

AGENDA
Village of Buena Vista
Regular Council Meeting on April 23, 2024 at 7:00p.m.
1050 Grand Avenue,
Buena Vista, Saskatchewan

CALL TO ORDER

APPROVAL OF AGENDA

ADOPTION OF MINUTES

- Minutes of Regular Council Meeting – April 9, 2024

APPROVAL OF ACCOUNTS PAYABLE

- List of Accounts for Approval
- Payroll

REPORTS OF STAFF

- Acting CAO's Report
- Public Works Foreman's Report

UNFINISHED BUSINESS

- Dinu Drive – Road Improvements

NEW BUSINESS

- Dudley & Company Engagement Letter
- Regina Beach Local Library Board AGM Minutes – March 18, 2024
- Joint Use Committee Minutes – February 26, 2024
- Joint Use Committee 2024 Budget

CORRESPONDENCE

- Regional Bylaw Services Agreement
- Regional Bylaw Services Report – April 17, 2024

IN CAMERA

ADJOURNMENT

Date Printed
04/19/2024 4:09 PM

Village of Buena Vista
List of Accounts
Batch: 2024-00021 to 2024-00024

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Bank Code - AP - AP-General Oper

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
10934 Apr 14/24	04/23/2024	Abhilash Pillai 510-220-110 - GG - Office Clear	Office Cleaning -Mar 31/Apr	106.00	
		580-230-105 - UT - Water - WTP	WTP Cleaning -Mar 31/Apr	106.00	212.00
10935	04/23/2024	VOID - Paid by VISA			
10936 WMD	04/23/2024	Martin, Deborah Anne 210-300-100 - Meter Deposits	WMD Refund	195.00	
		110-320-140 - Utility Accounts R	Overpymt Refund	75.00	270.00
10937 3988457	04/23/2024	Miller Thomson LLP 510-200-110 - GG - Cont. - Legal	Caveat Opinion File No. 014	173.84	
		110-340-110 - GST Receivable	Both Tax Code	8.20	
		900-110-110 - GST Paid	Both Tax Code	8.20 NL	182.04
10938 March 2024	04/23/2024	Muir Barber Ltd. 530-410-100 - TS - Shop Supply	Pwr Bits/Screws/Glue	14.09	
		530-410-100 - TS - Shop Supply	Painters Tape	4.76	
		530-410-100 - TS - Shop Supply	Sftnr Salt/Nipple/Rope	39.86	
		510-410-140 - GG - Office Supp	Towels/Clnr/Swiffer	23.76	
		580-430-100 - UT - Materials & I	Vinyl plug	0.62	
		110-340-110 - GST Receivable	Both Tax Code	3.79	
		900-110-110 - GST Paid	Both Tax Code	3.79 NL	86.88
10939 2024/25-00673	04/23/2024	Munisoft 510-410-190 - GG - Office - Soft	IT Services Prem -Apr	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
10940 3466284/346584	04/23/2024	Saskatchewan Health Authority 580-290-100 - UT - Water - Lab	Water Sample Testing -Apr	21.90	
		580-290-100 - UT - Water - Lab	Water Sample Testing -Apr	21.90	
		110-340-110 - GST Receivable	GST Tax Code	2.20	
		900-110-110 - GST Paid	GST Tax Code	2.20 NL	46.00
10941 Mar 2024	04/23/2024	Warawa, Damon 580-230-100 - UT - Water - Trav	Travel-Water Tests Mar 7/8	143.96	
		530-300-140 - TS - Cell Phone	Travel-Flocor Training Mar1	59.78	203.74
Total Computer Cheque:					1,229.32

Total AP: 1,229.32

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Village of Buena Vista
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Bank Code - CC - CC - Credit Card

CREDIT CARD

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
042024	04/19/2024	Hordos Insurance Brokers Inc.			
Hordos		530-260-100 - TS - Insurance/Vi	Insurance -Trailer 400CBY	114.68	
		530-260-100 - TS - Insurance/Vi	Driver Abstract -J Neudeck	15.00	
		530-260-100 - TS - Insurance/Vi	Driver Abstract -Warawa	15.00	144.68
			Total Credit Card:		144.68
			Total CC:		144.68

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

ONLINE BANKING

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
042024 March 2024	04/18/2024	MEPP (PEBA)			
		210-200-140 - MEPP Payable	MEPP -PW Feb 18-Mar2	1,540.10	
		210-200-140 - MEPP Payable	MEPP -PW Mar 3-16	1,536.34	
		210-200-140 - MEPP Payable	MEPP -PW Mar 17-30	1,532.60	
		210-200-140 - MEPP Payable	MEPP -Admin Mar 1-15	1,098.78	
		210-200-140 - MEPP Payable	MEPP -Admin Mar 16-31	881.84	
		210-200-140 - MEPP Payable	MEPP -Admin Apr 1-15	1,007.66	7,597.32
042024-001 April 2024	04/18/2024	SaskEnergy			
		530-300-110 - TS - Workshop - I	Shop Energy - April	236.12	
		510-300-110 - GG - Office - Hea	Office Energy - April	97.74	
		110-340-110 - GST Receivable	GST Tax Code	16.69	
		900-110-110 - GST Paid	GST Tax Code	16.69 NL	350.55
042024-002 Apr 2024	04/18/2024	SaskPower			
		510-300-120 - GG - Office - Pow	Office Power -Apr	123.50	
		530-300-120 - TS - Workshop - I	Shop Power -Apr	321.74	
		530-310-200 - TS - Power - Edg	Edgewood Power -Apr	43.65	
		570-310-110 - R&C - Utility - Po	Rink Power -Apr	320.02	
		570-340-110 - R&C -Power - Co	Rink Power -Apr	43.65	
		580-300-150 - UT - Power - Wel	Well #1 Power -Apr	350.85	
		580-300-160 - UT - Power - Wel	Well #2 Power -Apr	96.68	
		580-300-170 - UT - Power - Boo	Booster Station Power -Apr	279.77	
		110-340-110 - GST Receivable	Both Tax Code	38.43	
		900-110-110 - GST Paid	Both Tax Code	38.43 NL	
		110-340-110 - GST Receivable	GST Tax Code	38.37	
		900-110-110 - GST Paid	GST Tax Code	38.37 NL	1,656.66
042024-003 Apr 2024	04/18/2024	SaskTel			
		510-300-140 - GG - Office - Tele	Office Phone- April	351.40	
		580-300-195 - UT - Telephone/	WTP Phone- April	57.47	
		580-300-195 - UT - Telephone/	WTP Internet - April	59.26	
		110-340-110 - GST Receivable	Both Tax Code	22.08	
		900-110-110 - GST Paid	Both Tax Code	22.08 NL	490.21
042024-004 March	04/19/2024	Gov of SK			
		210-200-100 - Payroll Deduction	PW Fed Payroll Ded -March	10,071.51	
		210-200-100 - Payroll Deduction	Admin Fed Payroll Ded -Ma	4,893.03	14,964.54
042024-005 March 2024	04/19/2024	RBC			
		510-290-100 - GG - Cont. - Banl	VISA Annual Fee -5076	12.00	12.00
Total Online Banking:					25,071.28
Total OB:					25,071.28

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Village of Buena Vista
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Grand Total: 26,445.28



Mayor

Administrator

Deposit RegisterPay group : **002 (Public Works)**Pay period : **08 (31Mar2024 to 13Apr2024)**Cheque date : **19Apr2024**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	19Apr2024	013	Neudeck, Catrina	004	1927.55
00000002	19Apr2024	020	Neudeck, Joel	003	2324.42
00000003	19Apr2024	024	Warawa, Lorne D	004	1598.72

Pay Group Totals :

Number of Deposits:3

Total Amount of Deposits:5850.69

Deposit RegisterPay group : **004 (CAO & Assistant)**Pay period : **07 (01Apr2024 to 15Apr2024)**Cheque date : **15Apr2024**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	15Apr2024	026	Guillemin, Karen	002	1005.29
00000002	15Apr2024	039	Davies, Lorna	002	184.58
00000003	15Apr2024	040	Pollock, Melissa D.	001	1998.64
00000004	15Apr2024	044	Hogenhout, Jaimie	002	891.76

Pay Group Totals :

Number of Deposits:4

Total Amount of Deposits:4080.27

ACTING CAO REPORT

April 9th – April 22nd

Staffing

Payroll

Admin Payroll for April 1-15

Public Works Payroll for Mar 31-Apr 13

Public Works Meeting April 16th

Driver Abstracts completed for Joel & Damon

Office Organization / Clean Up

Accounts Payable

MEPP Remittances

Bank Reconciliation for March

Follow Up with Lawyer

Edgewood Sewer Rates Bylaw Approved by SMB

Audit Complete

Ball Association

Meeting with Ball Association & PW Foreman April 18th

Policies

Working on updated policies/employee contracts/job descriptions. We be drafting and bringing a Violence Prevention Policy to the next Council meeting. As of May 17, 2024, *The Saskatchewan Employment Act* will require that **all** workplaces in Saskatchewan implement a policy statement and prevention plan (PSPP) to eliminate workplace violence.

All Other Office duties



PUBLIC WORK'S REPORT

Report prepared for April 23, 2024 council meeting

Report period April 8 - 21, 2024

- Water turn on's
- Street Sweeping
- Pothole repair
- Grading
- Curb stop locates
- Remove sander from FL01 Chev3500
- City Pick ups

April 19, 2024

Sale of Clay Fill to Buena Vista For Road Improvement Project

The Town Of Buena Vista is considering undertaking a road improvement project on Range Road 2222. This road heads south from Hwy 54 at 16th St and continues past the Regina Beach Water Treatment Plant for approx. 1 mile (commonly known as the landfill road). The road improvement project may end up needing a considerably large amount of clay fill to build up the road so that is easier to use and maintain by residents and staff of both communities. Buena Vista has reached out to Regina Beach public works to inquire about potentially selling clay fill to them for the purpose of this road improvement.

The Town Of Regina Beach currently owns in excess of 250,000 cubic yards of clay fill that was excavated during construction of the new lagoon facility a few years ago. Regina Beach will never be able to use all of this fill for our own purposes, so there would be no shortage to public works and/or residents should we sell some to Buena Vista. Our supply of fill could not possibly be used by us in the foreseeable future. The public works department has no qualms with selling fill from this location to Buena Vista.

On average, a dump truck load of clay fill costs approx. \$250 dollars to purchase, in addition to the cost of hauling. That results in an average cost of \$300-\$400 per truckload of fill that Buena Vista would need to pay. In the "interest of good neighbor", the fact that the Town Of Regina Beach is a frequent user of the road for landfill access, as well as an annual shared road maintenance agreement for this road, and finally due to the large amount of fill in our possession, Regina Beach Public Works operations as well as Regina Beach Administration have corroborated and decided to lower the price of fill for Buena Vista for this project. We can supply all of the clay fill that they require for a discounted flat rate of **\$125 per dump truck load**. With the reduced costs of materials, as well as the substantially lower hauling costs (due to the close proximity of the both the clay fill and the road improvement), it is hoped that this will help substantially in the road project in an effort for the towns to work together to aid in the improvements of a shared use road. (Note – all costs of hauling of clay fill from lagoon to work area will still be borne and coordinated by Buena Vista).

Should Buena Vista decide to proceed with this project, public works leaders from both communities will work together to set up events as required for construction (site access, load tracking, etc.) The Town Of Regina Beach is committed to working with nearby communities to achieve common goals, which in turn better serves both residents and staff of the communities and surrounding area.

Final Approval will be made in writing via a letter or contract signed by Administration for billing purposes, etc.



Allen G. Stevenson

Superintendent of Public Works

DUDLEY & COMPANY LLP

Chartered Professional Accountants

Regina, Saskatchewan
Suite 100-2255 13th Avenue
S4P 0V6

Phone: 306-757-5555
Fax: 306-525-3236

Carlyle, Saskatchewan
PO Box 970, 215 Main St
S0C 0R0

Phone: 306-453-5555
Fax: 306-453-0101

April 8, 2024

Client Number: 2344

Village of Buena Vista
1050 Grand Avenue
Buena Vista Saskatchewan S2V 1A2

Attention: Melissa Pollock, Administrator

Dear Melissa:

Re: Engagement letter

The Objective and Scope of the Audit

You have requested that we audit the financial statements of Village of Buena Vista, which comprise the statement of financial position as at December 31, 2023 and the statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements (including a summary of significant accounting policies), as well as a summary (synopsis) of the above financial statements

We are pleased to confirm our acceptance and our understanding of the nature, scope and terms of this audit engagement and all services related thereto, by means of this letter (the "Engagement").

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement (whether due to fraud or error) and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements

The Responsibilities of the Auditor

We will conduct our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- a. Identify and assess the risks of material misstatement of the financial statements (whether due to fraud or error), design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.
- b. Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit

* **Richard M. LeGrand**
Managing Partner, CPA, CA

* **Darren G. Schaan**
Partner, CPA, CA

* **Christopher W. Pollon**
Partner, CPA, CA

* **Grant D. Wirth**
Partner, CPA, CA

* **Colin A. Wirth**
Partner, CPA, CA

* **Brent D. McLean**
Partner, CPA, CA

* Denotes Professional Corporation

- c. Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- d. Conclude on the appropriateness of management's use of the going-concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- e. Evaluate the overall presentation, structure and content of the financial statements (including the disclosures) and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

Form and Content of Audit Opinion

Unless unanticipated difficulties are encountered, our report will be substantially in the following form:

To the council of Village of Buena Vista

Opinion

We have audited the financial statements of Village of Buena Vista (the Municipality), which comprise the statement of financial position as at December 31, 2023 and the statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Municipality as at December 31, 2023 and the results of its operations and its cash flow for the year then ended in accordance with Canadian Public Sector Accounting Standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Municipality's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Municipality or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Municipality's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that

includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

If we conclude that a modification to our opinion on the financial statements is necessary, we will discuss the reasons with you in advance.

The Responsibilities of Management

Our audit will be conducted on the basis that management and, where appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with the Canadian Public Sector Accounting Standards.
- b. For the design and implementation of such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; and
- c. To provide us with timely:
 - i. Access to all the information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation and other matters.
 - ii. Information about all known or suspected fraud, any allegations of fraud or suspected fraud and any known or probable instances of non-compliance with legislative or regulatory requirements.
 - iii. Unrestricted access to persons within Village of Buena Vista from whom we determine it necessary to obtain audit evidence.

- iv. Additional information that we may request from management for the purpose of the audit, including but not limited to:
 - A. Copies of all minutes of meetings of council and committees;
 - B. Information relating to any known or probable instances of non-compliance with legislative or regulatory requirements, including financial reporting requirements;
 - C. Information relating to any illegal or possibly illegal acts, and all facts related thereto;
 - D. A listing of all related parties and related-party transactions and information pertaining to the measurement and disclosure of transactions with those related parties;
 - E. An assessment of the reasonableness of significant assumptions underlying fair value measurements and disclosures in the financial statements;
 - F. Any plans or intentions that may affect the carrying value or classification of assets or liabilities;
 - G. Information relating to claims and possible claims, whether or not they have been discussed with the municipal legal counsel;
 - H. Information relating to other liabilities and contingent gains or losses, including those associated with guarantees, whether written or oral, under which the municipality is contingently liable;
 - I. Information on whether the municipality has satisfactory title to assets, whether liens or encumbrances on assets exist, and whether assets are pledged as collateral;
 - J. Information relating to compliance with aspects of contractual agreements that may affect the financial statements; and
 - K. Information concerning subsequent events.

As part of the audit process:

- a. We will make inquiries of management about the representations contained in the financial statements. At the conclusion of the audit, we will request from management [and, where appropriate, those charged with governance] written confirmation concerning those representations. If such representations are not provided in writing, management acknowledges and understands that we would be required to disclaim an audit opinion.
- b. We will communicate any misstatements identified during the audit other than those that are clearly trivial. We request that management correct all the misstatements presented to you via our suggested journal entries.

Confidentiality

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Each practitioner must preserve the secrecy of all confidential information that becomes known during the practice of the profession. Accordingly, we will not provide any third party with confidential information concerning the affairs of Village of Buena Vista unless:

- a. We have been specifically authorized with prior consent;
- b. We have been ordered or expressly required by law or by the *Saskatchewan Code of Professional Conduct/Code of Ethics*; or
- c. The information requested is (or enters into) public domain.

Communications

In performing our services, we will send some messages and documents electronically. As such communications can be intercepted, misdirected, infected by a virus, or otherwise used or communicated by an unintended third party, we cannot guarantee or warrant that communications from us will be properly delivered only to the addressee. Therefore, we specifically disclaim, and you release us from any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by us in connection with the performance of this Engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from such communications, including any that are consequential, incidental, direct, indirect, punitive, exemplary or special damages (such as loss of data, revenues, or anticipated profits).

If you do not consent to our use of electronic communications, please notify us in writing

Use of Information

It is acknowledged that we will have access to all information about identified individuals ("personal information") in your custody that we require to complete our Engagement. Our services are provided on the basis that:

- a. You represent to us that management has obtained any required consents for our collection, use, disclosure, storage, transfer and process of personal information required under applicable privacy legislation and professional regulation; and
- b. We will hold all personal information in compliance with our Privacy Statement.

Use and Distribution of Our Report

The examination of the financial statements and the issuance of our audit report are solely for the use of Village of Buena Vista and the applicable Ministry of the Province of Saskatchewan. We make no representations or warranties of any kind to any other third party in respect of these financial statements or our audit report, and we accept no responsibility for their use by any third party or any liability to anyone other than Village of Buena Vista.

You agree that our name may be used only with our prior written consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to by us in writing.

If you require our consent in this regard, management agrees to provide, on a timely basis, a draft of the other information for our review prior to the issuance of the audit report.

Reproduction of Auditor's Report

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review and approval in writing before the publication or posting process begins.

Management is responsible for the accurate reproduction of the financial statements, the auditor's report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either full or summarized financial statements that we have audited.

We are not required to read the information contained in your website or to consider the consistency of other information on the electronic site with the original document.

Preparation of Schedules

We understand that you will prepare certain schedules and locate specified documents for our use before our Engagement is planned to commence.

This assistance will facilitate our work and help to minimize our costs. Conversely, failure to provide these working papers or documents on a timely basis may impede our services, causing timing delays and/or increased costs.

Ownership

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the Engagement are the property of our firm, constitute our confidential information and will be retained by us in accordance with our firm's policies and procedures.

File Inspections

In accordance with professional regulations (and by our firm policy), our client files may be periodically reviewed by practice inspectors and by other engagement file reviewers to ensure that we are adhering to our professional and firm standards. File reviewers are required to maintain confidentiality of client information.

Accounting Advice

Except as outlined in this letter, this Engagement does not contemplate the provision of specific accounting advice or opinions or the issuance of a written report on the application of accounting standards to specific transactions and to the facts and circumstances of the entity. Such services, if requested, would be provided under a separate engagement.

Governing Legislation

This engagement letter is subject to, and governed by, the laws of the Province of Saskatchewan. The Province of Saskatchewan will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts to claim that the action has been brought in an inappropriate forum or to claim that those courts do not have jurisdiction.

Indemnity

Village of Buena Vista hereby agrees to indemnify, defend (by counsel retained and instructed by us) and hold harmless our firm (and its partners, agents and employees) from and against any and all losses, costs (including solicitors' fees), damages, expenses, claims, demands and liabilities arising out of (or in consequence of):

- a. The breach by Village of Buena Vista, or its council, officers, agents or employees, of any of the covenants or obligations of Village of Buena Vista herein, including, without restricting the generality of the foregoing, the misuse of, or the unauthorized dissemination of, our engagement report or the financial statements in reference to which the engagement report is issued, or any other work product made available to you by our firm.
- b. A misrepresentation by a member of your management or council.

Time Frames

We will use all reasonable efforts to complete the Engagement as described in this letter within the Ministry-required time frames.

However, we shall not be liable for failures or delays in performance that arise from causes beyond our reasonable control, including any delays in the performance by Village of Buena Vista of its obligations.

Concerns

If at any time you would like to discuss our services or make a complaint, please contact your engagement partner or Richard Legrand 306-757-5555. We will listen to your concerns and investigate any complaint on a timely basis.

Fees at Regular Billing Rate

Our professional fees will be based on our regular billing rates, plus direct out-of-pocket expenses and applicable GST and PST, and are due when rendered. Fees for any additional services will be established separately.

Billing

Our fees and costs will be billed monthly and are payable upon receipt. Invoices unpaid 30 days past the billing date may be deemed delinquent and are subject to an interest charge of 2.00% per month or 26.82% (APR) per annum. We reserve the right to suspend our services or to withdraw from this Engagement in the event that any of our invoices are deemed delinquent. In the event that any collection action is required to collect unpaid balances due to us, you agree to reimburse us for our costs of collection, including lawyers' fees.

Termination

Management acknowledges and understands that failure to fulfill its obligations as set out in this engagement letter will result, upon written notice, in the termination of the Engagement.

Either party may terminate this agreement for any reason upon providing written notice to the other party [*not less than 30 calendar days before the effective date of termination*]. If early termination takes place, Village of Buena Vista shall be responsible for all time and expenses incurred up to the termination date.

Survival of Terms

This engagement letter will continue in force for subsequent audits unless terminated by either party by written notice prior to the commencement of the subsequent audit.

Conclusion

This engagement letter includes the relevant terms that will govern the Engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements, and if the above terms are acceptable to you, please sign the attached copy of this letter in the space provided and return it to us.

We appreciate the opportunity of continuing to be of service to your municipality.


Yours truly,



Dudley & Company LLP

Chartered Professional Accountants

Acknowledged and agreed to on behalf of Village of Buena Vista by:



2024/04/23

Date signed



2024/04/23

Date signed

PRIVACY NOTICE TO CLIENTS

Dudley & Company LLP recognizes that the privacy of your personal information is important. This privacy notice is designed to explain to you what personal information the firm collects about you, and the use that information is put to. The notice will also explain how your personal information is kept and is made secure from inappropriate disclosure or use.

COLLECTION AND USE OF PERSONAL INFORMATION

Dudley & Company LLP only uses your personal information to prepare the tax filings or financial information you have requested in the engagement letter you signed, unless you direct us to release your personal information for other purposes.

DISCLOSURE OF PERSONAL INFORMATION

Dudley & Company LLP does not supply any of your personal information to other companies for any purpose without your consent, unless required to do so by law.

We share your personal information internally with those partners and staff of the firm who need it to complete your work. As well, provincial practice inspectors who must periodically review our client files in accordance with professional regulations will also have access to your information. They are required to maintain confidentiality of all client information.

RETENTION OF PERSONAL INFORMATION

In most cases, we are required by law to keep your personal information for a specified period of time. For example, where information is collected for tax purposes we are required to retain this information for six years for audit purposes. We will also normally retain information that may be required to document historical background for transactions that may occur in the future.

ACCURACY OF PERSONAL INFORMATION

We rely on you to notify us of any changes in personal information that we are required to report.

PROTECTION OF PERSONAL INFORMATION

Partners and employees are provided with training and information regarding the proper handling of personal information. All information stored in our computer system is protected from access by unauthorized users. Information that is stored in document form will be securely stored to prevent access by unauthorized persons.

ACCESS TO PERSONAL INFORMATION

Generally, Dudley & Company LLP will provide you with the personal information we have about you on your request.

In some cases, Dudley & Company LLP may not be able to provide you with all the information we have about you. This would occur if provision of the information could lead to disclosure of another individual's personal information, where laws or regulations prevent disclosure, or where it would simply be too costly to provide the information. If we decide not to disclose some or all of your personal information to you, we will advise you of the reason.

In order to ensure compliance, Dudley & Company LLP has appointed a Privacy Officer to oversee all aspects of its privacy policies and practices. If you wish to know what information Dudley & Company LLP currently has about you, you should send a written request to:

Darren Rumpel, Privacy Officer

100 - 2255 13th Avenue

Regina, Saskatchewan, S4P 0V6

E-mail: darren.rumpel@dudleyllp.ca

Our Privacy Officer will respond to your request within 30 days. If you become aware that the information we have about you is incorrect, you should notify the Privacy Officer, who will ensure the information is updated.

FILING A COMPLAINT

If you are dissatisfied with Dudley & Company's privacy policies or practices, you should make a written complaint to our Privacy Officer, Darren Rumpel. The Privacy Officer will investigate the matter and take corrective action where necessary. The Privacy Officer will then report back to you and advise you of any steps taken to correct the problem. If you are still unsatisfied with the response, you may be entitled to make a written complaint to the Federal or Provincial Privacy Commissioner (where applicable).

Dudley & Company LLP, Chartered Professional Accountants
2255 13th Avenue, Regina, Saskatchewan

April 8, 2024

Village of Buena Vista
1050 Grand Avenue
Buena Vista, Saskatchewan
S2V 1A2

To the Council

We have been engaged to audit the financial statements of Village of Buena Vista for the year ending December 31, 2023. Canadian auditing standards require that we communicate the following information with you in relation to your audit.

Management is responsible for establishing and maintaining an adequate internal control structure and procedures for financial reporting. This includes the design and maintenance of accounting records, recording transactions, selecting and applying accounting policies, safeguarding of assets and preventing and detecting fraud and error.

Our Responsibility as Auditors

As stated in the engagement letter signed by the administrator, our responsibility as auditors of your village is to express an opinion on whether the financial statements present fairly, in all material respects, the financial position, results of operations and cash flows of the village in accordance with Canadian public sector accounting standards.

An audit is performed to obtain reasonable but not absolute assurance as to whether the financial statements are free of material misstatement. Due to the inherent limitations of an audit, there is an unavoidable risk that some misstatements of the financial statements will not be detected (particularly intentional misstatements concealed through collusion), even though the audit is properly planned and performed.

Our audit includes:

- Assessing the risk that the financial statements may contain misstatements that, individually or in the aggregate, are material to the financial statements taken as a whole; and
- Examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements

As part of our audit, we will obtain a sufficient understanding of the operations and the internal control structure of the Village of Buena Vista to plan the audit. This will include management's assessment of:

- The risk that the financial statements may be materially misstated as a result of fraud and error; and
- The internal controls put in place by management to address such risks.

Council Members' Responsibilities

The Council's role is to act in an objective, independent capacity as a liaison between the auditors, and management, to ensure the auditors have a facility to consider and discuss governance and audit issues with parties not directly responsible for operations.

The Council's responsibilities include:

- Being available to assist and provide direction in the audit planning process when and where appropriate;
- If deemed necessary, meeting or otherwise discussing with the auditors and prior to release and approval of financial statements to review audit, disclosure and compliance issues;

- Where necessary, reviewing matters raised by the auditors with appropriate levels of management, and reporting back to the auditors their findings;
- Making known to the auditors any issues of disclosure, corporate governance, fraud or illegal acts, non-compliance with laws or regulatory requirements that are known to them, where such matters may impact the financial statements or auditor's report;
- Providing guidance and direction to the auditors on any additional work they feel should be undertaken in response to issues raised or concerns expressed;
- Making such enquiries as appropriate into the findings of the auditors with respect to corporate governance, management conduct, cooperation, information flow and systems of internal controls;
- Reviewing the draft financial statements, including the presentation, disclosures and supporting notes and schedules, for accuracy, completeness and appropriateness;

Audit Approach

Outlined below are certain aspects of our audit approach which are intended to help you in discharging your oversight responsibilities. Our general approach to the audit of Village of Buena Vista is to assess the risks of material misstatement in the financial statements and then respond by designing audit procedures.

Illegal Acts, Fraud, Intentional Misstatements and Errors

Our auditing procedures, including tests of your accounting records, are limited to those considered necessary in the circumstances and would not necessarily disclose all illegal acts, fraud, intentional misstatements or errors should any exist. We will conduct the audit under Canadian auditing standards (CAS), which include procedures to consider (based on the control environment, governance structure and circumstances encountered during the audit), the potential likelihood of fraud and illegal acts occurring.

These procedures are not designed to test for fraudulent or illegal acts, nor would they necessarily detect such acts or recognize them as such, even if the effect of their consequences on the financial statements is material. However, should we become aware that an illegal or possible illegal act or an act of fraud may have occurred, other than one considered clearly inconsequential, we will communicate this information directly to the Council.

It is management's responsibility to detect and prevent illegal actions. If such acts are discovered or Council members become aware of circumstances under which the village may have been involved in fraudulent, illegal or regulatory non-compliance situations, such circumstances must be disclosed to us. Management, including Council, should assess the risk of fraud and complete the brief fraud risk questionnaire attached as an appendix to this letter.

Related Party Transactions

During our audit, we conduct various tests and procedures to identify transactions considered to involve related parties. Related parties exist when one party has the ability to exercise, directly or indirectly, control, joint control or significant influence over the other. Two or more parties are related when they are subject to common control, joint control or common significant influence. Related parties also include management, council members and their immediate family members and companies with which these individuals have an economic interest.

We will ensure that all related party transactions that were identified during the audit have been represented by management to have been disclosed in the notes to financial statements, in accordance with Canadian Public Sector Accounting Standards section PS 2200, and have been reviewed with you. Management is to advise whether any other related party transactions have occurred that have not been disclosed to us. The Council is also required to advise us if they are aware of or suspect any other related party transactions which have occurred at values different from that which would be arrived at if the parties were unrelated and which have not been disclosed in the financial statements.

Risk-based

Our risk-based approach focuses on obtaining sufficient appropriate audit evidence to reduce the risk of material misstatement in the financial statements to an appropriately low level. This means that we focus our audit work on higher risk areas that have a higher risk of being materially misstated.

Audit Procedures

In responding to our risk assessment, we will use a combination of tests of controls, tests of details and substantive analytical procedures. The objective of the tests of controls is to evaluate whether certain controls operated effectively. The objective of the tests of details is to detect material misstatements in the account balances and transaction streams. Substantive analytical procedures are used to identify differences between recorded amounts and predictable expectations in larger volumes of transactions over time.

Independence


Firm policies on independence require that we communicate with you regarding all relationships between the village and our firm that, in our professional judgement, may reasonably be thought to bear on our independence in the context of the Rules of Professional Conduct of the Institute of Chartered Professional Accountants of Saskatchewan. Making journal entries required to prepare the financial statements and the preparation of the financial statements are the only relationships that in our professional judgement may be thought to bear on our independence. The journal entries were based on information provided by the administrator, or were based on independent third party information, and the entries were approved by the administrator prior to entry into the accounting system by the administrator. The financial statements were reviewed and approved by the administrator and council prior to finalization and release. This eliminates any management decision-making involved in our services and limits any impact on our independence. Accordingly, we hereby confirm that we are independent with respect to the village within the meaning of the Rules of Professional Conduct of the Institute of Chartered Professional Accountants of Saskatchewan for the period ending April 10, 2024.

This communication is prepared solely for the information of the Council and is not intended for any other purpose. We accept no responsibility to a third party who uses this communication.

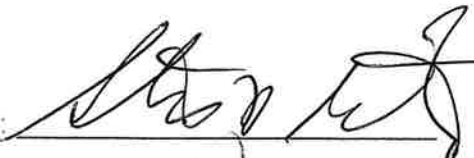
Yours truly,


Dudley & Company LLP
Chartered Professional Accountants

ACKNOWLEDGED BY COUNCIL:

Signed:  Date: 2024/04/23

Signed:  Signed: _____

Signed:  Signed: _____

Signed:  Signed: _____

Appendix - Risk of Fraud:

1. Is management, including Council, aware of any instances of:

- Fraud perpetrated against the village by any of its employees? ☐ YES ☒ NO

- Fraud perpetrated by the village? ☐ YES ☒ NO

2. Are there subsidiary locations, business segments, types of transactions, accounts balances, or financial statement categories where fraud risk exists or may be more likely to exist? If yes, provide details.

☐ YES ☒ NO

3. Does Council believe there is a high level of risk of fraud being perpetrated against or by the village? If yes, provide details.

☐ YES ☒ NO


4. How is village addressing the risk of fraud?

Having policies & procedures in place. Semi-monthly financial reports provided to Council, which includes all payments made, payroll & monthly bank reconciliation (completed as soon as possible after month end). A budget is approved each year by Council, & any unexpected expenses are discussed with Council first, then also taken to next Council meeting. Two signatures required on cheques.

REVIEWED AND COMPLETED BY COUNCIL:

Signed: 

Date: 2024/04/23

Signed: 

Signed: 

Signed: 

Signed: _____

Signed: 

Signed: 2024/04/23

Minutes of the Regina Beach Local Library Board

Annual General Meeting, Date: 18th March, 2024

Call to order: 7.05pm

Attendance (please include first and last names)

Names of board members present:

Amanda Murray, Gord Wilson, Darlene Freitag, Shannon Waugh.

Regina beach Rep- Sandi Metz

Librarian – Laura Davies

Assistant librarian- Joan Cobler

Names of board members absent:

Virginia Percy, Krista Hannan, Donna Gliddon.

Buena Vista reps - Chris Duke and Steven Schultz

1. Adopt Agenda

Moved by: Amanda Murray

Approved: Shannon Waugh, 2nd Gord Wilson. All in favor

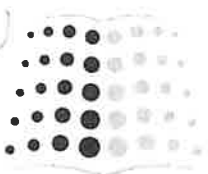
2. Review minutes of the 2023 AGM

Moved by: Amanda Murray

Approved: Gord Wilson 2nd Shannon Waugh. All in favor.

3. Board Governance

- a. Review all board member appointment expiry dates- All one-year term, up for re-election in item 7.
- b. Confirm everyone has reviewed Board Member roles and responsibilities – any questions? No changes
- c. Board member volunteer hours 2022: 211 2023: 396
- d. Next meeting with City/Town Council: Plan for early winter 2024 in conjunction with Regina beach town election in November. Also arrange meeting with Buena Vista village office.
- e. Next meeting with RM Council(s): Board decision such meeting is not applicable.
- f. Next meeting with MLA: Board decision such meeting is not applicable.
- g. Any Other Discussion item(s): None



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WWW.SOUTHEASTLIBRARY.CA

49 Bison Avenue, Weyburn SK S4H 0H9
phone: 306.848.3100 | fax: 306.842.2665
email: librarysr@southeastlibrary.ca





h. Board member meeting attendance for 2023 (attendance marked with an "x"):

Name	Meeting 1 January 9th Length – 1hr 4mins	Meeting 2 AGM March 13 th Length- 1hr 4mins	Meeting 3 May 8th Length – 1hr 10mins	Meeting 4 July 10th Length – 1hr 20mins	Meeting 5 September 18th Length 53mins	Meeting 6 November 13 th Length 50mins
Gord Wilson	X	X	X	X	X	X
Virginia Percy	-	X	X	-	X	X
Darlene Freitag	X	X	X	X	X	X
Shannon Waugh	X	X	X	X	X	-
Krista Hannan	-	X	X	X	-	-
Amanda Murray	-	X	X	X	X	X
Donna Gliddon		X	-	X	X	X
Mike Ziglo	-	-	-	-	-	-
Sandi Metz	x	X	-	X	X	X
Laura Davies	X	X	X	X	X	X
Joan Cobler	X	X	X	X	X	-

4. Chairperson's 2023 Annual Report (see attached)

Motion: To accept Chairperson's 2023 Annual Report

Moved by: Amanda Murray 2nd Shannon Waugh

Motion Passed X Motion Failed

5. Librarian's 2023 Annual Report (see attached)

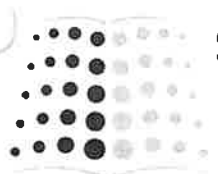
Motion: To accept Librarian's 2023 Annual Report

Moved by: Amanda Murray 2nd Gord Wilson

Motion Passed X Motion Failed

Items discussed-

- Look into classes with Be Positive toys aimed specifically at teens.
- Considering arranging a switch/ gaming seminar for teens.



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email: librarysr@southeastlibrary.ca

6. Treasurer's 2023 Annual Financial Report

See also attached income statement and balance sheet

Total revenue 2023: \$ 8,583.31

Total expenditures 2023: \$4,076.73

Bank balance as of Dec 31, 2023: \$ 9,549.27

Motion: To accept Treasurer's 2023 Annual Financial Report

Moved by: Darlene Freitag

Seconded: Gord Wilson

Motion Passed X Motion Failed Motion passed with following amendments:

7. Election of Officers for 2024

- a. Chairperson nominations: Gord Wilson (by default)

Chairperson for 2024: Gord Wilson

- b. Vice Chairperson nominations: To remain vacant until such time new board members are obtained.

Vice Chairperson for 2024: N/A

- c. Treasurer nominations: Darlene Freitag

Treasurer for 2024: Darlene Freitag

- d. Advertising Coordinator nominations: Shannon Waugh

Advertising Coordinator for 2024: Shannon Waugh

Motion: To accept Officers as listed above

Moved by: Amanda Murray 2nd Shannon Waugh. All in favor

Motion Passed X Motion Failed Motion passed with following amendments:





8. Local Action Plan for this year

Goal #1 -Board recruitment

Timeline for completion: Ongoing

Actions we will take to reach this goal:

- i. Posters, social media posts, e-newsletter
 - Continue with our social media presence on Facebook and Instagram.
- ii. Board members individually make connections.

Goal #2- Increase visibility

Timeline for completion: Ongoing

Actions we will take to reach this goal:

- i. Little libraries
 - Continue stocking and maintaining our two libraries.
- ii. Use of sign boards as well as posters and social posts for events
 - Use sign boards to advertise programming as well as events such as the book sale.
- iii. Book sale in concert with RB Summer Fair
- iv. New baby welcome program.
 - Continue with this program in 2024.

Goal #3- Friends of the Library list

Timeline for completion: Ongoing

Actions we will take to reach this goal:

- i. Make connections with other community groups.
 - Continue collaboration with the leisure time club.
- ii. Encourage regular patrons to join list.

Other items discussed:

Darlene has requested that the use of the term 'fundraising' be amended to 'awareness raising' in all future engagements and documentation around the subject.

Motion: To adopt the local action plan for 2024 as outlined above

Moved by: Gord Wilson

Seconded: Amanda Murray. All in favor

Motion Passed X

Motion Failed

9. New Business**a. Hot Dog/ Hamburger Sale 2024**

- Waiting on dates available. Sandy will look into and request a specific date. Preferably middle to late June.
- Availability of volunteers needs to be established ahead of time. Group email to be sent out.

b. Canada Day Parade Plan

- Establish volunteer availability before making a decision. Follow up with the group email mentioned above.

c. Meeting night.

- Motion: To move meeting to the 3rd Monday, every second month.

Moved by : Gord Wilson

Seconded: Darlene Frietag. All in favor

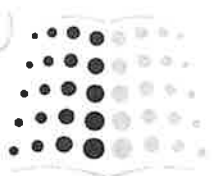
Next meeting to be 27th May due to Victoria day.

d. Newborn kits 2024

- Feedback for our contact Catherine Lys- There has been 10 babies born so all our previous kits have been distributed.
- Motion: To continue with the newborn kits for 2024. Purchasing supplies to compile 10 more bags up to \$200 value.

Moved by: Amanda Murray

Seconded: Gord Wilson. All in favor



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email: librarysr@southeastlibrary.ca

e. Shed purchase.

- Gather more information about the existing shed that the Cultural Centre has and acquire quotes for board consideration.
- Vote via email once information has been obtained.

Adjournment : 7:53pm

Motion to adjourn made by: Amanda Murray

X Carried

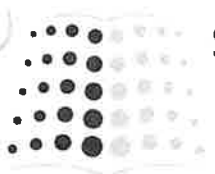
☐ Opposed

AGM minutes approval:

Date: _____

Chairperson signature: _____

Secretary signature: _____



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MINUTES

79th REGULAR MEETING

JOINT USE COMMITTEE

Held at the Town of Regina Beach Office/Zoom

February 26, 2024 @ 4:00 P.M.

Call to Order		Meeting was called to order by Sandi Metz at 4:06 p.m.
Attendance:	Present:	Sandi Metz re: Zoom (Regina Beach Representative), Verne Barber re: Zoom (PVSD Representative), Bob Ballantyne re: Zoom (PVSD Representative), Krista Manz (Village of Buena Vista Representative), Janelle Law (South Shore Principal), Stephanie Caswell (Recreation Coordinator) and Tina Blahitka (Secretary)
	Absent:	Lyle Stecyk (PVSD Representative)
	Guests:	
Approval of Agenda:	Manz/Barber	That the agenda be approved. Carried.
Approval of Minutes	Caswell/Manz	That the minutes of the 78 th Regular Meeting held November 27, 2023 be approved Carried
Rental Rates – Update	Caswell	Stephanie sent out the final rental rates document to the committee
Supplies List	Caswell/Law	The Supplies list has been updated by Stephanie and Janelle
Community Banners in the Gym	Discussion: Metz	Sandi and Stephanie met with the parent It was decided that one person coming forward to make change like this isn't enough at this time
	Action: Metz	Sandi will discuss the committee's decision with the parent.
Gas Stove	Discussion: Ballantyne	There has been no interest in the stove, as of yet. To be left on the Agenda for next meeting.

New Business:

Dishwasher

Discussion:
Committee

A discussion was held regarding use of dishwasher and whether or not the committee should look at selling the dishwasher and installing triple sinks instead. It was mentioned that during the SHA kitchen inspection it was suggested that a commercial dishwasher of this type is made to run every 15 mins. Currently, the dishwasher is currently run every 2 weeks.

It was decided that that we leave it for awhile and see if there are anymore issues with its operation.

Auditor Documents to Sign

Blahitka

Since we did not have enough of the members at the meeting to sign the documents, Verne Barber and Sandi Metz will stop by the Regina Beach Town office to sign the documents within the next couple weeks.

2024 Budget

Discussion: Blahitka

Tina presented the draft 2024 budget.

Barber/Ballantyne

The motion was to approve the budget for 2024 as is.

Carried

Pickleball

Caswell

Stephanie brought up to the committee that Pickle Ball is every Sunday, Tuesday and Thursday and posed the question whether a key can be issued to them.

The committee was in agreeance to issue them a key.

Letter from Volleyball Club

Caswell

A letter was received from the local youth volleyball club requesting the elimination of the facility rental rate. Sandi discussed on a call with them that the decision of the committee was to not allow clubs to use the facility at a zero rental rate.

Next Meeting

The next meeting was set for May 6, 2024 at 4:00 pm at the Town of Regina Beach office.

Adjournment: 4:25 p.m.

Caswell/Manz

That the meeting be adjourned. Carried

Chair Person

Secretary

Joint Use Committee Budget 2024

	2023 Budget	2023 Actuals	2024 Budget	2024 Actuals
<u>Revenue</u>				
Rentals	5,500.00	7,132.50	6,500.00	
Prepaid Rentals	-	242.50	-	
Donation				
Town of Regina Beach	2,479.75	3,053.20	1,825.69	
Village of Buena Vista	1,576.18	2,036.51	1,352.47	
R.M. of Lumsden	630.57	814.75	541.10	
TOTAL	\$ 10,186.50	\$ 13,279.45	\$ 10,219.25	\$ -
<u>Expenditures</u>				
Rec Centre - maintenance (PVSD)	5,600.00	5,781.14	5,800.00	
Bank charges	125.00	110.40	115.00	
Janitor Wages from 110-320-100	1,000.00	1,190.00	1,200.00	
Audit	1,100.00	1,060.00	1,100.00	
Administration Fees	871.50	1,207.22	910.50	
Advertising				
Rental cancellation / overpayments		300.00		
Vacuum	500.00	242.50	250.00	
Microphone Cord	150.00	19.03	-	
Mop heads and handle	100.00		100.00	
Dishwasher Thermometer	40.00		40.00	
Leisure Time Club rentals	100.00	50.00	-	
Sports Equipment	-		-	
Rec Centre/Janitor/Office Supplies	600.00	82.28	100.00	
Oven & Fridge Thermometers		28.59	-	
Cooler Repair from Sept 2023		2,136.12	103.75	
Dishwasher Repair		1,072.17	500.00	
TOTAL	\$ 10,186.50	\$ 13,279.45	\$ 10,219.25	\$ -

The difference is made up by contributions from the participating communities as follows:

Regina Beach - no admin fees	65% \$	2,479.75	\$	3,053.20	\$	1,825.69	\$
Buena Vista - *71.42% admin fee	25% \$	1,576.18	\$	2,036.51	\$	1,352.47	\$
R.M. of Lumsden - *28.58% admin fee	10% \$	630.57	\$	814.75	\$	541.10	\$
Total Expenses less Rentals		4,686.50		5,904.45		3,719.25	

BYLAW SERVICES AGREEMENT

Between

The Village of Buena Vista

and

Regional Bylaw Services

(A DIVISION OF GOURLAY & ASSOCIATES BUSINESS CONSULTING INC.)

8841 KESTRAL DR. REGINA, SASK. S4Y 0C2

TERMS OF AGREEMENT

The Village of Buena Vista contracts Regional Bylaw Services to advise on and enforce its municipal bylaws, as defined and prescribed in such bylaws, and the relevant provincial statutes. The period of the contract will be from April 15, 2024 to April 14, 2025.

1. The Village of Buena Vista will provide Regional Bylaw Services with:
 - a. a copy of Council's motion to appoint Regional Bylaw Services as the designated Bylaw Officer as per s373, *Municipalities Act*.
 - b. a list of bylaws to be enforced by Regional Bylaw Service. Additions or amendments permitted as agreed by both parties.
 - c. Warnings, Order to Remedy, Notice of Violation and any other required notice forms.
2. Regional Bylaw Services agrees to provide The Village of Buena Vista bylaw services as per the schedule below.

Period	Visit Frequency & Duration	Total Hours	Total Cost (plus GST & PST)
April 15-30, 2024	2 hours/biweekly	4	\$3,774
May 1 – Sept 30, 2024	2 hours/weekly	42	
Oct 1 – April 14, 2025	3 hours / biweekly	28	
Total		74	
Changes to the duration and frequency of visits can be negotiated on short notice.			

3. Bylaw services include:
 - a. A uniformed Bylaw Officer
 - b. Provision of a marked vehicle
 - c. Travel time to and from Regina Sask. (where possible travel time will be shared with neighbouring communities)
 - d. Participation in meetings, hearings or court proceedings as approved by the municipality.

4. Billing

- a. Bylaw services fees will be at a rate of \$51.00 per hour
- b. Regional Bylaw Services shall submit an invoice at the end of every month for services provided during that month.
- c. Should the Village of Buena Vista require service that results in overtime or service on a statutory holiday, billing for those hours shall be at a rate of 1.5 the hourly billing rate.
- d. The above service fees are subject to GST/PST as applicable.
- e. Monthly invoices shall be paid in full by the Village of Buena Vista within 30 days
- f. Overdue accounts will be charged a 1.5% per month (18% per annum) service charge.
- g. If this agreement is extended by the Village of Buena Vista, the base hourly rates will be determined by the parties at that time.

5. Termination

Either party may terminate this agreement:

- a. immediately on substantial non-performance of the other party and failure by that other party to remedy the non-performance within 10 business days of being made aware of the non-performance; or
- b. by providing 30 days written notice to the other party.

x  _____

Signature

CAO – Village of Buena Vista


x  _____

James R. Gourlay

CEO - Gourlay & Associates

 _____

Date

 _____

Date

TO THE COUNCIL OF THE VILLAGE OF BUENA VISTA

WEEKLY REPORT 2024-04-17

161-6th St. – The office received a report of a trailer and ice fishing shack, stored on this property, that was encroaching the RoW. Upon inspection, I did observe a trailered boat and ice-fishing shack stored along the south side of the lot. In observing the locations of the power poles, a curb-stop and a fire hydrant, it appears the trailered boat and fishing shack are within the property lines of the lot (photos on file). I will verify with the office that I have the correct address. Keep file open.

Rail Path Walkway – Due to the inclement weather I was not able to continue work the Rail Path Registry today.

Bob Gourlay – Bylaw Officer

Regional Bylaw Services