar2025)**

Cheque date : **07Mar2025**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	07Mar2025	020	Neudeck, Joel	003	2612.69
00000002	07Mar2025	024	Warawa, Lorne D	004	2062.97
	07Mar2025	050	Keith, John	004	0.00
Pay Group Totals :				Number of Deposits:2	(1)
				Total Amount of Deposits:4675.66	(0.00)



ADMINISTRATION REPORT TO COUNCIL

March 11, 2025 Council Meeting

Melissa Pollock, Acting Chief Administrative Officer
February 22 – March 6, 2025

Updates:

- Admin Assistant off work for 2-6 weeks

Completed work this period:

- CAO organizing/assigning of duties, meetings, etc. with Public Works
- Work with SUMA to add EFAP to employees' benefit plan
- Received 6 strong applications for the PW Operations Coordinator & Labourer position
- Submitted WCB Annual Employer's Payroll Statement
- Budget work
- IMUC meeting March 3
- Assessment questions from residents
- Work on business cards
- Name tags ordered
- RFP submission reviews/evaluations & preparing report for Council

Work Priority this week:

- Further reviewing applications and scheduling interviews for PW Operations Coordinator & Labourer position
- Finalize draft Employee Orientation
- Audit prep
- Finalize draft servicing agreement for Adair St
- Finalize draft Parks & Rec Board Bylaw and Maintenance Policy

Work Planning for this month & Upcoming Months:

- Performance Reviews with Administration staff
- Joint Use Meeting March 31
- Proposed Subdivision – rezoning/water study
- Bylaw updates drafted / Register with Bylaw Court
- Policies & Health & Safety Program
- Register names for landfill road (Dinu & Rose)
- Asset Management
- Violence Prevention/ Teamwork & Collaboration/ Conflict Resolution Training for all staff
- Audit April 8-9
- Complete electronic filing clean up/organization

In addition to above, keep in mind that all staff have routine, day-to-day activities such as answering calls, emails, collecting & processing payments, payroll, communications out to resident via FB, 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, cleaning of office, etc. that also consume a significant amount of time.



PUBLIC WORKS REPORT TO COUNCIL

March 11, 2025 Council Meeting

Melissa Pollock, Acting Chief Administrative Officer
February 22 – March 6, 2025

Updates:

- Damon completed OH&S Level 1 course

Completed work this period:

- Snow Removal / Sanding
- Equipment Maintenance/ Bobcat hydraulics repaired
- Removed snow from Highwood & Tower that had blown in and was creating unsafe sightline issues
- Pick up Bobcat hydraulic hoses / pressure pump
- Cleaned up parts of Grand Ave / Cleaned up ditches on 700 block Grand
- Spent time in Edgewood opening up east end for drainage (cut snowbanks back to road edge, open up manholes, cut ice off of road, opened ditch)
- RFP Submission reviews with Administration

Water Treatment Plant

- Water meter reading for February billing
- Gathered quotes/product investigation for WTP pressure system / purchased installed / electrician came in to disconnect the 3P power supply & install dedicated 120V power supply / built stand for new pressure pump
- Quarterly water samples completed and taken to lab

Work Priority this week:

- Drainage work
- Complete training courses already enrolled in
- Organize Shop/Clean
- Delco visit scheduled for March 12-13

Work Planning for this month & upcoming months:

- Follow up with Delco on comparison of agreement costs versus non-agreement costs for times we've used them
- Tree trimming
- Install new speed signs on landfill road
- Two fire hydrants to be raised
- Fire hydrant installation – reschedule
- Well house fence
- Complete ongoing training as time allows
- Curbstop Project – ongoing/will resume in spring
- Violence Prevention/Teamwork & Collaboration/Conflict Resolution training for all staff
- Mapping/exercising all water valves
- Work on SOP's for water breaks, etc. with CAO

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

6.4 gallons per 77 gallons (of 6% Javex) or 3.2 gallons per 77 gallons of water if using 12% Chlorine

Notes: *Test results in mg/L or ppm *Well water depth - depth in feet below top of Pitless Unit *Non-pumping depth December, 2001 = 117.65 feet

Day	Time	Chlorine Usage (M ³)	Raw Water Readings (M ³)	Water Meter Readings (M ³)	Volume (M ³)	Tests		Well Water Depth (feet)		Tn	Tn Raw	Iron	Iron Raw	Mn	Well Hours	Read by
						Cl Free	Cl Total	Non-Pumping	Pumping							
Forward Prev. Reading																
1/Feb/25	7:00am	1.68	--	245,372.0	69.0	1.39	45.83	0.00	0.00	0.08	0.46	0.01	0.50	0.031	440.52	LDW
2/Feb/25	7:30am	2.67	--	--	--	1.50	1.69	--	0.08	0.08	--	--	--	--	446.62	LDW
3/Feb/25	7:00am	1.39	282,360	245,602	--	1.57	1.71	--	0.08	0.08	0.23	0.00	0.63	--	455.92	LDW
4/Feb/25	7:15am	1.62	282,443	245,677	65	1.60	1.79	--	0.10	0.10	--	--	--	--	460.72	LDW
5/Feb/25	3:45pm	2.72	282,746	245,775	98	1.55	1.76	--	0.10	0.10	--	--	--	--	466.22	LDW
6/Feb/25	3:50pm	1.95	282,925	245,850	75	1.66	1.78	--	0.09	0.09	--	--	--	--	476.72	SCN
7/Feb/25	7:00am	0.96	283,013	245,894	114	1.66	1.82	--	0.08	0.08	0.15	0.02	0.49	--	480.12	SCN
8/Feb/25	1:30am	2.35	283,228	245,988	94	1.56	1.81	--	0.10	0.10	--	--	--	--	487.72	LDW
9/Feb/25	11:15am	1.70	283,385	246,058	70	1.58	1.79	--	0.10	0.10	--	--	--	--	496.62	LDW
10/Feb/25	6:30am	1.56	283,531	246,121	63	1.56	1.77	--	0.09	0.09	0.29	0.00	0.59	0.024	503.12	LDW
11/Feb/25	7:15am	1.83	283,694	246,197	76	1.44	1.51	--	0.11	0.11	--	--	--	--	509.12	LDW
12/Feb/25	7:00am	1.82	283,864	246,269	72	1.38	1.77	--	0.11	0.11	0.46	0.00	0.61	0.047	516.22	LDW
13/Feb/25	7:30am	1.85	284,036	246,343	74	1.56	1.80	--	0.10	0.10	--	--	--	--	523.12	LDW
14/Feb/25	10:15am	1.77	284,199	246,417	74	1.56	1.78	115.9	0.10	0.10	0.19	0.00	0.69	0.039	530.42	LDW
15/Feb/25	10:30am	1.82	284,366	246,490	73	1.57	1.85	--	0.10	0.10	--	--	--	--	537.32	SCN
16/Feb/25	10:15am	1.91	284,540	246,567	77	1.61	1.83	--	0.08	0.08	--	--	--	--	544.41	SCN
17/Feb/25	8:00am	1.82	284,706	246,637	70	1.60	1.82	--	0.09	0.09	--	--	--	--	551.71	SCN
18/Feb/25	7:00am	1.96	284,884	246,716	79	1.63	1.81	--	0.10	0.10	--	--	--	--	558.81	SCN
19/Feb/25	7:30am	1.82	285,054	246,791	75	1.34	1.75	--	0.10	0.10	--	--	--	--	566.31	LDW
20/Feb/25	6:30am	1.50	285,196	246,855	64	1.56	1.80	--	0.12	0.12	--	--	--	--	573.61	LDW
21/Feb/25	7:30am	2.01	285,373	246,931	76	1.64	1.90	--	0.13	0.13	0.24	0.00	0.61	0.008	579.71	LDW
22/Feb/25	10:00am	1.79	285,549	247,009	79	1.57	1.80	--	0.12	0.12	--	--	--	--	587.70	LDW
23/Feb/25	9:45am	1.67	285,715	247,083	74	1.54	1.76	--	0.11	0.11	1.37	0.00	0.60	0.000	595.30	LDW
24/Feb/25	6:30am	1.50	285,886	247,154	71	1.49	1.63	--	0.11	0.11	--	--	--	--	602.40	LDW
25/Feb/25	7:00am	1.65	286,035	247,225	71	1.44	1.63	--	0.10	0.10	0.50	0.00	0.51	0.027	615.40	LDW
26/Feb/25	7:00am	1.56	286,189	247,296	71	1.40	1.54	--	0.10	0.10	--	--	--	--	621.30	LDW
27/Feb/25	9:30am	1.80	286,353	247,372	76	1.34	1.57	--	0.10	0.10	--	--	--	--	628.19	LDW
28/Feb/25	10:00am	1.78	286,522	247,447	75	1.34	1.54	--	0.10	0.10	--	--	--	--	634.89	LDW
TOTALS																
		0.00	--	--	--	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.000	--	CAO Signature
MIN VALUE		0.00	--	--	--	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.000	--	
MAX VALUE		0.00	--	--	--	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.000	--	
AVG VALUE		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	Mayor Signature

INTER-MUNICIPAL UTILITIES COMMITTEE

DRAFT MINUTES

March 3, 2025 – 7:00pm – Buena Vista Office

Call To Order: Mayor Vollman called Meeting to order at 7:05 pm.

Attendance: Present: Regina Beach (RB) – Mayor Vollman, Councilors Oldershaw, Romphf, CAO Thorley
Buena Vista (BV) – Mayor Smith, Councilor Duke, CAO Pollock
Lumsden Beach (LB) – Mayor Wilson
RM Lumsden – Councilor Jordison
Kinookimaw –Bumphrey

Approval of Agenda: Oldershaw/ Duke That the agenda is approved as circulated. Carried

Approval of Minutes: Romphf/ Jordison That the IMUC Minutes of December 4, 2024 be approved. Carried

Introduction of

Voting Members: Regina Beach indicated their IMUC voting representatives would be Randy Vollman, Mark Oldershaw and Wayne Romphf.

Business Arising

From the Minutes:

- a. EMO Plan Revisions: A March 13 meeting is planned to review an EMO Plan draft document. When ready the document will be brought to a future IMUC meeting.
- b. Lagoon Capital Expenditures Community Members Update: Thorley reported on the planned upgrade to the Lagoon haul road. The Engineering quote was for \$55,478 of which \$14,051 has been spent on the engineers. The work is currently being tendered with hope of the work being done in 2025. The project is included in the Federal/Provincial capital grant, which now has a 2028 deadline to complete the overall Lagoon capital project. Wilson reminded that this Agenda item is intended for each municipality to receive a report on the total amount currently spent by each municipality on this project.
ACTION: M. Thorley to provide an updated financial total charged to each municipality (not a broken down line by line expenditure listing), the amount each municipality has already paid, and, any amounts still owing.
- c. Fire Department Schedule A & B: Discussion continued regarding past history of the current Schedule A & B and the need to update these documents. Further discussion surrounded fire pits, bylaws and regulations. M. Pollock is gathering information to lead to further discussion.

ACTION: R. Wilson will prepare a draft revised Schedule A removing the transitional portion of the original document and clarifying the operational portion, which determines how each municipality is charged for their portion of annual fire department operating actuals.

ACTION: Regina Beach to continue working with the volunteer firefighters to prepare a draft revision of Schedule B costs for presentation at the next IMUC meeting.

d. Fire Department Pumper Truck Proposal: Regina Beach provided information regarding a request for quotes on a new pumper truck. Five quotes were received ranging from \$~660,000 to \$950,000. There is currently ~\$670,000 in the Fire Department capital reserve. Discussion surrounded the benefits of a new or used truck. Used seem hard to come by. Insurance protection is an issue. The current pumper truck is certified for two more years.

e. Signed IMUC Agreements: The only remaining signatures needed are from the RM of Lumsden.

ACTION: Once completely signed, Regina Beach will circulate signed copies to each municipality of the schedules that each is involved with.

f. Septic Load Revenue Recommendation: Regina Beach reported they were ready to begin collection of the \$5/septic load Dump Fee beginning April 1, 2025. Discussion took place as to how the revenue gained would be spent – for example; Regina Beach Centre Street road maintenance, off setting of annual operating costs, reserve fund for future lagoon capital expenditures, etc.

ACTION: R. Wilson to prepare a draft re Allowable Uses of Revenue Gained from Septic Haulers.

New Business:

- a. 2024 IMUC Year End Actuals & 2025 IMUC Updated Budgets: M. Thorley had circulated financial statements for each of six utilities shared by various members of IMUC. Questions were asked for clarity and regarding any Actuals significantly over Budget. Answers were provided where the information was known. M. Thorley agreed to find answers to the following:
- Fire Department – Increase in Administration Expense - \$8,648 to \$12,776 – budget of \$10,000.
 - Waste Management Site – Noted: hard to budget re potential shut down and decommissioning.
 - Library – Increase in Operating Supplies - \$2356 to \$5,356 – budget of \$3,000.
 - Primary Health – Noted: that costs may rise with the increase to two days/week.
 - Lagoon – Increase in Machinery - \$12,116 to \$24,746 – budget of \$16,800.
To redo the 2025 Budget – Liner Repair in or not / Dump Fee included or not.
 - EMO – Noted that minimal expense to date might change with new EMO Plan.

- b. Current IMUC Agreements: R. Wilson expressed a concern that with significant changes to IMUC individual members and to RB and BV Office Staff that copies of signed agreements between municipalities re the operation of utilities overseen by IMUC may not be in one location for future management to be able to access. C. Jordison suggested that all agreements be listed and available on the RB web site. M. Thorley indicated the RB web site was currently being revamped so this was a possibility.

ACTION: IMUC members who may have written copies of IMUC Agreements re the shared utilities forward the same to the Regina Beach Office. Regina Beach Office to organize the most up to date signed IMUC Agreements in one location, i.e. filed written copies or copies posted to the web page for all to see.

Next IMUC Meetings:

- a. June 2, 2025 – 7:00pm – Lumsden Beach Community Hall
- b. September 8, 2025 – 7:00pm – Buena Vista Office
- c. December 1, 2025 – 7:00pm – Regina Beach to Host

Adjourn: The meeting adjourned at 9:35pm.



VILLAGE OF BUENA VISTA

Briefing Note

To:	Mayor and Council
Date:	March 11, 2025
Subject:	2025 Draft IMUC Budgets

BACKGROUND:

The Intermunicipal Utilities Committee (IMUC) oversees shared utility services among participating municipalities. The draft budgets for 2025 were presented at the last IMUC meeting on March 3, 2025, and require approval from each member municipality before final adoption.

- Buena Vista pays into Emergency Measures Organization (EMO), Regina Beach Library, Regina Beach Fire Department, South Shore Primary Health Care, and Regina Beach Lagoon through the IMUC agreements.
- Administrative, operating and capital costs for the facilities and services described in their respective schedules are shared by the participating municipalities on a unit cost basis determined as follows:
 - Trailer parks and/or campgrounds are not considered as individual residences or businesses, but each is considered a single business and is counted as a unit.
 - Lots that are empty are not included in unit counts
 - Seasonal residents are counted as one unit
 - Year-round residents and businesses count as two units

Each community must provide updated current unit counts by December 31st of each year to the administrative office at the Town of Regina Beach, in order for each municipality's share to be calculated.

PURPOSE

To present the draft IMUC budgets, as discussed at the March 3, 2025 IMUC meeting, for Council's review and approval.

EMO

@ Dec 31 DRAFT

Detail	GL Account #	2022 Budget	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Actuals	2025 Budget
Operating Expenses								
Annual Licence Renewal	520-300-100	643	643	687	687	717	717	737
Telephone Install, Suspend & Wifi	520-300-100							
3 Radios Reprogrammed/EMO Equip	520-300-100							
Base Radio	520-300-100							
Radio Antennas	520-300-100							
Community Alert System	520-300-100							
Laptop Computer & Printer	520-300-100							
Training SEPA registration Fees	520-300-100	1,000		1,000		1,000		1,000
Training-Travel/Hotel/Meals	520-300-100	1,000		1,000		1,000		1,000
Community mail outs/notices	520-300-100							
Stationery/Supplies/Meeting Rental	520-300-100	100		100		100		100
Emergency Reflective Vests	520-300-100							
Miscellaneous	520-300-100							
Honorarium \$250/month	520-300-100	3,000		3,000		3,000		3,000
EMO Administration	520-300-100							
WCB - from statement of account								
Administration		574	64	579	69	582	72	584
Total Operating Expenses		6,318	708	6,366	756	6,399	789	6,420
Revenue								
Total Revenue		-	-	-	-	-	-	-
TOTAL		6,318	708	6,366	756	6,399	789	6,420

Cost 50/50 Split

Regina Beach	3,159	354	3,183	378	3,199	394.45	3,210
Buena Vista	3,159	354	3,183	378	3,199	394.45	3,210
Total Cost	6,318	708	6,366	756	6,399	788.90	6,420

Note: Invoiced to BV when charged
2024 was billed and paid

FIRE DEPARTMENT

Detail	GL Account #	2022 Budget	Actual to 31-Dec 2022	2023 Budget	Actual to 31-Dec 2023	2024 Budget	Actual to 31-Dec 2024	DRAFT 2025 Budget
Operating Expense								
Staff Wages	525-110-110							
Machinery	Time Sheets							
Fire Chief Honorarium	525-110-129	3,360	3,360	3,360	3,360	3,500	3,360	3,500
Deputy Chief Honorarium	525-110-130	1,200	1,200	1,200	1,200	1,200	1,200	1,500
Training Officer Honorarium	525-110-135	1,200	600	1,200	1,200	1,200	1,200	1,500
Volunteer Firefighters	525-110-140	25,000	28,215	25,000	38,825	35,000	33,650	35,000
WCB - firefighters from Statement of Account		800	359	800	601	800	1,233	1,051
Professional Development - F Fighters	525-160-050	12,500	12,550	12,500	4,774	14,000	5,254	12,500
EMS Dispatch 911	520-210-101					2,500	2,584	2,500
Public Education	525-210-120	5,000	5,000	5,000	-	5,000	321	5,000
Insurance	525-230-100	8,200	8,853	14,000	13,633	14,000	13,412	14,000
Contracted Vehicle Repair	525-245-100	4,000	4,470	4,000	2,741	5,000	42,091	20,000
Contracted Repairs Building	525-250-100	1,000	-	1,000		2,000	-	2,000
Contracted Other Fire Dept	525-260-100	3,000	4,587	3,000		3,000	-	3,000
Firehall - Heat	525-300-110	1,800	2,139	2,300	2,254	2,300	2,078	2,300
Firehall - Power	525-300-120	1,570	1,401	1,570	1,448	1,500	1,522	1,500
Fire Phones & Alarm Monitor	525-300-140	2,500	2,223	2,500	2,325	2,500	2,315	2,500
Firehall - Septic	525-300-145	200	-	200		200	-	200
Firehall Supplies/Firefighting on Site Firefighting	525-420-100	500	459	500	286	500	476	500
Janitorial Supplies	525-420-105	200	111	200	7	200	240	200
Building Repairs	525-420-110	7,000	1,078	7,000	7	2,000	-	2,000
Vehicle Repairs/Parts	525-430-100	4,644	2,016	4,644	207	5,000	1,419	5,000
Fuel & Oil	525-430-110	2,000	2,286	2,200	1,196	2,200	2,081	2,200
Shop Supplies/Small Tools	525-440-100	500	672	500	474	500	1,204	750
Ground Communication Equipment	525-440-110	2,000	2,658	2,000	2,260	2,500	4,600	3,000
Equipment Maintenance/Repairs	525-440-120	2,500	32	2,500	1,946	2,500	1,550	2,000
Fire Fighting Equipment	525-440-121	7,500	7,375	7,500	7,733	15,000	5,961	10,000
Administration		9,817	9,164	10,467	8,648	12,410	12,776	13,370
Total Operating Expenses		107,991	100,809	115,141	95,125	136,510	140,537	147,071
Capital Expense								
Operating Equipment	170-100-350							
Fire Hazard Sign	170-100-110							
Vehicles Rapid Response/Old Ambulance	170-100-400							
Transfer to Reserve 310-100-425/430/440/450		70178.04	49,113	37,500	39,699	37,500	37,500	37,500
Total Capital Expenses		70,178.04	49,113	37,500	39,699	37,500	37,500	37,500
Revenue								
Sk Power Corp	420-400-300							
Town of Lumsden Fire Mutual Aid	420-400-300		4145					
Village of Lbeach-Fire call	420-400-300		5860					
SGI	420-400-300		4053		1330		2308	
RM of Lumsden Fire	420-400-300						19,269	
RB & District Liens donation \$2000 taf to reserves & other donations	480-150-100	2000	15805	2000	10379	10000	6273	10000
RB /BV Total Revenue		2,000	29,863	2,000	11,709	10,000	27,349	10,000
Annual Amortization Expenses Effective 2012								
Land Improvements- Fire Hazard Sign	525-600-199	223	223	223	223	223	223	223
Bldgs/Impr Eng Structures	525-600-299	3760	3760	3760	4585	3760	4585	4585
Machinery & Equipment	525-600-399	8938	15989	15989	19331	15989	19331	19331
Vehicles	525-600-499	28040	15560	15560	15560	15560	15560	15560
Total Annual Amortization Expenses		40,961	35,532	35,532	39,699	35,532	39,699	39,699
RB/BV amounts before additional municipal revenue		217,130	155,591	186,173	162,814	199,542	189,887	214,270
Billings to other municipalities		21,500	15,595	21,775	18,320	23,855	25,644	26,058
RB/BV amount to be shared		195,630	139,996	164,398	144,494	175,687	164,243	188,212

Notes for 2025

Y-end

*** ???breakdowns

Units	2022	2023	2024	2025	2026	2027	2028
Regina Beach	1853	1845	1845	1840	1840	1836	1836
Buena Vista	726	725	725	732	732	732	732
RM Lumsden	115	115	115	115	115	115	115
Lumsden Beach	85	84	84	87	87	87	87
Kinoookimaw	242	242	242	242	242	242	242
Total Units	3021	3011	3011	3016	3016	3012	3012

Cost on a unit basis	2022	2023	2024	2025	2026	2027	2028
Regina Beach	140,559	100,503	118,021	103,370	125,686	117,426	134,563
Buena Vista	55,071	39,493	46,377	41,123	50,001	46,817	53,649
RM Lumsden	5,594.02	4,067	5,678.33	4,745.09	6,179	6,642.03	6,749
Lumsden Beach	4,135	2,970	4,148	3,590	4,674	5,025	5,106
Kinoookimaw	11,772	8,558	11,949	9,985	13,002	13,977	14,203
Total Cost	217,130	155,591	186,173	162,814	199,542	189,887	214,270

Billing Notes - 2024

Buena Vista billed each quarter
 NOTE: Lumsden Beach is billed yearly only
 Kinoookimaw and RM of Lumsden are billed yearly on actuals for Fire ONLY

LIBRARY

@ Dec 31 DRAFT

Detail	GL Account #	2022 Budget	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Actuals	2025 Budget
Operating Expenses								
Cultural Centre/Library rent	570-500-110	9,200	9,120	9,200	9,120	9,200	9,120	9,576
Insurance	570-500-120	50	45	50	50	50	52	50
Library Operating Supplies	570-500-120	3,250	3,128	3,250	2,356	3,000	5,356	5,540
Library Cleaning	570-500-120	480	480	480	480	500	480	500
Library Phone	570-500-105	1,672	1,679	1,700	1,682	1,700	1,681	1,700
Secretarial Services	570-500-120	420	420	420	420	500	420	500
Additional Hours	570-500-130	5,300	5,376	6,896	6,896	7,000	7,299	7,695
Administration		2,037	2,025	2,200	2,100	2,195	2,441	2,556
Total Operating Expenses		22,409	22,272	24,195	23,105	24,145	26,848	28,117
TOTAL		22,409	22,272	24,195	23,105	24,145	26,848	28,117

5% increase

wifi

Units

Regina Beach	1853	1845	1845	1840	1840	1836	1836
Buena Vista	726	725	732	732	732	732	732
Total Units BV & RB only	2,579	2,570	2,577	2,572	2,572	2,568	2,568

Cost

Regina Beach	16,101	15,989	17,323	16,529	17,273	19,195	20,103
Buena Vista	6,308	6,283	6,873	6,576	6,872	7,653	8,015
Total Cost	22,409	22,272	24,195	23,105	24,145	26,848	28,117

PRIMARY HEALTH

@ Dec 31 DRAFT

Detail	GL Account #	2022 Budget	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Actuals	2025 Budget
Operating Expenses								
Lunches/Conference/Mileage/ Info	550-210-100							
Primary Health Care Bldg Contracted	550-210-110	2,000	4,872	2,000	53	5,000	2,046	2,500
Renovations/Equip/Supplies 550-430-100	550-400-110	500	1,168	500	437	500	1,307	1,000
Custodian Contracted	570-270-150	5,500	6,449	5,500	6,697	5,480	8,120	8,200
Insurance	570-285-100	1,260	894	1,260	1,546	1,580	1,909	1,900
Heat	570-300-160	1,100	1,189	1,100	1,308	1,200	1,346	1,200
Power	570-310-160	1,400	1,242	1,400	1,387	1,500	1,462	1,500
Phone/Internet	570-330-170	700	809	880	913	800	912	900
Septic	570-340-160	100	62	100	62	70	133	100
Cleaning Supplies	570-420-160	50	-	50	130	90	233	200
Paint/Paint Supplies/Furnace/Access	570-430-160	1,000	-	2,000	-	1,000	24	1,000
Building Improvements Capital	170-100-250							
Office Furniture & Equipment	170-100-560							
Administration		1,361	1,669	1,479	1,253	1,722	1,749	1,850
Total Operating Expenses		14,971	18,354	16,269	13,786	18,942	19,240	20,350
Revenue								
Grant - Primary Health - Accessibility	450-250-100	-	-	-	-	-	-	-
Health Care rentals								
Rentals	420-500-700	6,000	5,115	3,800	1,920	3,840	-	3,900
Total Revenue		6,000	6,115	3,800	1,920	3,840	-	3,900
TOTAL		8,971	13,239	12,469	11,866	15,102	19,240	16,450

Units

Regina Beach	1,853	1,845	1,845	1,840	1,840	1,836	1,836
Buena Vista	726	725	732	732	732	732	732
Total Units BV & RB only	2,579	2,570	2,577	2,572	2,572	2,568	2,568

Cost

Regina Beach	6,446	9,504	8,927	8,489	10,804	13,755	11,761
Buena Vista	2,525	3,735	3,542	3,377	4,298	5,484	4,689
Total Cost	8,971	13,239	12,469	11,866	15,102	19,240	16,450

LAGOON

@ Dec 31

DRAFT

Detail	GL Account #	2022 Budget	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Actuals	2025 Budget
Operating Expenses								
Wages	585-110-110	7,500	9,356	8,000	11,713	10,000	13,657	13,000
Wages OT	585-110-111	200	83	200		200		200
Benefits	585-120-110	1,300	1,870	1,500	2,512	2,200	2,397	2,500
Benefits OT	585-120-111	100	18	100		100		100
Workers Compensation	585-120-120	200	208	200	325	200	449	450
Machinery	Time Sheets	16,800	9,312	16,800	12,116	16,800	24,746	13,000
Lagoon Repairs	585-200-120/585-295-100		1,951		333	1,000	1,829	1,000
Lagoon Insurance	585-285-100	16,227	16,227	16,228	18,354	18,000	18,808	18,000
Lagoon Pump Rent/Excavate	585-285-130							
Lagoon Road repairs - pumping	585-285-130							
Lagoon Road Dust Control	585-285-130	14,000	12,447	14,700	9,077	18,000	9,547	10,000
Lagoon Road Mowing	585-285-130	300	334	300		300		300
Lagoon Road - Gravel	585-285-130				9,188		950	
Lagoon Liner damage -sandy fill '21-Full repair 2022	585-285-130	80,000		80,000		80,000		80,000
Lagoon Sample Costs /Environ Service: 2022 Certified Operator Contract, Repacement of monitoring wells incl. decommissioning of old monitoring wells.	585-295-100	14,000	12,652	14,000	2,376	10,000	396	10,000
Lagoon Power	585-300-120	1,040	857	1,040	1,139	1,000	1,299	1,500
Lagoon Telephone/Internet	585-300-140/150	1,492	1,400	3,000	2,344	2,000	2,843	2,000
Lagoon Material & Supplies	585-420-130	11,000	3,401	11,000	1,813	3,000	1,098	3,000
Lagoon - Fuel Oil	585-430-115	1,000						
Administration	10%	16,416	7,011	16,707	7,129	16,280	7,802	7,505
Total Operating Expenses		181,575	77,126	183,775	78,418	179,080	85,822	82,555
Annual Amortization Expenses Effective 2012								
Estimated Amortization	585-600-699	5,145						
New Lagoon Amortization Amount		15,000	15,000	15,000	15,000	15,000	15,000	15,000
Total Annual Amortization Expenses		20,145	15,000	15,000	15,000	15,000	15,000	15,000
Additional								
REVENUE - PROPOSED DUMP FEE		100,100		71,500	0	71,500	0	71,500
\$5.00 per dump est. 14,300 dumps per yr.								
Total Additional		100,100	-	71,500	-	71,500	-	71,500
TOTAL		101,620	92,126	127,275	93,418	122,580	100,822	26,055

15,505
170,555

114,055

	2022	2023	2024	2025
Units				
Regina Beach	1,853	1,845	1,840	1,836
Buena Vista Units	726	725	732	732
RM Lumsden	115	115	115	115
Lumsden Beach	85	84	87	87
Kinookimaw	242	242	242	242
Total Units	3,021	3,011	3,021	3,012
Cost				
Regina Beach	62,331	56,451	77,730	56,992
Buena Vista	24,421	22,183	30,839	22,673
RM of Lumsden	3,868	3,519	4,845	3,562
Lumsden Beach	2,859	2,570	3,665	2,695
Kinookimaw	8,140	7,404	10,195	7,496
Total Cost	101,620	92,126	127,275	100,822



VILLAGE OF BUENA VISTA

Briefing Note

To:	Mayor and Council
Date:	March 11, 2025
Subject:	Review of RFP Submissions for Curb Stop & Water Line Repairs and/or Maintenance

BACKGROUND:

On January 22, 2025, the Village issued a Request for Proposals (RFP) for curb stop and water line repairs and/or maintenance, with a submission deadline of March 4, 2025. The RFP was publicly advertised through SaskTenders, and potential vendors were invited to submit proposals in accordance with the outlined criteria.

PURPOSE

To provide Council with an overview of the RFP submissions received and seek direction on the next steps in the selection process.

SUMMARY OF SUBMISSIONS

The Village received three (3) proposals from the following proponents:

- Proponent #1** – Seems to possess a strong understanding of requirements outlined in RFP, positive attitude towards safety. Provide majority information requested – rectification material provided promptly.
As a new proponent who has never done work for the Village this proponent may bring strong expertise, introduce fresh ideas, innovative methods, competitive pricing, or different industry best practices, all of which can benefit the Village by enhancing efficiency or effectiveness.
- Proponent #2** – Possesses strong understanding of requirements outlined in RFP and familiar with Village infrastructure. Positive attitude towards safety. Provided majority of information requested-rectification material provided promptly.
Prior experience completing work for the Village. Their familiarity with municipal infrastructure, and expectations may provide advantages in efficiency and project execution. However, to ensure fairness, their experience should be factored into the scoring within the established evaluation criteria. Having successfully completed similar work for the Village, they have demonstrated their ability to meet expectations; familiarity with Village assets, processes and personnel may lead to a more seamless project execution; may require less time for preliminary assessments. Ideal locale for timely response when required.

3. Proponent #3 – Possesses strong understanding of requirements outlined in RFP. Positive attitude towards safety. Provided majority information requested – rectification material provided promptly. In addition to RFP requirements provided information on services available that may benefit the Village in future projects relating to infrastructure.

As a new proponent who has never done work for the Village this proponent may bring strong expertise, introduce fresh ideas, innovative methods, competitive pricing, or different industry best practices, all of which can benefit the Village by enhancing efficiency or effectiveness. Within the RFP’s timetable deadline, during the time period of questions, Proponent #3 contacted RFP Contact with questions and later attended an in-person meeting to discuss the projects we would potentially require gaining a higher level of what the Village needs, a clear understanding of expectations, potential challenges, and specific municipal requirements. This proactive engagement is a positive indicator of their commitment, understanding, and potential for successful project delivery. While fairness and transparency in the evaluation process must be upheld, a proponent who actively engages with administration will score higher in the project understanding, methodology and approach.

RATE COMPARISON

Prices of all Proponents are comparable. PW provided input to ensure comparable were equivalent on equipment ensuring fair evaluation of costs.

EVALUATION CRITERIA

The proposals were evaluation based on the following criteria:

- Experience & Qualifications (25%)
- Project Approach & Methodology (30%)
- Cost & Value for Money (20%)
- Timeline & Deliverables (15%)
- Reference & Past Performance (10%)

A summary of the evaluation scores is provided below:

Proponent	Experience & Qualifications	Approach & Methodology	Cost	Timeline	References	Total Score
1	1.5%	1.8	1.6	0.9	0.7	6.5
2	2.0	2.1	1.5	1.2	0.7	7.4
3	1.75	2.4%	1.4	0.9	0.8	7.25

Proponent #1 – appears to have strong working knowledge of requirements of RFP, however none of the references speak to evidence of the type of service required, therefore we couldn't ascertain a definitive level of knowledge. Their approach to completing the submission was adequate with little information regarding clarification/rectification. Costs submitted are comparable with competing proponents although this proponent does guarantee prices for 2 years as opposed to annual guarantees from the other competing proponents. The proximity of the proponent relative the Village could hinder the progress of services depending on the degree of imperativeness of the situation. Based on these criteria and collaboration with public works arrived at a weighted score of 6.5

Proponent #2 – Strong working knowledge of requirements of RFP and the Village infrastructure and processes. Their approach to completing the submission was adequate with little information requiring clarification/rectification. Costs submitted are comparable with competing proponents with price guaranteed for 1 year. The proximity of the proponent relative the Village is ideal with response time being minimal in any scenario. Based on this criteria and collaboration with public works arrived at a weighted score of 7.4

Proponent #3 – Strong working knowledge of requirements of RFP, their approach to completing the submission was adequate with little information regarding clarification/rectification. Costs submitted are comparable with competing proponents with price guarantee for 1 year. The proximity of the proponent relative the Village could hinder the progress of services depending on the degree of imperativeness of the situation. The proponent provided information regarding other services available to the Village that could be of value in the future when dealing with other infrastructure projects which implies innovation. Based on these criteria and collaboration with public works, arrived at a weighted score of 7.25

RECOMMENDATION & NEXT STEPS

Based solely on the evaluation results, Administration recommends:

1. Selecting Proponent #2 and proceeding with contract negotiations.

ATTACHMENTS

- Detailed evaluation matrix
- Copies of submitted proposals

Proponent Evaluation Matrix

Criteria	Weight	Proponent # 1 Score/10	Weighted Score #1	Proponent # 2 Score/10	Weighted Score 2	Proponent #3 Score/10	Weighted Score 3
Experience & Qualifications	25%	6	1.5	8	2	7	1.75
Approach & Methodology	30%	6	1.8	7	2.1	8	2.4
Cost & Value for Money	20%	8	1.6	7	1.4	7	1.4
Timeline & Deliverables	15%	6	0.9	8	1.2	6	0.9
References & Past Performances	10%	7	0.7	7	0.7	8	0.8
	100%		6.5		7.4		7.25

Experience & Qualifications: An assessment of the history of the company, experience as it relates to the requirements of the RFP, evidence of past performance

Approach & Methodology: Overall approach and strategy described/outlined in the proposal and firm capacity to perform the engagement with the specified timeframe. Identified value added services beyond the RFP to enhance Village

Costs & Value: Subjective considerations not just a low bid price. Guaranteed term of submitted prices

Timeline and Deliverables: Assessment of locale and ability to provide equipment within specific timeframes

References: Feedback from provided references or performance assessment on previous experiences with Proponent

PROPOSER RFP REQUIREMENT OVERVIEW

Proponent Overview	Liability/Insurance	WCB Clearance	Safety Program Status	References Provide
Proponent #1	\$ 5,000,000.00	yes	Not included with original submission, clarified during recification period. Program and Policies, Procedures in place, Manual available on request.	2
Proponent #2	\$ 5,000,000.00	yes	COR - Heavy Construction Safety Assoc of SK	2
Proponent #3	\$ 5,000,000.00	yes	Protocols and Procedures available upon request Not Included with original submission, requested summary of safety policies etc. during recification period, safety criteria in place provided	4

Text in Red indicates information that wasn't included with original submission but was clarified during recification period.

Equipment Description	Proponent	Description	Hourly Rate	With Personnel	Fuel Surcharge	Dump / Freshport load	Notes
PROPOSER RATES all rates subject applicable taxes							
Hydrovac Truck	Proponent #1	not specified	\$ 267.00	\$ 267.00	13.50%	\$ 95.00	Clarification required if equipment must have 2 personnel included, must have operator and swamper
	Proponent #2	FX60 Vac Excavator including power unit	\$ 110.00	\$ 236.50	Formulated upon completion of job	\$75.00	Available on request, rates will vary depending on subcontractor rates & availability, Dump fee based on loads up to 1200 gallons
	Proponent #3	not specified	\$ 255.00	\$ 255.00	7%		Clarification required if equipment rate includes personnel or extra charge applied INCLUDE PERSONNEL
Excavator	Proponent #1	2017 85G John Deere	\$ 165.00	\$ 165.00	13.50%	n/a	
	Proponent #2	180CW John Deere	\$ 185.00	\$ 253.50	Formulated upon completion of job	n/a	
	Proponent #3	85P/140-Series	\$ 275.00	\$ 275.00	7%	n/a	
Dump Truck	Proponent #1	2018 Mack	\$ 125.00	\$ 125.00	13.50%		
	Proponent #2	Tandem Axle	\$ 87.50	\$ 156.00	Formulated upon completion of job		
	Proponent #3	Not Identified	\$ 115.00	\$ 115.00	7%		Clarification required as to which labour rate applies to this equipment TRUCK INCLUDES PERSONNEL
Crew Truck	Proponent #1	2017 Ram 3500	\$150.00 Daily		13.50%	n/a	
	Proponent #2	Ram 3500	\$150.00 Daily		Formulated upon completion of job	n/a	
	Proponent #3	not indicated	\$150.00 Daily		7%	n/a	
Support Vehicle	Proponent #1	2015 Ram 2500	\$150.00 Daily		13.50%	n/a	
	Proponent #2	Sierra 1500	\$125.00 Daily		Formulated upon completion of job	n/a	
	Proponent #3	\$150.00 Daily	\$150.00 Daily		7%	n/a	
Tandem Trailer	Proponent #1	22' Flat Deck	\$95.00 Daily		n/a	n/a	
	Proponent #2	12'x6' Trench Box	\$250.00 Daily		n/a	n/a	
	Proponent #2	Db1 Axle Water Trailer	\$150.00 Daily		n/a	n/a	

Project Manager	\$	150.00	\$	150.00	\$	150.00
Foreman	\$	82.50	not specified	not specified	not specified	not specified
Supervisor	\$	95.00	not specified	not specified	not specified	not specified

Regular work hours include first 8 hrs, including travel time. Overtime rates will be charged at the rate of 1.5 times the applicable rate and will apply to any work performed over 8 hours a day or on weekends. Stat holiday the labour rates will be charged at 2.5 times the applicable normal hourly rate.

PRICE GUARANTEES	
Term of Guarantee	Specifics
Proponent #1 2 year	Negotiated in 3rd Year
Proponent #2 1 year	Reviewed and Negotiated annually
Proponent #3 1 year	Reviewed and Negotiated annually

P#1

Cate McConnell

From: Cate McConnell
Sent: March 6, 2025 1:22 PM
Subject: Proponent Reference RE: Grohs Resources Inc.

Good Afternoon:

Your contact information was provided to the Village of Buena Vista as reference for Grohs Resources Inc. on a Request for Proposal submission to provide services for Curb Stop/Water Line Servicing. Could you please provide reference for this company based on the following criteria:

- Experience & Qualifications
- Approach and Methodology
- Cost & Value for Money
- Timeline and Deliverables
- Safety

If you could reply with this information at your earliest convenience, it would be greatly appreciated.

Thank you in advance!

Cate McConnell - Stevenson
Assistant CAO
Village of Buena Vista
1050 Grand Avenue
Buena Vista, Saskatchewan, S2V 1A2

Phone: (306) 729-4385 Fax: (306) 729-4518
<http://www.buenavista.ca>
[Like us on Facebook](#)

*Price Guarantee
Term
2 years
Negotiate in
3rd year.*

Cate McConnell

From: Stacey Grohs <stacey@griconstruction.ca>
Sent: March 6, 2025 2:16 PM
To: Cate McConnell
Cc:
Subject: safety requirements

Good afternoon, thank you for the call this afternoon, we appreciate you reaching out to clarify our requirements. Grohs Resources Inc, o/a GRI Construction has a safety program in place, our safety manual is available upon request. Our safety manual was created by Campbell Safety Consulting. WE take safety very seriously within our organization, We regularly go over safety responsibilities, ensuring Safe Work Practices, are followed and understood. Our staff are all safety certified in all equipment, including SCA training for all. Safe Job procedures, are our number 1 priority and will continue to be our focus while on all projects. Daily toolbox talks, and PSI are completed daily to track, our success. GRI Construction has an exceptional safety rating with zero incidents in over 5 years.(We are not C.O.R certified)

Please feel free to contact me if you have any questions at all

Thanking you,

Stacey Grohs
GeneralManager/ President
PH#306-525-5764 C# 306-541-5533- Fax# 306-525-5715



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APPENDIX B – PRICING FORM

1. INSTRUCTIONS TO COMPLETE THE PRICING FORM

- (a) Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for applicable sales taxes, which should be itemized separately.
- (b) Employee or Operator charges should be listed per position
- (c) Each piece of equipment should be listed separately with individual specific rates
- (d) Details such as (year, make, model etc.) of each piece of equipment should be listed for comparable.
- (e) Fuel surcharge formulas should be indicated
- (f) Anticipated service fees (i.e. landfill, lagoon fees) should be listed for each service
- (g) UOM (Unit of Measure) for every item should be indicated (i.e. daily, hourly)
- (h) Payment terms should be indicated to include payment methods and interest rates.
- (i) Price guarantee terms must be indicated for each item
- (j) Include prices for all equipment/operators/materials not listed on table.

DESCRIPTION (include specific details for equipment)	RATE	UOM OR FORMULA	TAX S=gst/pst G= gst only P=pst only
Hydrovac Unit HYDROVAC TRUCK INCLUDES 2 MEN	267.00	HOURLY	G
Excavator 2017 JOHN DEERE 85G WITH OPERATOR	165.00	HOURLY	G
Dump Truck 2018 MACK WITH OPERATOR	125.00	HOURLY	G
Crew Truck 2017 RAM 3500	150.00	DAILY	G
Support Vehicle 2015 RAM 2500	150.00	DAILY	G
Trailer(s) 22' FLAT DECK	95.00	DAILY	G
Trailer(s) 22' FLAT DECK	95.00	DAILY	G
Trench Box 12' X 6' TRENCH BOX	250.00	DAILY	G
Safety Equipment	100.00	DAILY	S
Signage DELINATORS AND SIGNAGE	125.00	DAILY	S
Aggregate FILL SAND, BASE, RECLAIM, TOPSOIL	59.00	TONNE	S
Fuel Surcharges EQUIPMENT RATE	13.5%	EQUIPMENT RATE	S
Service Fees HYDOVAC DUMP FEE	95.00	EACH	S
Operator LABOURER	45.00	HOURLY	S
Operator WATER TECHNICIAN	65.00	HOURLY	S
Skid Steer 2023 JOHN DEERE 325G	125.00	HOURLY	G
Operator (define position)			
¾" Aqua Pex Tubing	1.95	PER FOOT	S
Materials (provide specifics) ¾" CURB STOP VALVE	289.00	EACH	S
Materials GRASS SEED	75.00	PER BAG	S
Materials (provide specifics)			

Put on quote

Supplies



Hub International Ltd.

909 3rd Avenue N
Saskatoon, SK, Canada S7K 2K4
T: (306) 244-7000
www.hubinternational.com

Certificate of Insurance

Insured's Name: Grohs Resources Inc.
8134 Fairways West Drive
Regina, Saskatchewan S4Y 1A9

Name and Address of Broker: Hub International Ltd.
909 3rd Avenue North
Saskatoon, SK S7K 2K4

Type of Insurance	Insurer	Policy Number	Policy Term	Limit of Coverage
Commercial General Liability -per occurrence -product and completed operations -cross liability	SGI Canada	C701829209	November 17, 2024- November 17, 2025	\$5,000,000
Commercial Auto Liability	SGI Canada	T322278485	July 1, 2024 - July 1, 2025	\$5,000,000

Description of Operations: Hauling Earth, Sand, Gravel and Goods of Others; Cement and Concrete Contractor, Building Construction, Cold Application Roofing, Landscaping, Excavating, Piling and Snow Removal Operations

March 4, 2025
Date Issued


Authorized Representative
Hub International Ltd.

The insurance evidence of this certificate is subject to the terms, conditions and exclusions of the applicable policy. The certificate confers no rights to the holder and imposes no liability on the insurer. The insurer assumes no responsibility to the holder of this certificate to provide any notice of any material change in or cancellation of this policy unless noted above. A copy of the policy can be provided to you for clarification on the terms and conditions of this above policy.



200 - 1881 Scarth Street
Regina, SK S4P 4L1
Tel: 306.787.4370
Toll free: 1.800.667.7590
Fax: 306.787.4205
Toll-free fax: 1.877.220.1671
Email: employerservices@wcbsask.com
www.wcbsask.com



155449145

December 14, 2024

Grohs Resources Inc.
21 Armour St
Regina SK S4R 4G4

To Whom it May Concern:

Re: Grohs Resources Inc.
Firm Number: A432641

You may consider this letter a CLEARANCE and your authority to make payment in accordance with Section 132 of The Workers' Compensation Act, 2013 for any work performed in the rate code listed for the above between:

01 January 2025 and 31 March 2025

<u>Sub Code</u>	<u>Descriptor</u>
B1314	Concrete work

Authorization Number: 197913867

A Term Clearance is provided to employers in good standing with the Board.

An employer in possession of this document may present a copy to their principal(s) and it constitutes a clearance during the term indicated.

*This document may be reproduced as required.

*For use during the time stated only, providing this firm's operations have not changed.

Yours truly,

Employer Services





Request for Proposals

For

Village of Buena Vista

Curb Stop & Water Line Repairs and/or Maintenance

Request for Proposals No.: VBV2025-001

Issued: January 22, 2025

Submission Deadline: March 4, 2025

PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.1 INVITATION TO PROPONENTS

This Request for Proposals (the RFP) is an invitation by the Village to prospective Proponents to submit proposals for the provision of Repairs and Maintenance of Curb Stop Valves and Water Lines as required.

Deliverables to include, equipment and manpower to complete repairs to infrastructure as required or as scheduled by the Public Works department.

The Village is located 38 minutes (50.7 km) via SK-11S and SK-54S on the shore of Last Mountain Lake. The Village office is located at 1050 Grand Avenue, Buena Vista, Saskatchewan

1.2 RFP CONTACT

For the purpose of this procurement process, the “RFP Contact” will be:

Melissa Pollock
Chief Administrative Officer
Email Address: cao@buenavista.ca

Proponents and their representative are not permitted to contact any employees, elected or appointed officials or other representative of the Village, other than the “RFP Contact”, concerning matters regarding the RFP. Failure to adhere to this rule may result in the disqualification of the Proponent and the rejection of the Proponent’s proposal.

1.3 TYPE OF CONTRACT FOR DELIVERABLES

The selected Proponent(s) will be requested to enter into direct contract negotiations to finalize an agreement with the Village for the provision of the Deliverables. The Village expects the terms and conditions set out in the Form of Agreement in Appendix C to be included in the final negotiated agreement with the selected Proponent(s). Proponents choosing to participate in the RFP process should be prepared to accept those terms and conditions, subject only to minor changes that may be mutually agreed upon in the negotiation process. The term of the agreement is to be for a period of 1 year.

1.4 RFP TIMETABLE

Issue Date of RFP	January 22, 2025
Deadline for Questions	January 31, 2025
Deadline for Issuing Addenda	February 7, 2025
Submission Deadline	March 4, 2025 4:00 p.m. Sask Time
Rectification Period	3 business days
Anticipated Initial Evaluation and Commencement of Concurrent Negotiations	March 11, 2025
Anticipated Deadline for Submission of Best and Final Offers	March 14, 2025
Anticipated Final Evaluation	March 25, 2025
Contract Negotiation Period	2 days
Anticipated Execution of Agreement	April 1, 2025

The RFP timetable is tentative only, and may be changed by the Village at any time. For greater clarity, business days means all days that the Village is open for business.

1.5 Submission of proposals

Proposals should be submitted via email to the RFP Contact email address by no later than the Submission Deadline date listed in the “RFP Timetable” or the proposal can be submitted by hand in a sealed envelope to the Village office location listed in Section 1.1

Proposals must be received by or before the Submission Deadline. Proposals received after the Submission Deadline will not be accepted. Onus and responsibility rests solely with the Proponent to deliver its proposal to the exact location indicated in this RFP on or before the Submission Deadline. The Village does not accept any responsibility for submissions delivered to any other

location by the Proponent(s) or its delivery agents. Proponent(s) are advised to make submissions well before the deadline. Proponents making submission near the deadline do so at their own risk.

1.5.1 Prescribed format

Proponents should submit one (1) copy only of their proposal either by hand delivery or electronically by email. Proponents should not submit their proposals via both methods of delivery. In the event that proposals are received via both methods of delivery, the hard copy will prevail in the event of conflict or inconsistency between the hard copy and the digital copy. Proposals should be prominently marked with the RFP title and number (see RFP Cover), with the full legal name and return address of the Proponent.

1.5.2 Amendment of proposals

Proponents may amend their proposals prior to the Submission Deadline by submitting the amendment in a sealed package or via email, prominently marked with the RFP title and number and the full legal name and return address of the Proponent to the location set out above. Any amendment should clearly indicate which part of the proposal the amendment is intended to amend or replace.

1.5.3 Withdrawal of proposals

At any time prior to the execution of a written agreement for provision of the Deliverables, a Proponent may withdraw a submitted proposal. To withdraw a proposal, a notice of withdrawal must be received by the RFP Contact and should be signed by an authorized representative of the Proponent. The Village is under no obligation to return withdrawn proposals.

[End of Part 1]

PART 2 – EVALUATION AND NEGOTIATION

2.1 Stages of evaluation and negotiation

The Village will conduct the evaluation of proposals and negotiations in the following stages:

Stage I – Mandatory Requirements

Stage 1 is expected to consist of a review to determine which proposals comply with all of the mandatory requirements. If a proposal fails to satisfy any mandatory requirement, the Village may choose, in its sole discretion, to not evaluate such proposals further. The mandatory requirements are detailed in Appendix A.

2.1.1 Submission form (Appendix C)

Each proposal should include a Submission Form (Appendix C), or a document containing the information requested by the Submission Form, completed and signed by an authorized representative of the Proponent.

2.1.2 Pricing form (Appendix B)

Each proposal should include a Pricing Form (Appendix B), or a document containing the information requested by the Pricing Form, completed in accordance with the instructions contained in the form.

2.2 Stage II – Evaluation

The Village will evaluate each proposal privately.

The Village will take into consideration the following evaluation criteria.

- (a) qualifications, experience and capacity of the Proponent to provide and successfully complete the services required by the Village as well as any optional services offered by the Proponent, in a timely, safe, efficient and quality manner.
- (b) Proponent's overall fee proposal;
- (c) terms of the agreement that the Proponent is prepared to accept;
- (d) the completeness of a Proponent's proposal; and
- (e) such other criteria as the Village considers relevant.

The Village has not predetermined the relative importance of the above evaluation criteria. The Village expects to select the Proponent that provides the best overall value, as determined by the Village in its sole discretion, having regard to the evaluation criteria referred to above.

Proposals will be evaluated on the basis of the information provided in response to these instructions to Proponents. In addition, in assessing the Proponent's qualifications, experience and capacity, the Village may also consider the following:

- (a) Clarifications and/or additional information that may be supplied pursuant to requests from the Village;
- (b) Interviews and/or reference checks that may be conducted at the Village's discretion;
- (c) Previous experience of the Village in working with the Proponent; and
- (d) Information received from any source that the Village considers reliable.

The Village may, in its sole discretion, request clarification from a Proponent during the evaluation process.

Proponents are advised that the evaluation process is subjective in nature and the Village's intention is to consider, in its sole discretion, each proposal on its merits.

2.3. STAGE IV – CONCURRENT NEGOTIATIONS AND BAFO (Best and Final Offers)

2.3.1 Concurrent negotiations and BAFO process

The Village intends to invite Proponents to enter into concurrent negotiations. During these concurrent negotiations, the Village will provide each Proponent with any additional information and will seek further information and proposal improvements from each Proponent. After the expiration of the concurrent negotiation period, each Proponent will be invited to revise its initial proposal and submit its BAFO to the Village.

An invitation to interview or to negotiate does not obligate the Village to conclude the Agreement with that Proponent. The Village may interview or may negotiate any aspect of any proposal with one or more Proponents at any time.

The Village will notify all unsuccessful Proponents after entering into a definitive agreement with the successful Proponent. Unsuccessful Proponents may request a debriefing interview to obtain feedback on their proposal after receiving this notification.

2.4 EVALUATION OF BAFO AND FINAL RANKING OF PROPONENTS

Each BAFO will be evaluated against the criteria set out in Section 2.2. The top-ranked Proponent based on the evaluation of the BAFO's will receive a written invitation to enter into a final round of negotiations to finalize the agreement with the Village.

2.4.1 Option not to engage in BAFO

The Village may choose not to engage in the concurrent negotiations and BAFO process and may proceed directly to contract negotiations with the top-ranked Proponent.

2.5 STAGE V – CONTRACT NEGOTIATIONS

2.5.1 Contract negotiations process

Any negotiations will be subject to the process rules contained in the Terms and Conditions of the RFP Process (Part 3) and will not constitute a legally binding offer to enter into a contract on the part of the Village or the Proponent and there will be no legally binding relationship created with any Proponent prior to the execution of a written agreement. The terms and conditions in the Form of Agreement in Appendix D are intended to be included in the final negotiated agreement with the selected Proponent.

2.5.2 TIME PERIOD FOR NEGOTIATIONS

The Village intends to conclude negotiations and finalize the agreement with the top-ranking Proponent(s) during the negotiations period listed in the RFP Timetable, commencing on the date the Village invites the top-ranked Proponent to enter negotiations. A Proponent invited to enter into direct contract negotiations should therefore be prepared to provide requested information in a timely fashion and to conduct its negotiations expeditiously.

2.5.3 Failure to enter into agreement

If the parties cannot conclude negotiations and finalize the agreement for the Deliverables within or after the Contract Negotiation Period, the Village may at its sole discretion, discontinue negotiations with the top-ranked Proponent and may invite the next-best-ranked Proponent to enter into negotiations. This process will continue until an agreement is finalized, until there are no more Proponents remaining that are eligible for negotiations or until the Village elects to cancel the RFP process.

2.6.4 NOTIFICATION TO OTHER PROPONENTS

Other Proponents that may become eligible for contract negotiations will be so notified at the commencement of the negotiation process with the top-ranked Proponent. Once an agreement is finalized and executed by the Village and a Proponent, the other Proponents will be notified in accordance with the Terms and Conditions of the RFP Process (Part 3).

[End of Part 2]

PART 3-TERMS AND CONDITIONS OF THE RFP PROCESS

3.1 GENERAL INFORMATION AND INSTRUCTIONS

3.1.1 Proponents To Follow Instructions

Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable section numbers of this RFP.

3.1.2 Preferred Language

All proposals are to be submitted in English.

3.1.3 No Incorporation By Reference

The entire content of the Proponent's proposal should be submitted in a fixed form, and the content of the websites or other external documents referred to in the Proponent's proposal but not attached may not be considered to form part of its proposal. If Proponents wish to reference website or external documents, they should obtain the approval of the RFP Contact prior to the Submission Date. Proponents are responsible for ensuring that all external content that is referenced is accurate and are to provide notice to the Village of any changes that may arise after submission. The Village may, at any time, require a Proponent to provide a hard copy of some or all of the external content referenced.

3.1.4 References And Past Performance

In the evaluation process, the Village may consider information provided by the Proponent's references listed on Appendix D, and may also consider information independently obtained by the Village about the Proponent or its proposal in the course of the Village's own due diligence, including any previous dealings or experience, if any, with a Proponent. The Village may contact any of the Proponent's customers who the Village believes may be able to provide information about the Proponent that would be pertinent to this RFP.

3.1.5 Information In RFP Only An Estimate

The Village and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to Proponents the general scale and scope of the Deliverables. It is the

Proponent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

3.1.6 Proponents To Bear Their Own Costs

The Proponent will bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or demonstrations.

3.1.7 Retention of Proposal

The Village will not return the proposal or any accompanying documentation submitted by a Proponent.

3.1.8 Trade Agreements

Proponents should note that procurements falling within the scope of one or more of:

- *The New West Partnership Trade Agreement;*
- *The World Trade Organization Agreement on Government Procurement;*
- *Chapter 19 of the Canada – European Union Comprehensive Economic and Trade Agreement, including its incorporation by reference into the Agreement on Trade Continuity between the United Kingdom of Great Britain and Northern Ireland and Canada;*
- *Chapter 15 of the Comprehensive and Progressive Agreement for Trans-Pacific Partnership;*
or
- *Chapter 5 of the Canadian Free Trade Agreement;*

are subject to those trade agreements, but that the rights and obligations of the parties will be governed by the specific terms of this "RFP.

3.1.9 No Guarantee of Volume of Work or Exclusivity of Contract

The Village makes no guarantee of the value or volume of work to be assigned to the successful Proponent. The agreement to be negotiated with the selected Proponent will not be an exclusive contract for the provision of the described Deliverables. The Village may contract with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

3.2 COMMUNICATION AFTER ISSUANCE OF RFP

3.2.1 Proponent to Review RFP

Proponents should promptly examine all of the documents comprising this RFP, and may direct questions or seek additional information to the RFP Contact on or before the Deadline for Questions listed in the RFP Timetable. No such communications are to be directed to anyone other than the RFP Contact. The Village is under no obligation to provide additional information, and the Village is not responsible for any information provided by or obtained from any source other than the RFP Contact. It is the responsibility of the Proponent to seek clarification from the RFP Contact on any matter it considers to be unclear. The Village is not responsible for any misunderstanding on the part of the Proponent concerning this RFP or its process.

3.2.2 All New Information to Proponents by Way of Addenda

This RFP may be amended only by addendum in accordance with this section. If the Village, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all Proponents by addendum. Any information obtained in a method other than an addendum should not be relied upon. Each addendum forms an integral part of this RFP and may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by the Village.

3.2.3 Post-Deadline Addenda and Extension of Submission Deadline

If the Village determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the Village may extend the Submission Deadline for a reasonable period of time.

3.2.4 Verify, Clarify and Supplement

When evaluating proposals, the Village may at its sole discretion request further information from the Proponent or third parties in order to verify, clarify or supplement the information provided in a proposal. The response received by the Village shall, if accepted by the Village, form an integral part of the Proponent's proposal.

The Village may consider information independently obtained by the Village about the Proponent or its proposal in the course of the Village's own due diligence, including any previous dealings or experience by it or others, if any, with a Proponent.

3.2.5 Time Disputes

In the event of a dispute regarding time, the Village's time clock will govern.

3.3 NOTIFICATION AND DEBRIEFING

3.3.1 Notification to Other Proponents

Once an agreement is signed by the Village and a Proponent, the other Proponents will be notified. Proponents may be notified by public posting in the same manner that this RFP was originally posted of the outcome of the procurement process.

3.3.2 Debriefing

Proponents who submitted a proposal may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to the RFP Contact and must be made within 30 days of such notification. The intent of the debriefing information session is to aid the Proponent in presenting a better proposal in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process or its outcome.

3.4 CONFLICT OF INTEREST AND PROHIBITED CONDUCT

3.4.1 Conflict of Interest

The Village may disqualify a Proponent, or take any other action it deems appropriate in its sole discretion, for any conduct, situation or circumstances, determined by the Village, in its sole and absolute discretion, to constitute a Conflict of Interest.

For the purposes of this RFP, "Conflict of Interest" includes any situation or circumstance where, in relation to a Village of Buena Vista procurement competition, a participating Proponent has an unfair advantage, a perception of an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including:

- (a) Having, or having access to, information in the preparation of its proposal that is not available to other Proponents, but such does not include information a Proponent may have obtained in the past performance of a contract with a public entity, including the Village, that is not related to the creation, implementation or evaluation of this or a related procurement competition;
- (b) Communicating with any person with a view to influencing preferred treatment in this procurement competition (including but not limited to the lobbying of decision makers involved in this procurement competition); or
- (c) Engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive procurement competition or renders that competition non-competitive, less competitive, or unfair.
- (d) All Proponents should advise the Village in writing whether it has any actual, potential or perceived Conflict of Interest, and if so, the nature of each Conflict of Interest. A Proponent may, in the sole discretion of the Village, be disqualified from this RFP process if a Proponent is found to have a Conflict of Interest.

3.4.2 Disqualification for Prohibited Conduct

The Village may disqualify a Proponent, rescind an invitation to negotiate or terminate a contract subsequently entered into, or take such other action it may deem appropriate if the Village, in its sole and absolute discretion, determines that the Proponent has engage in any conduct prohibit by this RFP.

3.4.3 Prohibited Proponent Communications

Proponents should not engage in any communication that could constitute a Conflict of Interest.

3.4.4 Proponent Not to Communicate with Media

Proponents should not at any time directly or indirectly communicate with the media, including social media applications, in relation to this RFP or any agreement entered into pursuant to this RFP without first obtaining the written permission of the RFP Contact.

3.4.5 Lobbying

Proponents should not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful Proponent(s).

3.4.6 Illegal or Unethical Conduct

Proponents are not to engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion or collusion. Proponents are not to engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials or other representative of the Village; deceitfulness; submitting proposals containing misrepresentation or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

3.4.7 Past Performance or Past Conduct

The Village may prohibit a Proponent from participating in this or future procurement processes based on past performance or based on inappropriate conduct in a prior procurement process, including but not limited to the following:

- (a) Illegal or unethical conduct as described above;
- (b) the refusal of the Proponent to honour its submitted pricing or other commitments; or
- (c) any conduct, situation or circumstance determined by the Village, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

3.5 CONFIDENTIAL INFORMATION

3.5.1 Confidential Information of Purchasing Entity

All information provided by or obtained from the Village in any form in connection with this RFP either before or after the issuance of this RFP.

- (a) Is the sole property of the Village and must be treated as confidential;
- (b) Is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract for the Deliverables;
- (c) Must not be disclosed without prior written authorization from the Village; and
- (d) Must be returned by the Proponent to the Village immediately upon the request of the Village.

3.5.2 Confidential Information of Proponent

Proposals will be accepted in confidence, as they contain financial, commercial, scientific, technical and/or labour relations information, except as may be otherwise provided herein. The confidentiality of such information will be maintained by the Village, except as otherwise required by law or by order of a court or tribunal, or by regulatory order of the Government of Saskatchewan, including but not limited to, the Crown Investment Corporation of Saskatchewan and other agencies or ministries of government including its boards,

commissions or panels. Proponents are particularly advised that the Village is subject to legal requirements that may require disclosure of proposal information including, without limitation, under *The Freedom of Information and Protection of Privacy Act (Saskatchewan)*.

Notwithstanding the foregoing, the Village reporting requirement may result in the public disclosure of dollars paid to the successful vendor from any contract awarded.

Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisors retained by the Village, and/or to Crown corporations (as defined in the *The Crown Corporations Act, 1993*) and Government of Saskatchewan agencies or ministries, including its boards, commissions or panels, to advise or assist with the RFP process, including the evaluation of proposals. If a Proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

3.6 PROCUREMENT PROCESS NON-BINDING

3.6.1 No Contract and No Claims

This procurement process is not intended to create and will not create a formal, legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

- (a) This RFP will not give rise to any Contract – based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
- (b) neither the Proponent nor the Village will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a proposal submitted in response to this RFP.

3.6.2 No Contract until Execution of Written Agreement

This RFP process is intended to identify prospective Proponents for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any good or service will be created between a Proponent and the Village by this RFP process. A legal relationship will not arise until the successful negotiation and execution of a written agreement.

3.6.3 Non-binding Price Estimates

While the pricing information provided in proposals will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the proposals and the ranking of the Proponents. Any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation or ranking or the decision of the Village to enter into an agreement for the Deliverables.

3.6.4 Effect of this RFP

This RFP process does not in any way restrict or limit the Village's pre-existing rights to engage in commercial negotiations with any vendor or to procure the Deliverables from any vendor through any other process. Without limiting the generality of the foregoing, the Village may:

- (a) choose whether to evaluate any proposal.
- (b) modify this RFP or RFP process, including any technical, commercial or contractual terms.
- (c) re-issue this RFP, either in the same form, or with modifications.
- (d) begin or end negotiations with any Proponent for some or all of the Deliverables.
- (e) reject any proposal.
- (f) abandon its plans to obtain any of the Deliverables.
- (g) invite anyone (including any Proponent) to give it an offer to provide some or all of the Deliverables under any terms.
- (h) At any time before awarding the contract, the Village may do the following:
 - i. Require the Proponent to submit further information not requested in this RFP to verify the Proponent's ability to perform the contract, including financial data, references to support assertions of past relevant experience, information about the Deliverables, and proof of the Proponent's legal capacity to perform the contract.
 - ii. Inspect the Proponent's equipment and facilities that will be used to perform the contract to verify the bidder's technical or commercial capacity to perform the contract.
 - iii. Cancel the RFP process without liability at any time.

3.7 GOVERNING LAW AND INTERPRETATION

These Terms and Conditions of the RFP Process (Part 3):

- (a) Are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- (b) Are non-exhaustive and must not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and
- (c) Are to be governed by and construed in accordance with the laws of the Province of Saskatchewan and the federal laws of Canada applicable therein.

[End of Part 3]

APPENDIX A – RFP PARTICULARS

A. THE DELIVERABLES

The Village, is inviting interested and competent companies to submit a proposal(s) for the supply of equipment, materials and manpower to complete as required when situations present, servicing, repairs, maintenance of infrastructure components such as, but not limited to;

- i. Excavate &/or Hydro-excavate to locate, service and or replace curb stop valve(s) (water main shut off valve)
- ii. “Daylighting” and excavation &/or Hydro-excavation to locate and repair broken water service lines
- iii. Excavate & /or Hydro-excavate to locate and open culverts
- iv. Provide necessary aggregate products to return excavation site to original

B. MATERIAL DISCLOSURES

Proponent’s Responsibility for Assessing Local Conditions

Proponents are responsible to visit the site(s) of the proposed work and ensure they are aware of all local conditions, including the Village’s weather conditions, and ensure allowances in their proposals for conditions and limitations as they affect the carrying out of the services. The Proponent’s failure to make all necessary examinations will not be accepted as a basis for any claims for extra compensation, extension of time or relieve the Proponent of any of their obligations to carry out the provisions of the Agreement.

Innovation

The Village encourages Proponents to identify any value-added services that may be provided or in addition to their own standard business practices that would compliment the Village’s requirements under this RFP. Proponents are encouraged to provide details of any innovative ideas, suggestions, recommendations, creative ideas, or opportunities for improvement that would enhance the required services.

Proposal Evaluation Results

Proposal evaluation results are the property of the Village. The Village does not intend to disclose the detailed evaluation results, either before, during or after the RFP process. By submitting your proposal to this RFP, Proponents acknowledge that the Village will provide feedback on their proposal but not detailed evaluation results during any debriefing requested by the Proponent in accordance with section 3.3.2

C. MANDATORY SUBMISSION REQUIREMENTS

1. Submission Form (Appendix C)

Each proposal must include a Submission Form (Appendix C) completed and signed by an authorized representative of the Proponent.

2. Pricing (Appendix B)

Each proposal must include pricing information that complies with the instructions contained in Pricing (Appendix B).

3. Other Mandatory Submission Requirements

Certificate of Insurance

The Village expects the Proponents to furnish documentary evidence, satisfactory to the Village, of the Liability Insurance and automobile insurance policies each in an amount of not less than \$5,000,000.00 per occurrence. Provide certificates of insurance outlining the amounts of commercial general liability and automobile insurance that is carried.

Relevant Experience

A description of Proponent's experience in performing similar work, including two (2) references of work performed for municipalities or other government bodies or agencies in the previous (5) years, and appropriate contact information for reference. References should be listed with all appropriate contact information on (Appendix D).

Clearance Certificate WCB (Workers' Compensation board of Saskatchewan)

The Proponent agrees that should their bid be considered for award, proof of good standing with the Saskatchewan Workers Compensation Board.

Safety

The Proponent must have safety Policy and Procedures in place in accordance with Occupational Health and Safety regulations. Should the Proponents be considered for award, copy of the company Safety Program, Policies and Procedures, evidence that the Proponent promotes workplace health and safety, can be requested by the Village.

Environmental Mitigation

The Proponent should discuss any environmental mitigations or benefits that will occur if the Proponent is successful. These environmental considerations should focus on the organization's environmental practices (reduction of emissions, reuse/recycling of materials; etc.) as well as any reduced emission equipment that will be used during the project.

Comments: Provide any additional information relevant to the prices provided

ANNUAL INCREASE'S CAN BE NEGOTITED IN YEAR 3

2. Payment Terms and Conditions

Provide payment terms, interest rates, and payment submission method options.

***30 DAYS FROM INVOICE DATE**

***INVOICES TO BE EMAILED**

***2% per month (24% per annum)**

APPENDIX C – SUBMISSION FORM

1. Proponent Information

Please fill out the following form, naming one person to be the Proponent's contact for the RFP process and for any clarifications or communication that might be necessary.	
Full Legal Name of Proponent:	Grohs Resources Inc.
Any other relevant Name under which Proponent carries on business:	GRI Construction Group
Address:	21 Armour Street
City, Province:	Regina ,SK.
Postal Code:	S4R-4G4
Phone Number:	306-541-5533
Fax Number:	306-525-5715
Website (if applicable)	
Proponent Contact Name and Title:	Stacey Grohs (president / general manager)
Proponent Contact Phone:	306-541-5533
Proponent Contact Email:	stacey@griconstruction.ca
NWPTA Resident (if yes, list province)	Y=Yes

NWPTA region supplier must meet on of the following criteria.

1. A person who is resident in the NWPTA region;
2. A business that is constituted, established, or organized under the laws of British Columbia, Alberta, Manitoba or Saskatchewan; or
3. A business that both maintains a location and employs staff with the NWPTA region.

The Proponent acknowledges the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between the Village and the Proponent unless and until the Village and Proponent execute a written agreement for Deliverables.



 Signature of Proponent Representative

President/General Manager

 Title of Proponent Representative

Stacey Grohs

 Name of Proponent Representative

March 4/2025

 Date

**APPENDIX D
PROPONENT REFERENCES**

Two References are required:

Lorne Bumphrey manager (Kinookimaw)

#1 Reference Name and Position

Municipal

#1 Reference Type (Commercial, Municipal, Private)

Lorne Bumphrey (lbumphrey@myaccess.ca)

#1 Reference Contact Name and Email Address

306-551-6406

#1 Reference Phone Number

Mario Psenica General Manager Site Management Services

#2 Reference Name and Position

Commercial

#2 Reference Type (Commercial, Municipal, Private)

Mario Psenica (mpsenica@hotmail.com)

#2 Reference Contact Name and Email Address

306-535-4047

#2 Reference Phone Number

P. #2

Cate McConnell

From: Cate McConnell
Sent: March 6, 2025 1:39 PM
Subject: Proponent Reference RE: JRA Construction Services Ltd.

Good Afternoon:

Your contact information was provided to the Village of Buena Vista as reference for JRA Construction Services Ltd. on a Request for Proposal submission to provide services for Curb Stop/Water Line Servicing. Could you please provide written reference for this company based on the following criteria:

- Experience & Qualifications
- Approach and Methodology
- Cost & Value for Money
- Timeline and Deliverables
- Safety Approach

If you could reply with this information at your earliest convenience, it would be greatly appreciated.

Thank you in advance!

Cate McConnell - Stevenson
Assistant CAO
Village of Buena Vista
1050 Grand Avenue
Buena Vista, Saskatchewan, S2V 1A2

Phone: (306) 729-4385 Fax: (306) 729-4518
<http://www.buonavista.ca>
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*Annual
Guaranteed
to reviewed/
negotiated/
annually -*



JRA Construction Services Ltd. - Equipment/Labour Rates

10 Pearl Cres Emerald Park, SK S4L 1 A5

Phone: 306-539-0221

Email: greg@jraconstruction.ca

Effective March 1, 2024



Company 2

HEAVY EQUIPMENT			1	2	3
Unit #	Make	Model/Description	Hourly Rate without Operator	Daily Rate	Fuel Use Surcharge Rate (\$/hr*F.P.I.)
E1702	Bobcat	A770 Skid Steer	85.50		0.45
E1703	Bobcat	T650 Skid Steer	111.50		0.40
E1704	Ditch Witch	EX60 Vacuum Excavator (including Power Unit)	110.00		0.30
E1710	Volvo	L70 Wheel Loader	137.50		0.85
E1715	Bobcat	E55 Compact Excavator (incl. thumb & blade)	109.50		0.25
E1716	John Deere	180CW Wheel Excavator (incl. thumb)	185.00		0.60

TRUCKS AND TRAILERS			1	2	3	
Unit #	Make	Model/Description	Hourly Rate without Operator	Trailer Hourly Rate in Additon to Power Unit	Daily Rate	Fuel Use Surcharge Rate (\$/hr*F.P.I.)
1709	Dodge	Ram 3500 Flatbed Service/Fuel Crew Truck			150.00	
1789	GMC	Sierra 1500 Support Truck			125.00	
1703	Peterbilt	388 Tandem Axle Dump Truck	87.50			1.25
1711	Peterbilt	340 Tandem Axle Dump Truck	87.50			1.25
T1703	Cascade	Quad Wagon End Dump Trailer (1711)		80.00		
T1704	N&N	Triple Axle Equipment Trailer			75.00	
T1710	Norbert	Double Axle Water Equipment Trailer (incl. toilet)			150.00	

LABOUR RATES		Per Hour		
Regular Work Hours	Labourer	58.00		
	Operator/Truck Driver	68.50		
	Foreman/Safety Officer	84.00		
Overtime Work Hours	Labourer	87.00		
	Operator/Truck Driver	102.75		
	Foreman/Safety Officer	126.00		
Statutory Work Hours	Labourer	145.00		
	Operator/Truck Driver	171.25		
	Foreman/Safety Officer	210.00		
Reg/OT/Stat Hours	Project Manager	150.00		

FUEL PRICE INCREMENT (F.P.I.) CHART		Notes
F.P.I.	Fuel Cost (Federated Co-op Cardlock Price)	<p>When fuel prices rise above \$1.00 per litre, rates must reflect this variation in order to recoup the cost of the fuel; a fuel use surcharge rate is used to compute that loss.</p> <p>It has been determined for each piece of equipment using average litres per hour consumption factor then factoring to the current at-cost fuel price from the Federated Co-operative Ltd. Cardlock(FCL) price at the Regina or other closest facility to the worksite location.</p> <p>ie. Time = 1hr / Eqpt = E1702 / FCL Price = \$1.4913 thus F.P.I. = 10 & Fuel Use Surcharge Rate = \$0.45/hr Cost = \$0.45/hr*10*1hr = \$4.50</p> <p>1703 & 1711 Fuel Use Surcharge Rates are based on a city rate of \$1.25/hr*F.P.I. and highway rate of \$2.50/hr*F.P.I.</p>
1	1.0001-1.0500	
2	1.0501-1.0100	
3	1.0101-1.1500	
4	1.1501-1.2000	
5	1.2001-1.2500	
6	1.2501-1.3000	
7	1.3001-1.3500	
8	1.3501-1.4000	
9	1.4001-1.4500	
10	1.4501-1.5000	
11	1.5001-1.5500	
12	1.5501-1.6000	
13	1.6001-1.6500	
14	1.6501-1.7000	
15	1.7001-1.7500	
16	1.7501-1.8000	
17	1.8001-1.8500	
18	1.8501-1.9000	
19	1.9001-1.9500	
20	1.9501-2.0000	
21	2.0001-2.0500	
22	2.0501-2.1000	
23	2.1001-2.1500	
24	2.1501-2.2000	
25	2.2001-2.2500	
26	2.2501-2.3000	
27	2.3001-2.3500	
28	2.3501-2.4000	
29	2.4001-2.4500	
30	2.4501-2.5000	



JRA Construction Services Ltd. - Equipment/Labour Rates

10 Pearl Cres Emerald Park, SK S4L 1 A5

Phone: 306-539-0221

Email: greg@jraconstruction.ca

Effective March 1, 2024



ATTACHMENTS/SMALL EQUIPMENT			1	2	3	4
Unit #	Make	Model/Description	Hourly Rate	Daily Rate	Weekly Rate	Monthly Rate
A1701	Bobcat	Excavator 18" Toothed Bucket	Incl.			
A1702	Bobcat	Excavator 52" Grading Bucket (incl. PowerTilt)	Incl.			
A1703	Bobcat	Excavator Ripper Tooth	Incl.			
A1704	Bobcat	Breaker	25.00			
A1705	Bobcat	Skid Steer 88" Toothed Bucket	Incl.			
A1706	Bobcat	Skid Steer 72" Smooth Bucket	Incl.			
A1707	Bobcat	Skid Steer 80" Smooth Bucket	Incl.			
A1708	Bobcat	Skid Steer 88" Smooth Bucket	Incl.			
A1709	Bobcat	Skid Steer 100" Snow Bucket	Incl.			
A1712	Bobcat	Skid Steer 91" Landplane	Incl.			
A1720	Bobcat	Skid Steer Tree/Post Puller	5.00			
A1721	Bobcat	Skid Steer 84" Snowblower	15.00			
A1722	Bobcat	Skid Steer 80" Brushcut Rotary Mower	15.00			
A1739	John Deere	58" Grading Bucket	Incl.			
A1740	John Deere	24" Toothed Bucket	Incl.			
A1741	John Deere	34" Toothed Bucket	Incl.			
A1742	John Deere	Ripper Tooth	Incl.			
A1745	Volvo	Industrial Forks with Grapple	15.00			
A1746	Volvo	98" Loader Bucket	Incl.			
A1750	NPK	C-6C Plate Compactor (E1716)	50.00			
A1751	John Deere	40" Grading Bucket	Incl.			
S1701	Pro-Shot	Aluminum 7'LX8'WX42" 50'W Trench Box (incl. grids/access)		180.00	408.00	1200.00
S1703	Terex	7-BKW Portable Light Towers (excluding fuel)		180.00	700.00	2,250.00
S1705	Stihl	TS 500i Cut-Off Saw		75.00	300.00	900.00
S1706	Wacker	BS50 Rammer Packer/Jumping Jack		80.00	320.00	960.00
S1707	Weber	CR8 1300lb Plate Tamper		200.00	800.00	2400.00
S1708	Multiquip	MVC64VHW 160lb Plate Tamper		80.00	320.00	960.00
S1709	Weber	CF2 180lb Plate Tamper		80.00	320.00	960.00
S1712	Yamaha	3000W Generator (excluding fuel)		50.00	200.00	600.00
S1717		Water Pump(s) (Electric) - 2" Trash Pump (excluding power source)		30.00	90.00	220.00
S1718		Discharge Hose - 2" x 50' Lengths		22.00	53.00	94.00
S1719		Temporary Traffic Control Signage - Lane Closure		125.00	375.00	1125.00
S1720		Temporary Traffic Control Signage - Road Closure		125.00	375.00	1,125.00

Notes

- Equipment involved on projects will vary depending on existing conditions of the site (ie. snow covered, concrete, soil conditions, tight areas, etc.).
- Regular work hours** include the first **8 hours**, including travel time. **Overtime rates** will be charged at the rate of **1.5 times** the applicable rate and will apply to any work performed over 8 hours a day or on weekends. For work performed on a **statutory holiday**, the labour rates will be charged at **2.5 times** the applicable normal hourly rate.
- Tri-axle hydrovac & horizontal directional is available upon request and will vary depending on subcontractor rates & availability.
- Price of **fuel** for pumps & generators will vary and is at **cost plus 10% markup**. Delivery cost of fuel will be negotiated based on each project.
- Payment** shall be due and payable **30 days** from the receipt of an approved invoice, **Unpaid invoices** shall bear interest at the rate of **2% per month**.
- Project management fees is for time required for project planning or design and also include locales, site specific plans, agreements, coordinating, etc.
- Clean vacuum excavated material** dumping disposal fee is **\$75 per load** up to 1,200gal load.
- Solids disposal fees** would be calculated on a project specific basis and consultation for **hazardous materials testing is not included**.
- Rates are based on the 2024 Saskatchewan Heavy Construction Association Rate Guide.
- Yellow highlighted items above indicate that they may be required and green highlighted items are typically required or substituted for an as required item.



JRA Construction Services Ltd.

Materials Price List

Effective March 1st, 2025



PRODUCT	PRICE PER TONNE
Clay Fill	\$32.50
Sandy Fill	\$38.75
Top Soil	\$53.25
Bedding Sand	\$39.50
Concrete Sand	\$58.25
Crusher Dust	\$70.00
Reclaimed Asphalt Pavement	\$56.25
Type 32 Base	\$55.75
Type 8 Sub-base	\$39.50
Crushed Rock (20mm)	\$82.50
Crushed Rock (1/2")	\$82.50
Double Screened Pea Rock (1/4" - 1/2")	\$80.00
Double Screened Radon Rock (1/2" - 1-1/4")	\$75.00
1"-2" Rock	\$80.00
3"-6" Rock	\$118.75
6"-12" Rock	\$118.75
12"-24" Rock	\$118.75
18"-36" Rock	\$125.00
INDIVIDUAL ROCK SIZES	PRICE PER ROCK
Diameter = 1' / Circumference = 3'	\$20.00
Diameter = 1.5' / Circumference = 4.5'	\$60.00
Diameter = 2' / Circumference = 6'	\$150.00
Diameter = 2.5' / Circumference = 7.5'	\$300.00
Diameter = 3' / Circumference = 9'	\$480.00
Diameter = 3.5' / Circumference = 10.5'	\$800.00
Diameter = 4' / Circumference = 12'	\$1200.00

NOTES:

- Minimum 6 cubic yard charge for all pick-ups and deliveries.
- Minimum **delivery charges** to Regina Beach & Buena Vista as per the **Trucking Zone Price List**.
- Delivery charges outside of Regina Beach & Buena Vista will be provided upon request.
- Pricing for delivery and/or installation of individual rocks will be provided upon request.
- Materials listed are dependent upon availability. Pricing for other materials can be provided, as requested.
- All materials are subject to applicable federal and provincial taxes.
- Invoicing will be completed in cubic yards and all loads estimated in relation to capacity of loader bucket.
- Volume of material is estimated in a dry-moist loose state at densities between 1.1-1.5 tonne per cubic yard.
- Billing information must be provided at time of order.
- If payment is not received at time of order or upon delivery, invoices are due within 30 days of receipt. Interest charges of 2% per month will be charged on overdue accounts.
- Projects requiring large bulk shipments will be priced out in tonnes of material required.

Business and Administration Office
10 Pearl Crescent Emerald Park, SK S4L 1A5
E: greg@jraconstruction.ca

Compound and Dispatch Office
Centre Street South Regina Beach SK
NW15-21-22 W2

WATERLINE ITEM	PRICE
3/4"X1' AquaPEX tubing	\$2.00
3/4"X100' Series 200 Municipal Tubing	\$1.00
0.657" Stainless Steel Tubing Insert	\$10.00
0.725" Stainless Steel Tubing Insert	\$15.00
3/4" Straight Compression Coupling	\$50.00
3/4" 150psi Compression Curb Stop w/ Drain	\$160.00
3/4" Pack Joint Nut	\$20.00
3/4" Compression X Male Thread Coupling	\$45.00
3/4" Barbed X Male Thread Coupling	\$17.50
23-25 Stainless Steel T-bolt Clamp	\$10.00
25-27 Stainless Steel T-bolt Clamp	\$12.00
27-29 Stainless Steel T-bolt Clamp	\$14.00
3/4" 150psi Female Threaded Curb Stop w/ Drain	\$120.00
72" Stainless Steel Rod	\$120.00
9' Galvanized Steel Curb Box	\$175.00
3/4"X6" Service Saddle	\$325.00
3/4" Main Stop Valve	\$80.00
3/4"X1" Reducer Compression Coupling	\$75.00
1" Compression Coupling	\$70.00
1" Mueller Curb Stop w/ Drain	\$250.00
1"X1' AquaPEX Tubing	\$3.50
1"X1' Series 200 Municipal Tubing	\$1.50
1" Stainless Steel Tubing Insert	\$25.00
8"X4"X2" Paver Brick	\$5.00
1 Pail of 1/4" – 1/2" Pea Rock	\$5.00

NOTES:

- Projects requiring large bulk shipments will be priced out in discounted bulk pricing.
- For further information, please call 306-539-0221.

Business and Administration Office

484 Hoffer Drive Regina SK S4N 7A1
P: 306.535.1585 F: 306.585.7580

Compound and Dispatch Office

PO BOX 9 REGINA BEACH SK S0G 4C0
P: 306.539.0221 F: 306.729.2689

APPENDIX B – PRICING FORM

1. INSTRUCTIONS TO COMPLETE THE PRICING FORM

- (a) Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for applicable sales taxes, which should be itemized separately.
- (b) Employee or Operator charges should be listed per position
- (c) Each piece of equipment should be listed separately with individual specific rates
- (d) Details such as (year, make, model etc.,) of each piece of equipment should be listed for comparable.
- (e) Fuel surcharge formulas should be indicated
- (f) Anticipated service fees (i.e. landfill, lagoon fees) should be listed for each service
- (g) UOM (Unit of Measure) for every item should be indicated (i.e. daily, hourly)
- (h) Payment terms should be indicated to include payment methods and interest rates.
- (i) Price guarantee terms must be indicated for each item
- (j) Include prices for all equipment/operators/materials not listed on table.

DESCRIPTION (include specific details for equipment)	RATE	UOM OR FORMULA	TAX S=gst/pst G= gst only P=pst only
Hydrovac Unit	SEE ATTACHED RATE SHEETS		
Excavator			
Dump Truck			
Crew Truck			
Support Vehicle			
Trailer(s)			
Trailer(s)			
Trench Box			
Safety Equipment			
Signage			
Aggregate (provide specifics)			
Fuel Surcharges			
Service Fees			
Operator (define position)			
Operator (define position)			
Operator (define position)			
Operator (define position)			
¾" AquaPex Tubing			
Materials (provide specifics)			
Materials (provide specifics)			
Materials (provide specifics)			

Comments: Provide any additional information relevant to the prices provided

- SEE ATTACHED EQUIPMENT/LABOUR RATE SHEETS AND MATERIALS PRICE LIST FOR RATES.
- SEE NOTES ON ATTACHED RATE SHEET AND PRICE LIST.
- GST & PST ARE NOT INCLUDED ON RATE SHEET OR PRICE LIST.

2. Payment Terms and Conditions

Provide payment terms, interest rates, and payment submission method options.

- SEE ATTACHED EQUIPMENT/LABOUR RATE SHEET AND MATERIALS PRICE LIST FOR T&C's.
- INVOICE DUE PAYABLE UPON 30 DAYS FROM RECEIPT AND BEARS 2% INTEREST PER MONTH THEREAFTER.

APPENDIX C – SUBMISSION FORM

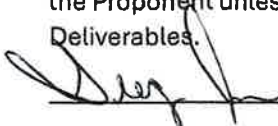
1. Proponent Information

Please fill out the following form, naming one person to be the Proponent's contact for the RFP process and for any clarifications or communication that might be necessary.	
Full Legal Name of Proponent:	JRA CONSTRUCTION SERVICES LTD.
Any other relevant Name under which Proponent carries on business:	
Address:	10 PEARL CRES
City, Province:	EMERALD PARK, SK
Postal Code:	S4L 1A5
Phone Number:	(306) 539-0221
Fax Number:	N/A
Website (if applicable)	N/A
Proponent Contact Name and Title:	GREGORY JOHNSON, GENERAL MANAGER
Proponent Contact Phone:	(306) 539-0221
Proponent Contact Email:	greg@jraconstruction.ca
NWPTA Resident (if yes, list province)	Y=Yes N=N N

NWPTA region supplier must meet on of the following criteria.

1. A person who is resident in the NWPTA region;
2. A business that is constituted, established, or organized under the laws of British Columbia, Alberta, Manitoba or Saskatchewan; or
3. A business that both maintains a location and employs staff with the NWPTA region.

The Proponent acknowledges the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between the Village and the Proponent unless and until the Village and Proponent execute a written agreement for Deliverables.



 Signature of Proponent Representative

GENERAL MANAGER

 Title of Proponent Representative

GREGORY JOHNSON

 Name of Proponent Representative

2025/03/04

 Date

APPENDIX D
PROPONENT REFERENCES

Two References are required:

TOWN OF REGINA BEACH, PUBLIC WORKS SUPERINTENDENT

#1 Reference Name and Position

MUNICIPAL

#1 Reference Type (Commercial, Municipal, Private)

ALLEN STEVENSON, rbpwud@reginabeach.ca

#1 Reference Contact Name and Email Address

(306) 853-7075

#1 Reference Phone Number

TOWN OF LUMSDEN, PUBLIC WORKS SUPERINTENDENT

#2 Reference Name and Position

MUNICIPAL

#2 Reference Type (Commercial, Municipal, Private)

JEFF CAREY, j.carey@lumsden.ca

#2 Reference Contact Name and Email Address

(306) 731-8024

#2 Reference Phone Number

CERTIFICATE OF LIABILITY INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer. This certificate does not amend, extend or alter the coverage afforded by the policies below.

1. CERTIFICATE HOLDER - NAME AND MAILING ADDRESS				2. INSURED'S FULL NAME AND MAILING ADDRESS			
Village of Buena Vista				JRA Construction Services Ltd			
1050 Grand Avenue				10 Pearl Cres			
Buena Vista		SK		POSTAL CODE	S2V 1A2	Emerald Park	Saskatchewan
				POSTAL CODE	S4L 1A5		

3. DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS TO WHICH THIS CERTIFICATE APPLIES (but only with respect to the operations of the Named Insured)

Evidence of Insurance

4. COVERAGES

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirements, terms or conditions of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE YYYY/MM/DD	EXPIRY DATE YYYY/MM/DD	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)		
				COVERAGE	DED.	AMOUNT OF INSURANCE
COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE OR <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND / OR COMPLETED OPERATIONS <input type="checkbox"/> EMPLOYER'S LIABILITY <input type="checkbox"/> CROSS LIABILITY <input checked="" type="checkbox"/> WAIVER OF SUBROGATION <input checked="" type="checkbox"/> TENANTS LEGAL LIABILITY <input type="checkbox"/> POLLUTION LIABILITY EXTENSION <input checked="" type="checkbox"/> Contractors Equipment <input type="checkbox"/>	Economical Mutual Insurance Company - 40267813	2024/03/25	2025/03/25	COMMERCIAL GENERAL LIABILITY BODILY INJURY AND PROPERTY DAMAGE LIABILITY - GENERAL AGGREGATE	\$2,500	
				- EACH OCCURRENCE		\$10,000,000
				PRODUCTS AND COMPLETED OPERATIONS AGGREGATE		\$10,000,000
				<input checked="" type="checkbox"/> PERSONAL INJURY LIABILITY OR		\$10,000,000
				<input checked="" type="checkbox"/> PERSONAL AND ADVERTISING INJURY LIABILITY		\$10,000,000
				MEDICAL PAYMENTS		\$25,000
				TENANTS LEGAL LIABILITY		\$1,000,000
				POLLUTION LIABILITY EXTENSION		
					\$1,000	\$644,001
<input checked="" type="checkbox"/> NON-OWNED AUTOMOBILES	Economical Mutual Insurance	2024/03/25	2025/03/25	NON-OWNED AUTOMOBILES		\$5,000,000
<input type="checkbox"/> HIRED AUTOMOBILES				HIRED AUTOMOBILES		
AUTOMOBILE LIABILITY <input type="checkbox"/> DESCRIBED AUTOMOBILES <input checked="" type="checkbox"/> ALL OWNED AUTOMOBILES <input checked="" type="checkbox"/> LEASED AUTOMOBILES ** <small>** ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE</small>	SGI CANADA - T31175575-8	2024/03/25	2025/03/25	BODILY INJURY AND PROPERTY DAMAGE COMBINED		\$5,000,000
				BODILY INJURY (PER PERSON)		
				BODILY INJURY (PER ACCIDENT)		
				PROPERTY DAMAGE		
				EACH OCCURRENCE		
EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/>				AGGREGATE		
OTHER LIABILITY (SPECIFY)						
<input type="checkbox"/>						
<input type="checkbox"/>						

5. CANCELLATION

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavour to mail 30 days written notice to the certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

6. BROKERAGE/AGENCY FULL NAME AND MAILING ADDRESS				7. ADDITIONAL INSURED NAME AND MAILING ADDRESS <small>(Commercial General Liability- but only with respect to the operations of the Named Insured)</small>			
HUB International 5th Floor, 1661 Portage Ave				Village of Buena Vista 1050 Grand Avenue			
Winnipeg		MB		POSTAL CODE	R3J 3T7		
BROKER CLIENT ID: JRACONS-01				Buena Vista		SK	
				POSTAL CODE	S2V 1A2		

8. CERTIFICATE AUTHORIZATION

ISSUER HUB International		CONTACT NUMBER(S)		TYPE Fax		NO. (204) 988-4801	
AUTHORIZED REPRESENTATIVE Kale Dolinski		TYPE Main		NO. (204) 988-4800		TYPE	
		TYPE		NO.		NO.	
SIGNATURE OF AUTHORIZED REPRESENTATIVE <i>Kale Dolinski</i>		DATE April 22, 2024		EMAIL ADDRESS kale.dolinski@hubinternational.com			

Firm Number: 1300040

Business Name: Village Of Buena Vista

Web Clearance Request Results

This is in response to your request for a subcontractor clearance. We have reviewed the list of subcontractor(s) provided and the following outlines the clearance status for those with the Saskatchewan Workers' Compensation Board (WCB) accounts.

Confirmation Number: 191379750

Date/Time: Mon Apr 22 2024 10:14:01

For those accounts listed below with a status of "CLEARED" please accept this as clearance for work completed to April 22, 2024. For these accounts you are released from any further liability under Section 132 of the Workers' Compensation Act, 2013.

Section 132 of the Act, states that you have a responsibility to ensure your subcontractor(s) accounts are in good standing. To ensure this clearance has been issued for the correct subcontractor(s), please verify each subcontractor's name listed below.

Name	Firm Number	Description of Work	Invoice Amount	Status	Reference Number
JRA Construction Services Ltd	A887422	Earthwork	\$10,000.00	Cleared	191379750

CERTIFICATE OF RECOGNITION

Awarded to:

JRA Construction Services Ltd.

In Recognition of Attaining or Exceeding the Minimum Standard Required in:

Safety Program Management

2024/09/30

Issue Date

24-09-1444

Certificate Registration Number

2025/09/30

Expiry Date



Triphina Wirth, CEO





March 4th, 2025

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

Via Email

Attention: Melissa Polluck

RE: RFP VBV 2025-001

This letter is intended to provide further clarification to the submittal of RFP VBV 2025-001. The terms and conditions under which we have agreed to provide our services are as follows:

1. JRA will provide our waterline construction services commencing effective whenever called upon by the Village of Buena Vista (VBV);
2. Tree trimming or other access issues will be brought to VBV's attention so that the site can be accessed. JRA will provide traffic control in either a road closure or lane closure in order to commence work;
3. If a tridem hydrovac unit is required, pricing will have to be agreed upon between JRA and VBV at that time;
4. In those instances where the equipment and JRA personnel are on site after 8 hours on a weekday or any hours on a weekend, overtime rates will apply. Statutory rates will apply for any hours worked on a statutory holiday;
5. The Owner shall provide daily direction and scope of work for the crew.
6. That all invoices submitted shall be due and payable 30 days from the date of their submission. Unpaid invoices shall bear interest at the rate of 2% per month or 24% annually.
7. Any quality control and quality assurance such as survey, proctor density testing, compaction testing, or other consulting fees shall be provided at additional cost to the Owner.
8. JRA shall take all precautions in the performance of its work to protect the safety and health of employees and the public and shall comply with all safety and health measures initiated by the Owner and comply with all applicable laws, codes, ordinance rules, regulations and lawful orders of any public authority for the safety of persons or properties applicable to the jobsite. JRA shall be solely responsible for the protection and safety of their employees, for the final selection of all safety methods and means, for required safety reports and records, for daily inspection of its work area and its

Mailing Address

10 Pearl Cres Emerald Park, SK S4L 1A5
E: greg@jraconstruction.ca

Business Address

Centre St South Regina Beach, SK
P: 306.539.0221

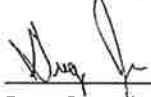
employees' safety equipment, and for the continual instruction of its employees on health safety, including daily safety meetings.

Any additional services and/or equipment requested over and above those outlined herein will be subject to separate pricing and agreement between the parties.

It is strongly advised that the Village of Buena Vista should acquire an engineering consultant to develop a design and specifications for proper waterline standards. At no time will JRA assume liability for design or construction of the road that was not properly surveyed, improperly designed, improper materials selection, or constructed improperly.

If you have any questions, please do not hesitate to contact myself, Greg Johnson at 306-539-0221 or our President, Randy Loustel at 306-570-1887; or by email at greg@jraconstruction.ca or randy@jraconstruction.ca.

Yours truly,



Per: Greg Johnson, CD, A.Sc.T, NCSO
General Manager
JRA Construction Services Ltd.

Mailing Address

10 Pearl Cres Emerald Park, SK S4L 1A5
E: greg@jraconstruction.ca

Business Address

Centre St South Regina Beach, SK
P: 306.539.0221

*Company 3
Annual
Bids
Negotiated
Annually*

APPENDIX B – PRICING FORM

1. INSTRUCTIONS TO COMPLETE THE PRICING FORM

- (a) Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for applicable sales taxes, which should be itemized separately.
- (b) Employee or Operator charges should be listed per position
- (c) Each piece of equipment should be listed separately with individual specific rates
- (d) Details such as (year, make, model etc.,) of each piece of equipment should be listed for comparable.
- (e) Fuel surcharge formulas should be indicated
- (f) Anticipated service fees (i.e. landfill, lagoon fees) should be listed for each service
- (g) UOM (Unit of Measure) for every item should be indicated (i.e. daily, hourly)
- (h) Payment terms should be indicated to include payment methods and interest rates.
- (i) Price guarantee terms must be indicated for each item
- (j) Include prices for all equipment/operators/materials not listed on table.

DESCRIPTION (include specific details for equipment)	RATE	UOM OR FORMULA	TAX S=gst/pst G= gst only P=pst only
Hydrovac Unit	\$255	Hourly	S
Excavator 85P / 140-Series	\$275	Hourly with operator	S
Dump Truck	\$115	Hourly	S
Crew Truck	\$150	Day Rate	S
Support Vehicle	\$150	Day rate	S
Trailer(s) Tandem Trailer	\$115	Hourly	S
Trailer(s) Tandem Trailer with Pup	\$170.00	Hourly	S
Trench Box	\$500.00	Day rate	S
Safety Equipment	\$150	Day Rate	S
Signage	\$25	Per	S
Aggregate (provide specifics)	\$22.10	MT	G
Fuel Surcharges	7%		G
Service Fees		N/A	
Operator (define position)	\$95.00	Supervisor - per hour	S
Operator (define position)	\$82.50	Foreman - per hour	S
Operator (define position)	\$70.00	Labourer - per hour	S
Operator (define position)			
¾" AquaPex Tubing	\$1.28	Per linear foot	S
Materials (provide specifics) Pea Rock	\$63.25	MT	S
Materials (provide specifics) Type 8	\$19.25	MT	S
Materials (provide specifics) 32 Base	\$31.63	MT	S

Comments: Provide any additional information relevant to the prices provided

Alternative pricing option for day rate:

\$7925.00/day for equipment and labour. Price is inclusive of fuel surcharge.
Additional mob-in and mob-out charge of \$200.00 each when required

2. Payment Terms and Conditions

Provide payment terms, interest rates, and payment submission method options.

Payment terms are net 28 days, 3% interest per month on arrears balances.

Payment methods: EFT, Cheque

APPENDIX C – SUBMISSION FORM

1. Proponent Information

Please fill out the following form, naming one person to be the Proponent’s contact for the RFP process and for any clarifications or communication that might be necessary.	
Full Legal Name of Proponent:	S & T Property Maintenance Ltd.
Any other relevant Name under which Proponent carries on business:	
Address:	11219 Wascana Meadows
City, Province:	Regina, Saskatchewan
Postal Code:	S4V 2V4
Phone Number:	306-537-9060
Fax Number:	N/A
Website (if applicable)	www.sandt.com
Proponent Contact Name and Title:	Sean Thomson / President
Proponent Contact Phone:	306-537-9060
Proponent Contact Email:	sean.thomson@sasktel.net
NWPTA Resident (if yes, list province)	Y=Yes N=N

NWPTA region supplier must meet on of the following criteria.

1. A person who is resident in the NWPTA region;
2. A business that is constituted, established, or organized under the laws of British Columbia, Alberta, Manitoba or Saskatchewan; or
3. A business that both maintains a location and employs staff with the NWPTA region.

The Proponent acknowledges the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between the Village and the Proponent unless and until the Village and Proponent execute a written agreement for Deliverables.

<u>Sean Thomson</u>	<u>President</u>
Signature of Proponent Representative	Title of Proponent Representative
<u>Sean Thomson</u>	<u>January 28, 2025</u>
Name of Proponent Representative	Date

APPENDIX D
PROPONENT REFERENCES

Two References are required:

Jim Drinning, Badger Daylighting, Branch Manager

#1 Reference Name and Position

Commercial

#1 Reference Type (Commercial, Municipal, Private)

Jim Drinning, Email: jdrinnan@badgerinc.com

#1 Reference Contact Name and Email Address

306-570-7046

#1 Reference Phone Number

Rayann Soledad, Fer-Pal Construction Ltd., Operations Manager - Regina

#2 Reference Name and Position

Commercial, Municipal

#2 Reference Type (Commercial, Municipal, Private)

Rayann Soledad, Email: rayann.soledad@ferpalinfrastructre.com

#2 Reference Contact Name and Email Address

306-502-1033

#2 Reference Phone Number

CERTIFICATE OF LIABILITY INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer. This certificate does not amend, extend or alter the coverage afforded by the policies below.

1. CERTIFICATE HOLDER - NAME AND MAILING ADDRESS	2. INSURED'S FULL NAME AND MAILING ADDRESS
To Whom It May Concern	Phenoix Site Management O/B S & T Property Maintenance Ltd.
	PO Box 3507
POSTAL CODE	Regina SK
	POSTAL CODE S4P 3J8

3. DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS TO WHICH THIS CERTIFICATE APPLIES (but only with respect to the operations of the Named Insured)
 Lawn Care; Landscaping, Application of Herbicides, Pesticides & Soil Sterilants; Parking Lot Sweeping; Flat Concrete Work; Snow Clearing & Removal

4. COVERAGES
 This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirements, terms or conditions of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.
LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE YYYY/MM/DD	EXPIRY DATE YYYY/MM/DD	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)		
				COVERAGE	DED.	AMOUNT OF INSURANCE
COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE OR <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND / OR COMPLETED OPERATIONS <input type="checkbox"/> EMPLOYER'S LIABILITY <input type="checkbox"/> CROSS LIABILITY <input checked="" type="checkbox"/> TENANTS LEGAL LIABILITY <input type="checkbox"/> POLLUTION LIABILITY EXTENSION	certain Lloyd's Underwriters at Lloyd's TC012039	2024/06/18	2025/06/18	COMMERCIAL GENERAL LIABILITY BODILY INJURY AND PROPERTY DAMAGE LIABILITY - GENERAL AGGREGATE - EACH OCCURRENCE	5,000	5,000,000
				PRODUCTS AND COMPLETED OPERATIONS AGGREGATE		5,000,000
				<input type="checkbox"/> PERSONAL INJURY LIABILITY OR <input checked="" type="checkbox"/> PERSONAL AND ADVERTISING INJURY LIABILITY		5,000,000
				MEDICAL PAYMENTS		25,000
				TENANTS LEGAL LIABILITY	5,000	2,000,000
				POLLUTION LIABILITY EXTENSION		
				NON OWNED AUTOMOBILE		5,000,000
AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> DESCRIBED AUTOMOBILES <input type="checkbox"/> ALL OWNED AUTOMOBILES <input type="checkbox"/> LEASED AUTOMOBILES ** <small>** ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE</small>	SGI Canada T32122642-8	2024/07/08	2025/07/08	BODILY INJURY AND PROPERTY DAMAGE COMBINED		2,000,000
				BODILY INJURY (PER PERSON)		
				BODILY INJURY (PER ACCIDENT)		
				PROPERTY DAMAGE		
				EACH OCCURRENCE		
EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/>				AGGREGATE		
OTHER LIABILITY (SPECIFY) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						

5. CANCELLATION
 Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 0 days written notice to the certificate holder named above, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

6. BROKERAGE/AGENCY FULL NAME AND MAILING ADDRESS	7. ADDITIONAL INSURED NAME AND MAILING ADDRESS (but only with respect to the operations of the Named Insured)
HK Henderson Insurance Inc.	
101C Hodsman Road	
Regina SK	
POSTAL CODE S4N 5W5	

BROKER CLIENT ID:

8. CERTIFICATE AUTHORIZATION	POSTAL CODE
ISSUER HK Henderson Insurance Inc.	CONTACT NUMBER(S)
AUTHORIZED REPRESENTATIVE Nirav Patel	TYPE Phone NO. 888-661-5959 TYPE NO.
	TYPE Fax NO. 306-781-7066 TYPE NO.

SIGNATURE OF AUTHORIZED REPRESENTATIVE	DATE 2024/07/22	EMAIL ADDRESS npatel@hkhenderson.ca
--	-----------------	-------------------------------------



S & T Property Maintenance Ltd.
11219 Wascana Meadows
Regina, Saskatchewan
S4V 2V4

Proposal (Re: VBV2025-001):

S & T Property Maintenance Ltd. is a local business serving the Regina, Moose Jaw, and surrounding areas since 2017. We pride ourselves on our diverse range of services, commitment to outstanding quality, safety, and customer service for our extensive clientele, both residential and commercial. Our services include year-round property development and maintenance services. We offer a full range of snow clearing and hauling services in the winter months and everything from landscape design, install, and maintenance in the summer months, along with street sweeping, asphalt work and road repair services. We also provide full excavation services along with water, sewer, and storm line repair, replacement, and installation. In addition to this service, we also install waterproofing and grading services. With the numerous pieces of equipment within our fleet, we can tackle a wide array of job tasks quickly and efficiently; always having the right equipment at our disposal. We are proud of the relationships we have built locally and are excited to continue in our growth. We are a company with strong work values that strives to go above and beyond our customers' expectations.

Over our years in operation, S & T Property Maintenance Ltd. has secured multiple partnerships and contacts to provide additional support and expertise within our industry. We are proud to be partnered with Badger Daylighting Services and Fer-Pal Construction and have experience working with both water and sewer line repairs and replacement projects.

We are proud to be a diverse, equal opportunity employer, with Indigenous leaders within our organization. We also provide services to Silver Sage Housing Corporation in Regina.

S & T Property Maintenance Ltd. has had extensive experience enabling us to perform Private and City surface and underground excavation and repair services. We have completed work for the City of Regina, Glen Elm Trailer Park, private lines, commercial grade lines and numerous other excavation and water line repair/maintenance services. We have performed residential private line repairs and replacements to water, sewer, and storm lines, in addition to new construction installation of lines.

Safety is of the utmost importance to our organization. All our employees possess proper training and certification. In addition, daily safety/hazard assessments are completed on the job site, as well as equipment and mechanical inspections/checklists. We are in full compliance with *The Occupational Health and Safety Regulations, 1996 (Saskatchewan)*, and pride ourselves on the development, implementation, and maintenance performed on our safety protocols and procedures. Copies of our safety procedure manuals are available.

Previous relevant history:

1. Kodiak Property Management – Excavation services, grading, roadway repairs and maintenance, water and sewer line repairs
2. North Prairie – Excavation services, grading, water and sewer line repairs, waterproofing
3. Badger Daylighting – Excavation, saw cutting/road cutting, water line repairs
4. Fer-Pal Infrastructure – Excavation services, road cutting, water line repairs
5. Platinum Parking – Excavation services, road cutting, roadway repairs and maintenance

****Please note recommendation letters are included as attachments in the submission of this proposal****

Insurance:

Please note a copy of our Liability Insurance Certificate is included as an attachment with the submission of this proposal. We have a general liability coverage of \$5,000,000.00.

****Special note to Proposal****

Following the meeting with Sean and Melissa, S & T Property Maintenance Ltd. wishes to advise its ability to provide WCB (water control box) locating to help expedite production for what the town of Buena Vista is looking for in upgrading WCB services. We can provide this with a foreman at \$82.50/hour, and one labourer at \$65.00/hour, plus the locater.

A secondary option would be WCB re-instatements. We would re-instate the WCB on an agreed upon footage in the easement meeting the private land to where it would be equal to the footage on all properties and have a circular area of 4-5' around the WCB of where we would remove the trees in that area and put a city irrigation box cover, so that it would be easy access to the WCB itself.

We would propose to start searching within the month of March in preparation to not fall behind schedule when work commencing in Spring 2025.

- Pin detector with qualified, certified expert from Allnorth - \$150.00/hour
- Ditch Witch SK1550 (if needed with material removal to find WCB) – \$110.00/hour

Sean Thomson

Sean Thomson, Owner

February 28, 2025

Date



KODIAK
Property Management Ltd.

May 10, 2024

To Whom it May Concern:

Re: S&T Property Maintenance

As CEO of Kodiak Property Management, I am pleased to recommend the services of S&T Property Maintenance (S&T).

Kodiak is a Metis recognized company who has a reputation of “delivering peace of mind” when it comes to condominium, residential and commercial property management. Although we have an experienced maintenance staff, we often (on behalf of our clients) sub-contract to vendors of choice in terms of landscaping, snow removal and larger projects such as excavating and foundation refurbishment.

S&T has been our preferred vendor of choice in many of these areas as they are experts in their field with the right equipment and the right staff to ensure the work is being done properly for our clients. Our relationship with S&T goes back many years now and this strong, mutually beneficial relationship is underpinned by an atmosphere of reliability and trust.

I strongly recommend and acknowledge the ability of the services provided by S&T Property. Their organization, led by the affable Sean Thomson, delivers what is promised and cares for our clients as much as we do. As a company, we can speak to their work firsthand and recognize their very high level of service and we honestly consider them loyal partners in our pursuit to provide dependable property management.

Should you have any questions or require further information, please do not hesitate to contact me at (306) 530-9556 or through my email trent@kodiakgroup.ca.

Respectfully,

A handwritten signature in black ink, appearing to read 'Trent Fraser', is written over a faint, light-colored signature line.

Trent Fraser, BA (Econ), ICD.D
CEO, Kodiak Group of Companies



May 13, 2024

S & T Property Maintenance – Reference Letter

On behalf of Dream, I am happy to provide this letter of reference for the outstanding work performed by S&T Property Maintenance. Our working relationship started with just a small sample of landscape maintenance and has grown to large scale landscape and maintenance projects. They are a great partner.

S&T Property Maintenance does multiple landscape construction and community maintenance projects year round. This includes, winter snow clearing and hauling, street sweeping, raw land maintenance and showhome landscaping construction.

Ultimately, Dream has been satisfied with the process, start to finish, and the end product was exactly what was discussed.

Thank you for allowing me to provide this reference letter.

Sincerely,

Trevor Williamson
Manager, Land, Regina
twilliamso@dream.ca
D: 306.412.0076



May 15th, 2024

Re: Letter Of Recommendation

To whom it may concern:

S&T Property Maintenance has been our full-service maintenance contractor in Regina, Saskatoon, Prince Albert, Moosejaw, Yorkton and surrounding areas within Saskatchewan over the past 3 years. S&T has provided outstanding customer and technical service support at many of our parkades and surface parking lot facilities across the province. They complete a variety of service requests based on each particular parking facility that we manage. Some of the types of services they provide to us are as follows; monthly preventative maintenance programs, full snow removal services and contracts, sign installations, any and all types of landscaping, plumbing services, pressure washing parkades, industrial lot sweeping services, line painting, and electrical work.

One thing that stood out to us and that ultimately set S&T Maintenance above all other companies we have worked with throughout the years, is the type of service level that you receive from them. Whether you are their smallest client or their largest, they give you the same level of respect, dedicated time and service commitment. When it comes to our line of business, S&T is considered to be our asset that we bring to every operational site walk through as they have a vast amount of knowledge in every aspect of property maintenance. They immediately identify any deficiencies within a facility, prepare a quote for the repairs required and schedule the service request. They have an arsenal of equipment to use and pull from locally, downtown in the heart of Regina, making them a true one-stop shop that provides us with 24/7 support and service.

S&T has a proven track record with our company delivering exceptionally quick service response time frames along with a high-quality work ethic. They're the company that simply does the job right, the first time around. If you are looking for quality and quantity, we highly recommend S&T Property Maintenance.

Kaitlin E Witkowski

Respectfully
Kaitlin Witkowski,
General Manager - Saskatchewan
C (306) 216-8414

From: James Giesinger <james.giesinger@sherwood.crs>

Date: May 9, 2024 at 4:36:04 PM CST

To: Sean Thomson <sean.thomson@sasktel.net>

Subject: Business reference (S&T)

To whom it may concern,

Sean and his team (S&T) have looked after most of our gas bar sites for all of our landscaping needs, the past three years.

This includes all aspects of vegetation & irrigation upkeep. He also does some snow removal for a public walkways during the winter.

He also handles any other off preventive program needs, as requested.

Anytime a small issue has come to light, he looks after immediately. Most times those added issues are do to another factor out of his control.

Sean applies all his work this with integrity, healthy communication, and in a timely fashion.

Sincerely,

James Giesinger

C-Store Operations Manager

Sherwood Co-operative Association Ltd.

P: 306.791.9355

PO Box 5044, Regina, SK, S4P 3X5, Canada

james.giesinger@sherwood.crs





S & T Safety Summary:

Written Policies (ISN Approved):

- General Safety Manual
- Daily Safety Meeting Checklist
- Vehicle Inspection Reports
- Commercial Vehicle Operation
- Ergonomics
- First Aid
- Flammable and Combustible Substances
- Ground Disturbance
- Hazard and Risk Assessment
- Incident Reporting
- Lockout and Tagout Procedure
- Machine Safeguarding
- Material Handling
- Noise & Hearing Control
- Powered Mobile Equipment
- PPE
- Work Alone
- Fire Safety
- Substance Use
- Harassment
- WHMIS

Certifications:

- WHMIS
- First Aid

- Ground Disturbance 2
- Skid Steer
- Wheel Loader
- Excavator
- Asbestos Awareness
- Asbestos Interactive
- National Certified Safety Officer on staff (NCSO)
- 1A & 3A certified drivers
- Fall Arrest



VILLAGE OF BUENA VISTA

Briefing Note

To:	Mayor and Council
Date:	March 11, 2025
Subject:	2025 Ratepayers Meeting

BACKGROUND:

In previous years, the Ratepayers Meeting has been held in person. However, due to low attendance, last year Council opted to replace the in-person meeting with a mail drop information package. The mail drop was well received, with some residents expressing interest in receiving similar updates on a quarterly basis. This year, you may want to consider whether to continue with that approach, return to an in-person meeting or do both.

PURPOSE

To seek Council's direction on the format for this year's Ratepayers Meeting and provide ample time for planning and preparation.

OPTIONS FOR CONSIDERATION

1. In-Person Meeting – Traditional format with a presentation and discussion/questions.
2. Mail Drop – Continuing with the written information package mailed to all residents.
3. Combination of Both – Hosting an in-person meeting while also distributing a mail drop for those who cannot attend.

ADDITIONAL CONSIDERATIONS

Regardless of format, Council may want to consider/explore ways for residents to submit their questions ahead of time to ensure key concerns of residents are addressed.

Administration is available to begin drafting information for Council's review. As this is ultimately Council's meeting to the residents, Council can also start thinking about what they'd like to include. This will allow for back-and-forth input and refinement, whether it is for a presentation or a mailed document (or both).

RECOMMENDATIONS

Council to discuss and provide direction to the preferred format for this year's Ratepayers Meeting to allow for adequate preparation time.

SAMPLE TO COLLECT RESIDENT FEEDBACK BEFORE THE RATEPAYERS MEETING

Ratepayers Meeting – Resident Feedback Questionnaire

The Village of Buena Vista Council is preparing for this year's Ratepayers Meeting and would like to hear from you! Your feedback will help us understand what matters most to residents and ensure we address key concerns. [and seeks your input to ensure we address the topics that matter most to our community. Your feedback is invaluable and will help us focus on areas that contribute to our Village's growth and well-being.

Please take a few minutes to complete this questionnaire. Your input is valuable and will help shape the topics covered in our meeting. {Your responses will help guide our discussions and initiatives.

1. What are the top concerns or issues you would like Council to address?
(Examples: taxes, infrastructure, bylaw enforcement, community services, development, etc.) OR What community topics or opportunities would you like Council to focus on?
(Examples: enhancing community services, infrastructure development, recreation)
2. How would you prefer to receive updates and information from Council?
(select all that apply)
 - In-person Meeting
 - Yearly Mailed Information Package
 - Quarterly Mailed Information Package
 - Email Updates
 - Social Media Posts/Website
 - Other
3. If an in-person meeting is held, would you be likely to attend?
 - Yes
 - No
 - Maybe
4. Do you have any additional comments or suggestions?

How to Submit Your Response:

Please return this questionnaire by [submission deadline] via:

- Email: admin@buenavista.ca
- Mail: 1050 Grand Ave Buena Vista, SK S2V 1A2
- Drop-off: Village Office 1050 Grand Ave

Thank you for your participation! Your insights ensure Council addresses the issues that matter most to our community; and help us work together towards a vibrant and thriving community.

INFORMATION SESSIONS IN DETAIL

2026-2029 BUSINESS AND FINANCIAL PLAN WORKSHOP

In this workshop session, SAMA will introduce our plans for our next four-year operating timeline and look to get feedback from municipalities and stakeholders on the plans and programs we want to implement in the province to better serve our clients and the province.

"2025 REVALUATION – RESULTS AND EXPECTATIONS"

This session will detail the changes to assessed values in 2025 throughout the province and provide some background for how SAMA implemented the revaluation.

GIS DEMONSTRATION

Geographic Information System (GIS) is a technology that is used to create, manage, analyze, and map all types of data. Members of SAMA's GIS working group will present on how the Agency is using GIS to enhance the appraisal work we do for our clients and the province.

Q&A SESSION

This Q&A session will provide delegates with a venue to ask questions and make comments to the SAMA Board on any assessment related matter that they would like to bring forward for the Board's consideration and response. The Board is interested in hearing your views about any topics related to the assessment system in Saskatchewan, which could include the recently implemented 2025 Revaluation, SAMA's 2026-2029 business plans or the future of assessment in the province. SAMA will be utilizing Slido technology, which will allow delegates to submit questions for the Board from their devices during the annual meeting, as well as being able to ask questions directly from the floor.

Upon payment of any fee required, each municipal council may register two (2) voting delegates to attend the annual meeting. There is no requirement that the voting representative(s) from a municipality needs to be an elected representative. Municipalities are welcome to appoint an elected or non-elected person from their jurisdiction as their voting representative(s).

A voting delegate must be named in advance of the meeting as a designated voting delegate. A voting delegate must submit to SAMA a written declaration signed by a mayor, reeve, clerk or administrator of a municipality confirming that they have been appointed by that municipal council to attend the SAMA Annual Meeting as a voting delegate.

Other local government officials and non-elected representatives may be appointed by the council as non-voting participants. They may participate in discussions, but do not have voting privileges.

There is no proxy voting.

Virtual attendees to the Annual Meeting are not allowed to vote.



200 - 2201 11th Ave
Regina SK S4P 0J8

T: 306.924.8000 • TF: 800.6677262

W: www.sama.sk.ca



ANNUAL MEETING 2-0-2-5

REVALUATION 2025: WHY IT MATTERS TO YOU



CHAIR'S MESSAGE



The Saskatchewan Assessment Management Agency (SAMA) would like to invite you to our 2025 Annual Meeting, taking place on Wednesday, April 9, 2025 at the Conexus Arts Centre in Regina.

The theme of SAMA's 2025 Annual Meeting will be "Revaluation 2025: Why it Matters to You," and we'll be looking at the outcomes from the 2025 Revaluation and SAMA's plans for the future.

The 2025 SAMA Annual Meeting will also provide a forum for delegates to discuss SAMA's 2026-2029 Strategic Directions and an opportunity to debate submitted resolutions and consider strategies for the future. As Chair, I will provide the annual report from the Board of Directors.

The 2025 Annual Meeting will offer four additional information sessions:

1. 2026-2029 Business and Financial Plan Workshop
2. 2025 Revaluation – Results and Expectations
3. GIS Demonstration
4. Q&A Session with the SAMA Board of Directors

For more information on these sessions, please see the "Information Sessions in Detail" page in this brochure.

For 2025, SAMA is offering a half day training session specifically geared to administrators. SAMA's 2025 training session will focus on the support of value process and how it affects municipalities. The session will run the afternoon of April 8, 2025, from 1:30 – 4:30, and will be held at the Conexus Arts Centre in Regina, the same room as the Annual Meeting. There is no cost for the training session, however, delegates are asked to pre-register for the session. The training session is being offered both in-person and virtually.

We look forward to the participation of all municipalities and local government organizations at the April 9th Annual Meeting. SAMA is always looking to innovate and enhance our assessment policies and practices to improve the services we provide for our clients and stakeholders.

Myron Knafelic - Chair, Board of Directors

REVALUATION 2025: WHY IT MATTERS TO YOU

ANNUAL MEETING

8:15 a.m.	Registration
9:30 a.m.	<p>Opening and Welcome Annual Meeting Chair, John Wagner Minister of Government Relations, Eric Schmalz Regina Mayor, Chad Bachynski SAMA Chair, Myron Knafelic</p>
9:45 a.m.	<p>SAMA Chair Annual Report from the Board of Directors</p>
10:00 a.m.	<p>Betty Rogers, SAMA Chief Executive Officer Progress Report Kevin Groat, Managing Director, Assessment Services Assessment Services Update Shaun Cooney, Chief Assessment Governance Officer Assessment Governance/Policy Update Mathew Ratch, Managing Director, Finance Review of SAMA's 2024 Audited Financial Statements & Financial Update</p>
11:00 a.m.	Coffee Break
11:15 a.m.	<p>Plenary Information Workshop Session 2026-2029 Business and Financial Plan Workshop</p>
12:00 p.m.	Lunch
1:00 p.m.	<p>Assessment Jurisdiction Updates SAMA, City of Prince Albert, City of Regina, City of Saskatoon, City of Swift Current</p>
1:45 p.m.	<p>Plenary Information Session "2025 Revaluation – Results and Expectations"</p>
2:30 p.m.	<p>Plenary Information Session "GIS Demonstration"</p>
3:00 p.m.	<p>Plenary Information Session Q&A Session with the SAMA Board of Directors</p>
3:15 p.m.	Resolutions
3:30 p.m.	Adjournment

ADMINISTRATOR TRAINING SESSION

For 2025, SAMA is offering a half day training session specifically geared to administrators.

The session will run from 1:30 pm to 4:30 pm on April 8, 2025, the day before SAMA's Annual Meeting, and will be held at the Conexus Arts Centre in the same room as the Annual Meeting.

With 2025 being a revaluation year, and the likelihood of appeals increasing because of that, SAMA's 2025 training session will focus on the support of value process. The session will include presentations from Government Relations on the overall appeals process and the Saskatchewan Municipal Board (SMB) detailing their role in evaluating appeals that are elevated to that second level of adjudication. SAMA will also provide some context for the Agency's role in providing support for municipalities should properties be appealed in their municipalities.

There is no cost to attend the training session either in person or virtually. For those not able to attend the Annual Meeting, and wish to only attend the administrator training session, it is still free of charge, but SAMA asks that you still register for the training session.

Elected officials are welcome to attend the training session, but the content will be geared more towards administrators.





SAMA Annual Meeting
April 9, 2025
Conexus Arts Centre, Regina, SK

Registration Form

Please complete this form and the Confirmation of Voting Delegate form (if applicable) and return them, along with payment of your registration fee, to SAMA.

Name and Email Address	Annual General Meeting			Training Session (no charge)	
	Voting Delegate*	Non-Voting Participant**	Attending Virtually***	In person	Virtual
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Representing:

Municipality/Organization/Ministry: _____

Business Address:

Please indicate **who** has dietary restrictions and what the dietary restrictions are (only required if you are attending the AGM):

Email address where virtual meeting link should be sent (specify if it is for the administrator training and/or annual meeting):

Registration Fee:

Until March 31: \$75 per person (GST included)

After March 31: \$85 per person (GST included)

Virtual Registration Fee: \$25 (GST included)

Please make cheques payable to the Saskatchewan Assessment Management Agency. To pay with a credit card please contact SAMA at 306-924-8000.

A block of hotel rooms have been set aside at the Holiday Inn Express & Suites: Regina, South. Rooms can be booked by calling the hotel directly at (306) 789-5888 and asking for the SAMA annual meeting group rate.

* A voting delegate is a person named by the municipal council and must complete the confirmation form on the next page. Municipalities can name up to two (2) voting delegates.

**A non-voting participant must be appointed by a municipal council or invited by the board as a representative of a group or organization interested in assessment matters.

*** Only in-person attendees can vote on resolutions.



Confirmation of Voting Delegate(s)

Please complete this form and the Registration Form (see attached) and return them, along with payment of your registration fee, to SAMA.

1st Voting Delegate:

(Name of Delegate)

Has been appointed by:

Municipal Council

to attend SAMA's 2024 Annual Meeting as its voting delegate.

Signed by
(Mayor, Reeve, Clerk or Administrator)

2nd Voting Delegate:

(Name of Delegate)

Has been appointed by:

Municipal Council

to attend SAMA's 2024 Annual Meeting as its voting delegate.

Signed by
(Mayor, Reeve, Clerk or Administrator)



VILLAGE OF BUENA VISTA

Briefing Note

To:	Mayor and Council
Date:	March 11, 2025
Subject:	Participation in the Canada Day Parade

BACKGROUND:

In previous years, the Mayor has participated in the parade, either independently or in coordination with the Parks & Rec float with the Village truck pulling their float (a Public Works employee has been the one driving the truck as they are insured to drive them). The parade committee has emailed looking for confirmation that we would participate in the parade again this July 1st.

PURPOSE

To seek Council's direction on whether they wish to participate in the upcoming Canada Parade and, if so, in what capacity.

OPTIONS FOR CONSIDERATION

Would Council like to participate as a group, or should representation be limited to the Mayor and/or designated member?

Would Council like to continue pulling the Parks & Rec float?

Regina Beach Local Library Board Meeting Minutes

Date: January 27th, 2025

Call to order: 7.22pm

Attendance (please include first and last names)

Names of board members present:

Gord Wilson, Virginia Percy, Shannon Waugh, Donna Gliddon, Darlene Freitag and Spence Miller.

Librarian- Laura Davies

Assistant Librarian- Joan Cobler

Names of board members absent:

Sandi Metz

1. Adopt Agenda

Motion: To adopt agenda as stated with amendments stated below

Moved by: Shannon Waugh 2nd Donna Gliddon

Approved X All in favor

Items added to new business-

- b. Thank you notes
- c. Leisure time club.

2. Review minutes of the November 18th, 2024 meeting

Motion: To adopt minutes as circulated.

Moved by: Darlene Freitag 2nd Donna Gliddon

Approved X All in favor

3. Board Governance

- a. Board member volunteer time since last meeting: 62hrs
- b. Board member volunteer time year to date: 310hrs
- 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.
 - 1. Community Christmas Tree decorating- Thank you to everyone who took part and we won 2nd prize!

NOT THE LIBRARY YOU REMEMBER





4. Correspondence:

a. New 2025 Forms for local Boards and Librarians circulated via email

- Motion to increase the amount paid to \$500 per year.

1st Gord Wilson 2nd Donna Gliddon. All in favor

5. Librarian's Report (see attached)

Motion: To accept Librarian's Report

Moved by: Donna Gliddon 2nd Virginia Percy All in favor

Motion Passed X Motion Failed

Items discussed-

- Continuing discussions with the new daycare to proceed with Storytime once centre has opened.
- Community puzzle project has been well received so will continue.
- Board game afternoons are back!
- New program starting in February, Unbound book chat!

6. Financial Report

Total revenue since last meeting: \$11,828.52

Total expenditures since last meeting: \$606.70

Current bank balance: \$9,141.54

Items discussed:

- Children's courses to be offered again. Laura has contacted Roxanne about availability.
- Looking into purchasing more switch games to begin gaming programme.
- Consider having a budget for the Unbound book chat after first meeting.
- Plan to budget for an Author reading with Carol Rose Goldeneagle later in the year.

Motion: To accept Financial Report

Moved by: Donna Gliddon Seconded: Shannon Waugh

Motion Passed X

7. Facility Report

Nothing to discuss.



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

a. Discussion item: Volunteer brochure

- Received feedback from HQ.
- Reduce the information about Southeast Regional Library.
- Change the acknowledgements section to the condensed version that is on our emails.
- Board agrees on leaving the amount of wording in the rest of the brochure.

Motion: To budget \$500 for the first run of printing.

1st Donna Gliddon 2nd Virginia Percy All in favor.

b. Discussion item: Drop box

- Jason Papp is proceeding with the plexiglass.
- Donna and Laura to prepare box once the weather has improved.
- Speak to patron who donated the box and inform them of planned changes.

c. Discussion item: Signage

- Town has reviewed our request for more signage throughout town. Will be discussed at the towns next meeting.

Board requests

- Consider adding signage to the top of Centre street
- Increase signage at the top of 16th street and also on the 54.
- Remove hold on the highway signage.
- Discussion was held with the Cultural Centre about the signage on the front of the building.

Board suggestions –

- Move the address and gallery signage to the left side of sign.
- Library information should be the focal point on our side.
- Full title of library needs to be included.

d. Discussion item: Farmer’s markets.

- Tabled until spring meeting

e. Discussion item: Update on tablets/computers from town.

- Sandi to update at next meeting.



f. Discussion item: Discuss dates to meet with Regina Beach and Buena Vistas councils.

- Laura to contact both establishments to arrange meetings.
- Consider planning for March/ April.

g. Discussion item: 60th anniversary

- Begin planning event for next year. Ongoing discussion.

h. Discussion item: Purchase of TV and mobile cart.

- Table idea until a later date.

9. New Business

a. Discussion item: Aboriginal reading event February 12th 1:30pm

- Volunteers needed.
 - Gord has volunteered to host.
 - Joan has offered to attend.

b. Discussion item: Thank you notes

- Thank you card already delivered to the town.

c. Discussion item: Leisure time club.

- Proceed with author readings.
- Laura has stated a preference for children’s author readings to remain in the library.
- Board suggestions for possible authors to contact.
- Consider booking Carol Rose Goldeneagle with her new children’s book.
- Gord to approach Leisure time club for author suggestions.

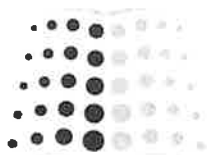
10. Next meeting AGM and Adjournment

Next meeting: March 17th 2025, 7:00 PM

Motion to adjourn made by: Gord Wilson at 8.30pm.

For next meeting:

<p>Meeting minutes approval:</p> <p>Date: _____</p> <p>Chairperson signature: _____</p> <p>Secretary signature: _____</p>
--





Royal Canadian
Mounted Police

COMMUNITY POLICING REPORT

To: Village of Buena Vista	From: Lumsden RCMP	Months: January 2025
		Date Prepared: 2025-02-19
		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	1
4. Break and Enter		1. Charges	
5. Possess Stolen Property	1	2. Accidents	
		3. Roadside Suspensions	
6. Thefts		E) Assistance/Services	
7. Impaired Driving/Over 0.08%		1. Wellbeing Check	
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. Subpoena Service	
		11. Municipal By-laws	

* Lumsden Detachment responded to **367** calls for service / incidents during the month of January 2025. There were **2** calls / incidents originating from within the Village of Buena Vista *

February 2025



Greetings from the Lumsden Detachment.

After many, many cold winter days, spring is coming soon and that traditionally makes our highways and communities busier.

We have had successful conclusions to some of our recent investigations including a break and enter to a business that occurred in Craven, SK where an ATM was removed and stolen. After a prolonged investigation from several detachments and the North Battleford GIS RCMP unit, 2 males and 1 female were arrested and charged with multiple break and enters in Saskatchewan.

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

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

Regards,

Sgt. Dean Gherasim
NCO i/c Lumsden Detachment



Government
— of —
Saskatchewan

Minister of
Government Relations
Legislative Building
Regina, SK Canada S4S 0B3

As you may be aware, today, Premier Scott Moe announced a number of measures to respond to the imposition of tariffs by the United States (US). As a part of these measures, goods and services procured by the Government of Saskatchewan must prioritize Canadian suppliers, with the goal of reducing or eliminating US procurement.

With the goal of reducing or eliminating US procurement, any future capital projects have been paused and for those projects in process contractors will be asked to report on American product and reduce where able.

The Government of Saskatchewan will always stand up for Saskatchewan to protect our jobs, our economy, and our residents. As such, it is our expectation that municipalities will follow this direction by adopting similar procurement policies that prioritize Canadian goods and services.

I would like to thank you in advance for your cooperation as we navigate these difficult times.

Sincerely,

Eric Schmalz

Minister of Government Relations
Minister Responsible for First Nations, Métis and Northern Affairs
Minister Responsible for the Provincial Capital Commission

cc: Laurier Donais, Deputy Minister, Government Relations
Randy Goulden, President SUMA
Bill Huber, President, SARM