

**AGENDA**  
**Village of Buena Vista**  
**Regular Council Meeting on September 24, 2024 at 7:00 p.m.**  
**1050 Grand Avenue,**  
**Buena Vista, Saskatchewan**

**CALL TO ORDER**

**APPROVAL OF AGENDA**

**DELEGATION**

- Jon Barber – Road Access to Property

**ADOPTION OF MINUTES**

- Minutes of Regular Council Meeting – September 10, 2024

**APPROVAL OF ACCOUNTS PAYABLE**

- List of Accounts for Approval – Batch 2024-00072 to 2024-00075
- Payroll – Admin September 1-15, 2024; Public Works September 1-14, 2024

**REPORTS OF STAFF**

- Administration Report
- Public Works Report

**UNFINISHED BUSINESS**

- Edgewood Sewage Rates Review

**NEW BUSINESS**

- Road Access to Property - Delegation
- Booster Station and Rink Shack Roof Quotes for Installation and material
- Election Officials Rates
- Election Ballot
- Bonfire Request for Ball Diamond Rental October 19, 2024
- STARS Donation Request
- Royal Canadian Legion Lumsden Branch #234 Wreath Request
- Canada Community-Building Fund Program
- Memorial Bench for Krista Manz
- Bylaw No. 07/2024 To Amend Bylaw No. 03/16 Known as The Traffic Bylaw

**CORRESPONDENCE**

- Regional Bylaw Services –September 14 & 18, 2024
- SUMAssure Renewal Premiums
- Southeast Regional Library Branch Hours for 2025
- George Cuff Municipal Governance Workshop in Lumsden

**IN CAMERA**

## **ADJOURNMENT**

**Village of Buena Vista  
MINUTES OF REGULAR MEETING  
SEPTEMBER 10, 2024  
1050 Grand Ave, Buena Vista, SK**

**PRESENT:** Mayor Gary McLennan, Councilor Chris Duke, Councilor Steven Schultz

**PRESENT VIA TELEPHONE:** Councilor Mike Ziglo

**ADMINISTRATION:** Acting Chief Administrative Officer Melissa Pollock

**CALL TO ORDER:**

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

**ADOPTION OF AGENDA:**

**269/24** THAT the September 10, 2024 agenda be adopted as presented.

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

**CARRIED**

**ADOPTION OF MINUTES:**

**270/24** THAT the Minutes of the Regular Meeting of Council of August 27, 2024 be adopted as presented.

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

**CARRIED**

**APPROVAL OF ACCOUNTS PAYABLE:**

**271/24** THAT Council approve the following accounts for payment: AP Batches 2024-00068 to 2024-00071, which includes all cheques, credit card and online payments for a total amount of \$75,982.18.

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

**CARRIED**

**272/24** THAT Council approve the following payrolls:  
Administration August 16 – 31, 2024 in the amount of \$4,642.11  
Public Works August 18 – 31, 2024 in the amount of \$8,911.66

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

**CARRIED**

**REPORTS OF STAFF:**

**273/24** THAT Council accept the Acting Chief Administrative Officer's administrative report as presented.

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

**CARRIED**

**274/24** THAT Council accept the Acting Chief Administrative Officer's Public Works report as presented.

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

**CARRIED**

**275/24** THAT Council accept the Water Treatment Plan Daily Record for August 2024 as presented and file.

**Moved by Council Duke**  
**Seconded by Council Schultz**

**CARRIED**

**276/24** THAT Council accept the 2023 Public Reporting on Municipal Waterworks as presented and file.

**Moved by Council Schultz**  
**Seconded by Council Duke**

**CARRIED**

**UNFINISHED BUSINESS:**

**277/24** THAT Council table the Edgewood Sewage Rates Review until Administration has spoken with Saskatchewan Municipal Board (SMB).

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

**CARRIED**

**NEW BUSINESS:**

**278/24** THAT Council set the advance poll date of Saturday, November 2, 2024 at the Village Office from 9:00 a.m. to 1:00 p.m.

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

**CARRIED**

**279/24** THAT Council approves and adopts the Employee Code of Conduct Policy No. 17-2024.

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

**CARRIED**

**280/24** THAT Council accept and file the Buena Vista Parks & Recreation Board Minutes of September 3, 2024.

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

**CARRIED**

**281/24** THAT Council approve the proposed shop with stipulations of the lot having to be tree covered and kept tidy and clean at all times; and FURTHER authorizes administration to proceed with preparing a draft Zoning Bylaw Amendment and public notice as required by the Planning & Development Act, 2007, to have Parcel K 102383412, currently zoned Residential, to be zoned as Cottage Industrial in order to bring the planned used into compliance.

**Moved by Councilor Ziglo  
Seconded by Councilor Schultz**

**CARRIED**

**282/24** THAT Council decline the request from the Saskatchewan Command Legion to purchase an advertisement space in the Military Service Recognition Book.

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

**CARRIED**

**CORRESPONDENCE:**

**283/24** THAT Council receive and file the following communications:  
Regional Bylaw Services Reports of August 28 & September 4, 2024  
Delco Service Report – August 27 & 24, 2024  
Waste Management Site IMUC Letter  
Certificate of Confirmation – 2024 Assessment Roll

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

**CARRIED**

**ADJOURNMENT:**

**284/24** THAT the meeting be adjourned at 8:10 p.m.

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

**CARRIED**

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Mayor

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Acting Chief Administrative Officer

## Melissa Pollock

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**From:** Sitebuilder <no-reply@forms.sitebuilderhost.net>  
**Sent:** September 16, 2024 5:42 PM  
**To:** Melissa Pollock  
**Subject:** Submission from Village of Buena Vista received [www.buenavista.ca]

You received a form submission from Village of Buena Vista:

Name: Jon barber

Address: 180 Adair street

Phone: 3065351300

E-mail:

Subject matter to  
be discussed with Council: Access to my lot

Request being  
made of Council  
(be specific): I would like to discuss options to upgrade the access to my lot with the town. The road that is currently here is not passable in winter. I would like to discuss the possibilities of partnering with the town to fix access and make it usable during winter months

Upload any  
supporting  
documents:

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You received this form submission from your website.

Bank Code - ABW - ABW - Automatic Withdrawal

AUTOMATIC WITHDRAWAL					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
092024	09/20/2024	De Lage Landen Financial Services Canada			
9743236		510-280-100 - GG - Cont. - Offic	Copier Lease Sept-Nov	795.00	
		110-340-110 - GST Receivable	Both Tax Code	37.50	
		900-110-110 - GST Paid	Both Tax Code	37.50 NL	832.50
			Total Automatic Withdrawal:		832.50
				Total ABW:	832.50



**Village of Buena Vista**  
**List of Accounts**  
Batch: 2024-00072 to 2024-00075

Bank Code - AP - AP-General Oper

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>11094</b> 9249281370	<b>09/24/2024</b>	<b>Acklands-Grainger Inc.</b> 530-600-140 - TS - Purchase of 110-340-110 - GST Receivable 900-110-110 - GST Paid	Tailgate Spreader Both Tax Code Both Tax Code	11,130.00 525.00 525.00 NL	11,655.00
<b>11095</b> INV1131747	<b>09/24/2024</b>	<b>ClearTech Industries Inc.</b> 580-450-100 - UT - WTP - Chen 580-450-100 - UT - WTP - Chen 110-340-110 - GST Receivable 900-110-110 - GST Paid	NaOCI Container Deposit x Sodium Hypochlorite x2 GST Tax Code GST Tax Code	180.00 267.34 22.37 22.37 NL	469.71
<b>11096</b> 063-164638	<b>09/24/2024</b>	<b>Gregg Distributors LP</b> 530-410-100 - TS - Shop Suppli 110-340-110 - GST Receivable 900-110-110 - GST Paid	Snow Roof Rake Both Tax Code Both Tax Code	48.00 2.26 2.26 NL	50.26
<b>11097</b> 50324 BV	<b>09/24/2024</b>	<b>Kot, Carl</b> 580-430-100 - UT - Supplies/Srr 110-340-110 - GST Receivable 900-110-110 - GST Paid	Rplcmt Cover 2100Q Both Tax Code Both Tax Code	212.00 10.00 10.00 NL	222.00
<b>11098</b> 0008111304	<b>09/24/2024</b>	<b>Loraas Disposal South Ltd.</b> 540-200-130 - EH - Waste Colle 540-210-300 - EH - Cont. - Recy 530-430-130 - TS - Maint. - Othe 110-340-110 - GST Receivable 900-110-110 - GST Paid	Waste Collection-Aug 5,12, Recycle Collection-Aug 9,2: Bin Rental-Shop Yard Clear GST Tax Code GST Tax Code	10,428.43 4,851.65 207.66 774.38 774.38 NL	16,262.12
<b>11099</b> Aug	<b>09/24/2024</b>	<b>Muir Barber Ltd.</b> 570-420-190 - R&C - Supplies - 530-460-110 - TS - Maint. - Dus 530-440-100 - TS - Maint. - Gra 510-410-140 - GG - Office/Clear 530-425-112 - TS - Vehicle/Equi 580-430-120 - UT - Water - Mate 530-410-100 - TS - Shop Suppli 580-430-100 - UT - Supplies/Srr 580-430-100 - UT - Supplies/Srr 580-430-100 - UT - Supplies/Srr 570-420-190 - R&C - Supplies - 110-340-110 - GST Receivable 900-110-110 - GST Paid	Irrigation -Hose Connector/l Dust Ctrl-Pipe fitter fr Spray Paint-Marking fr Gravel Deli Mop - Office Antifreeze, Wndshld Fastners -Well Fence Pliers Hose Connector Coupling Crbstop Rpr-Cpling/Nipple Irrigation-Elbows/tees/cplng Both Tax Code Both Tax Code	20.97 15.53 11.70 17.16 12.69 1.42 23.84 6.67 1.52 8.47 252.89 17.58 17.58 NL	390.44
<b>11100</b> Sept 12	<b>09/24/2024</b>	<b>Overbye, Aaron</b> 110-320-140 - Utility Accounts R	WMD Refund Less Final Bil	97.49	97.49
<b>11101</b> Sept 5	<b>09/24/2024</b>	<b>PitneyWorks</b> 510-400-110 - GG - Postage 110-340-110 - GST Receivable 900-110-110 - GST Paid	Postage Refill - Sept 5 GST Tax Code GST Tax Code	808.40 40.00 40.00 NL	848.40
<b>11102</b> 4997133	<b>09/24/2024</b>	<b>Princess Auto Ltd.</b> 530-410-130 - TS - Maint/Parts - 110-340-110 - GST Receivable	Water Heater - Shop Both Tax Code	222.58 10.50	

**Village of Buena Vista**  
**List of Accounts**  
Batch: 2024-00072 to 2024-00075

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name	GL Account	GL Transaction Description	Detail Amount	Payment Amount
			900-110-110 - GST Paid	Both Tax Code	10.50 NL	233.08
<b>11103</b>	<b>09/24/2024</b>	<b>Professional Bldg. Insp. Inc.</b>				
2408319			525-230-110 - PS - Building Insp	PBI Fees - August	395.00	
			110-340-110 - GST Receivable	GST Tax Code	19.75	
			900-110-110 - GST Paid	GST Tax Code	19.75 NL	414.75
<b>11104</b>	<b>09/24/2024</b>	<b>Saskatchewan Health Authority</b>				
Sept			580-290-100 - UT - Water - Lab	Water Samp-1050 Grand S	21.90	
			580-290-100 - UT - Water - Lab	Water Samp-681 Woodlanc	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
<b>11105</b>	<b>09/24/2024</b>	<b>SUMA</b>				
14478			510-140-330 - GG - Benefits - A	Guillemin-Group Ins Oct	431.59	
			510-140-330 - GG - Benefits - A	McConnell-Group Ins Oct	418.50	
			530-130-130 - TS - Benefits - La	Neukdeck,C -Group Ins Oct	470.63	
			530-120-120 - TS - Benefits - Fc	Neukdeck,J -Group Ins Oct	387.21	
			510-130-230 - GG - Benefits - A	Pollock-Group Ins +Admin C	611.45	
			530-130-130 - TS - Benefits - La	Warawa-Group Ins Oct	319.39	
			110-340-110 - GST Receivable	GST Tax Code	1.10	
			900-110-110 - GST Paid	GST Tax Code	1.10 NL	2,639.87
Total Computer Cheque:						33,329.12
Total AP:						33,329.12

Village of Buena Vista  
List of Accounts  
Batch: 2024-00072 to 2024-00075

Bank Code - CC - CC - Credit Card

CREDIT CARD					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
092024-003	09/18/2024	Hordos Insurance Brokers Inc.			
Sept		530-260-100 - TS - Insurance/Vi	Reg & Rnwl -536 KBN/Cher	1,299.72	
		510-230-100 - GG - Cont. - Insu	Reg & Rnwl - 845 FCA/Frei	802.24	2,101.96
092024-004	09/18/2024	Trade Inn			
Aug		530-410-100 - TS - Shop Suppli	Pole Pruner Rplcmt Blades	47.73	
		110-340-110 - GST Receivable	Both Tax Code	2.25	
		900-110-110 - GST Paid	Both Tax Code	2.25 NL	49.98
				Total Credit Card:	2,151.94
				Total CC:	2,151.94

**Village of Buena Vista**  
**List of Accounts**  
Batch: 2024-00072 to 2024-00075

Bank Code - OB - OB - Online Banking

**ONLINE BANKING**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
092024-004 September	09/18/2024	SaskEnergy			
		530-300-110 - TS - Workshop - I	Shop Energy - Sept	55.07	
		530-300-110 - TS - Workshop - I	Office Energy - Sept	40.08	
		110-340-110 - GST Receivable -	GST Tax Code	4.76	
		900-110-110 - GST Paid	GST Tax Code	4.76 NL	99.91
092024-005 September	09/18/2024	SaskPower			
		510-300-120 - GG - Office - Pow	Office Power - Sept	168.01	
		530-300-120 - TS - Workshop - I	Shop Power - Sept	107.70	
		530-310-200 - TS - Power - Edg	Edgewood Power - Sept	93.26	
		570-340-110 - R&C - Utility - Po	Concession Power - Sept	169.70	
		580-300-170 - UT - Power - Boo	Booster Station Power - Se	208.08	
		580-300-180 - UT - Power - WT	WTP Power - Sept	1,814.73	
		110-340-110 - GST Receivable -	Both Tax Code	35.33	
		900-110-110 - GST Paid	Both Tax Code	35.33 NL	
		110-340-110 - GST Receivable -	GST Tax Code	90.73	
		900-110-110 - GST Paid	GST Tax Code	90.73 NL	2,687.54
092024-006 September	09/18/2024	SaskTel			
		510-300-155 - GG - Office Secu	Office Security - Sept	29.95	
		510-300-140 - GG - Office - Tele	Office Phone - Sept	276.63	
		580-300-195 - UT - Telephone/	WTP Internet - Sept	55.90	
		580-300-195 - UT - Telephone/	WTP Phone - Sept	54.26	
		510-300-140 - GG - Office - Tele	Office Fax - Sept	42.63	
		530-300-130 - TS - Workshop -	Shop Phone - Sept	77.91	
		110-340-110 - GST Receivable -	Both Tax Code	25.34	
		900-110-110 - GST Paid	Both Tax Code	25.34 NL	562.62
Total Online Banking:					3,350.07

Total OB: 3,350.07  
Grand Total: 39,663.63

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator

***Deposit Register***Pay group : **004 (CAO & Assistant)**Pay period : **17 (01Sep2024 to 15Sep2024)**Cheque date : **13Sep2024**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	13Sep2024	026	Guillemin, Karen	002	849.03
00000002	13Sep2024	040	Pollock, Melissa D.	001	2104.39
00000003	13Sep2024	047	McConnell, Catherine M.	002	1635.61

**Pay Group Totals :**

Number of Deposits:3

Total Amount of Deposits:4589.03

***Deposit Register***Pay group : **002 (Public Works)**Pay period : **19 (01Sep2024 to 14Sep2024)**Cheque date : **20Sep2024**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	20Sep2024	020	Neudeck, Joel	003	2532.35
00000002	20Sep2024	024	Warawa, Lorne D	004	1832.28
00000003	20Sep2024	046	Thompson, Philip	004	1533.63

**Pay Group Totals :**

Number of Deposits: 3

Total Amount of Deposits: 5898.26



## **STAFF REPORT TO COUNCIL Administration**

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**Melissa Pollock, Acting Chief Administrative Officer**

**September 7 - 20, 2024**

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### **Updates:**

- Received response from Sask Municipal Board (SMB) about sewer rates

### **Completed work this period:**

- Title of properties transferred for tax title properties purchased on Little Grand
- CAO completed Oath of Election Official as Returning Officer
- Election preparation – Election Appointment & Declaration forms completed for election official positions, etc.
- Set up annual meeting with RBC
- Submitted Canada Summer Jobs Payment Claim & Activity Report (approval received & payment to follow soon)
- Bank deposit
- ROE completed for temporary position
- Organizing/assigning of duties, meetings, etc. with Public Works
- Filing project (transitioning civic address files to roll file system – culling files for improperly filed material/housekeeping of files)
- Planning/organizing with PW on curbstops project
- Worked with Regina Beach CAO to get IMUC agreements updated – went through made suggestions/changes and drafted the revisions and sent back. Should be getting these out to the rest of IMUC to review soon. Then we will be ready to sign.
- Drafted Waste Management and Cemetery agreements and sent to Regina Beach CAO
- SUMAssure webinar (history & methodology of the SUMAssure premiums & outline of factors that will now become part of our future rates)
- Registered Damon for Ground Disturbance and OH&S Level 1 training; and Cate & Melissa for OH&S Level (free training, online & work at your own pace)

### **Work Priority this week:**

- Call for Nomination posted
- 2025 Maintenance Requests to SAMA
- Create 'New Council Package' for each new Councillor & Mayor
- Rezoning application
- Staff sync-up to go over new policies



## **STAFF REPORT TO COUNCIL Administration**

### **Work Planning for this month & Upcoming Months:**

- Records Retention
- Filing Project – working on optimizing the filing system for increased efficiencies
- Bylaw updates drafted – Water, Fire, etc.
- Policies & Health & Safety Program

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





## STAFF REPORT TO COUNCIL

### Public Works

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Melissa Pollock, Acting Chief Administrative Officer  
September 7 - 20 , 2024

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#### Updates:

- Temporary position ended – down to 2 employees
- Staff vacation
- Sander
- Contacted JRA for cutting ditches – was going to check schedule & get back with a timeframe
- Training – OH&S Level 1 and Ground Disturbance (both Free & done online at own pace)

#### Completed work this period:

- Graded Village roads & landfill road
- Seasonal water turn offs
- Water turned off at beach bathroom / closed up & winterized / sprinklers blown out
- Office sprinklers blown out & shut off
- Ditching & culvert cleaning – biggest problem areas completed
- Chlorine pick up
- Loraas bin picked up from shop yard clean
- Collected quotes for putting on metal roof on Booster Station & Rink Shack
- Trees knocked down from wind on Grand cleaned up
- Printer & email fixed at WTP
- 3 curbstops repairs scheduled - TBD
- SWWA (Saskatchewan Water & Wastewater Association) Conference & Tradeshow and hotel room booked for Joel to attend Nov 6-8 in Saskatoon – *This is a training & educational opportunity for water operators. Attendees are eligible to earn 1.2 CEU if they attend & meet all the requirements. Water & Wastewater Operator certificates are to be renewed every 2 years & in order to renew an Operator needs to obtain no less than 1.0 Continuing Education Units (CEU) during the 2 year renewal period.*

#### Water/Wells/Sewer Updates:

- Locating/Mapping curbstops project
- CAO went onsite to gain knowledge on Edgewood sewer, Booster Station and drainage
- Municipal Utilities annual Sewage Lift Station Assessment & Cleaning – new agreement signed for 3-year annual cleaning of sewer station (copy attached)



## **STAFF REPORT TO COUNCIL**

### **Public Works**

#### **Work Priority this week:**

- Removing buoys & platform at beach
- New part for traffic sign arrived – appointment scheduled for 23<sup>rd</sup> with Traffic Logix to help with installation/set up
- Fire hydrant flushing & lowering water tower October 2 & 3

#### **Work Planning for this month & upcoming months:**

- Complete Ditching/Culverts/Drainage
- Register Damon for Class 1 Wastewater Collection & Treatment
- Curbstop Project - ongoing
- Drainage on 800 block Grand Ave/Woodland Ave & 16<sup>th</sup> St (RB)
- Tree trimming along roadsides & around rink shack roof
- Hydrant Flushing
- New Fire Hydrant installed & two raised
- Finish shop yard clean once metal bin arrives
- Well house fence
- Municipal Utilities annual Sewage Lift Station Assessment & Cleaning

*In addition to the above, keep in mind that all staff have routine, day-to-day activities such as daily water testing, well testing, booster station, 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.*



# Municipal Utilities

*Your Water and Sewer Asset Management Specialists*

Box 360, Craven, Saskatchewan, S0G 0W0

Phone: 306-530-3141 Facsimile: 306-731-2945

Email: [hello@municipalutilities.ca](mailto:hello@municipalutilities.ca)

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September 12, 2024

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

**Att:** Mayor and Council

## **RE: Sewage Lift Station (SLS) Assessment & Cleaning**

We are pleased to provide the following Proposal of **\$5,550.00**, plus applicable taxes for one complete service of your sewer lifts, or guaranteed pricing of **\$5,550.00**, plus applicable taxes for a three-year contract for the assessment and cleanings for the Village of Buena Vista.

In addition to the above price, we have included the following price of **\$1,500.00** plus applicable taxes for the installation of the bottom section of the access ladder as noted in the most recent SLS Assessment report.

### Our price includes:

1. Supply of the Hydro-vac to clean the Lift Sump.
2. Lowering a worker into the Lift Sump and Pressure Washing the Debris/Sludge and Vacuuming out via Hydro-vac.
3. Inspection of the Pipe-works, Pumps, and Valves in the Sump Pit.
4. Oil will be inspected and changed in the Pumps if required.
5. Functionality of the Control Panel and Pumps will be assessed.
6. A written report will follow, outlining all details and recommendations from the assessment.

### Our price does not include:

1. Extra costs will be incurred if there are any parts required to repair any necessary defects of the pumps, piping and overall facility.
2. Additional costs incurred for more than one-hour of cleaning of the lift sump due to excessive buildup, high water/sewage levels, high levels of H2S Gases and or any other delays caused by unforeseen circumstances.
3. Any sewage disposal fees.
4. Any electrical connections or modifications.



# Municipal Utilities

*Your Water and Sewer Asset Management Specialists*

Comments: All work is subject to a written approval/notice to proceed.

Validity: This quote is valid for thirty (30) days.

Thank you for the opportunity to quote,

Andre Gauthier  
General Manager



# Municipal Utilities

*Your Water and Sewer Asset Management Specialists*

**Service Agreement Between:**

**Municipal Utilities Central Ltd. (MUCL)**

**And**

**Village of Buena Vista**

**This agreement acknowledges the acceptance that MUCL will provide the following services as outlined in MUCL quotation dated September 12, 2024:**

**(Check option that applies)**

☐ **Lift station assessment/service with cleaning - One-year contract at the rate of \$5,550.00 (plus applicable taxes)**

☒ **Lift station assessment/service with cleaning - Three-year contract at the rate of \$5,550.00 per year (plus applicable taxes)**

**Authorized Signature For:**

**The: Village of Buena Vista**

  
Signature

  
Title

**Municipal Utilities Central Ltd.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

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

Further to our quote, we hereby outline the financial aspects and the safety and health concerns supporting the required investments in maintaining your lift stations as we have recommended.

Sewage Lift Pumps are designed to discharge to the lagoon the majority of solids carried in the waste water to the station. Larger pieces cannot be pumped. An annual manual cleaning of the sump takes care of the removal of the larger pieces. Any solids/sludge left in the station for an extended period of time decompose and develop dangerous levels of H<sub>2</sub>S gas in the station. Added to the danger of working in air contaminated with high levels of poisonous H<sub>2</sub>S gasses is the unnecessary degree of corrosion of all metals and electrical controls in stations along with sometimes the concrete chambers themselves.

Common errors in maintaining lift stations involve the dispatching of hydro or septic vac trucks alone to clean lift station sumps. Hydro Vac operators do not enter into lift station sumps to clean the debris found lodged under platforms and hard to reach spots behind pipes in the sump pit. They would need Confined Space Entry training and equipment to be able to provide that level of service. They simply lower the vac hose in from the surface hatch located at least 20 feet from the bottom and claim that they can vac out in all areas of the sump floor, all the while full sewage flows from the community sewage collection system is flowing into the chamber faster than the vac truck can pull fluid out. We see that this is an all-too-common misrepresentation and a waste of money on the community's part. There is absolutely no way for anyone to verify if the job is being performed properly during the attempted cleaning operation, nor after, unless the station is actually plugged off from inflows and the bottom is emptied of sewage water.

The only way to thoroughly clean a lift station sump is for a person to enter and stand right on the bottom floor of the sump pit to direct a pressure washing wand and a hydro vac hose all around to remove all debris.

The work involved in removing sludge and debris from the bottom of a lift station becomes much more hazardous and expensive if debris has not been thoroughly cleaned out and has been allowed to collect in areas of the bottom of the sump for too long where decaying organics release high levels of poisonous H<sub>2</sub>S gasses. If those gas levels are too high, the work required to clean a station is extended as men and equipment wait while additional time is required to ventilate the area to permit a worker to safely reenter the sump.

We therefore recommend that consideration be put to avoiding spending money on hydrovac trucks that simply do not provide the degree of service that you are paying for and are expecting. We further recommend that this work be performed by our staff on an annual basis during the already scheduled inspections and assessments. The bottom discharge elbows along with the integrity of the bolts/anchors securing the discharge piping to the bottom can then be visually inspected along with the integrity of all of the lower pipe sections which facilitates a more thorough inspection and assessment by our staff. A more comprehensive inspection leads to recommendations on timely financial investments on maintenance and upgrades to keep the stations operating as efficiently as possible, all the while decreasing the number of occasions where accessing into those sump pits is required.

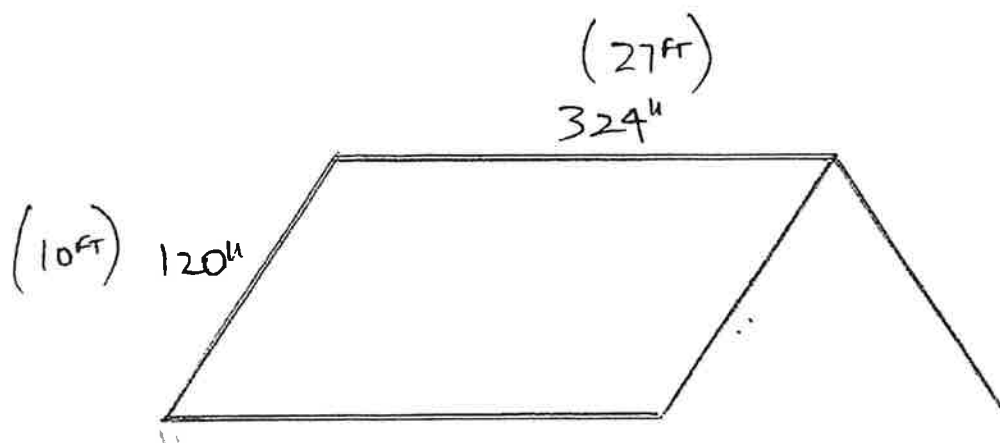
As we move forward through this time of heightened awareness of the need to limit workers exposures to viruses and toxic environments, establishing protocols to mitigate direct contact with raw sewage and gasses from sewage is becoming vitally important both from a personal health and safety perspective, but more importantly from a liability perspective for community administrations and for us as contractors who all need to continue to provide ongoing maintenance and service to these facilities.

Maintaining station pumps with valves and piping in the best possible working condition limits the requirement of staff and contractors having to enter the sump pits to address nuisance calls that could be avoided with the implementation of a more thorough and cost-effective maintenance program.

Respectfully,

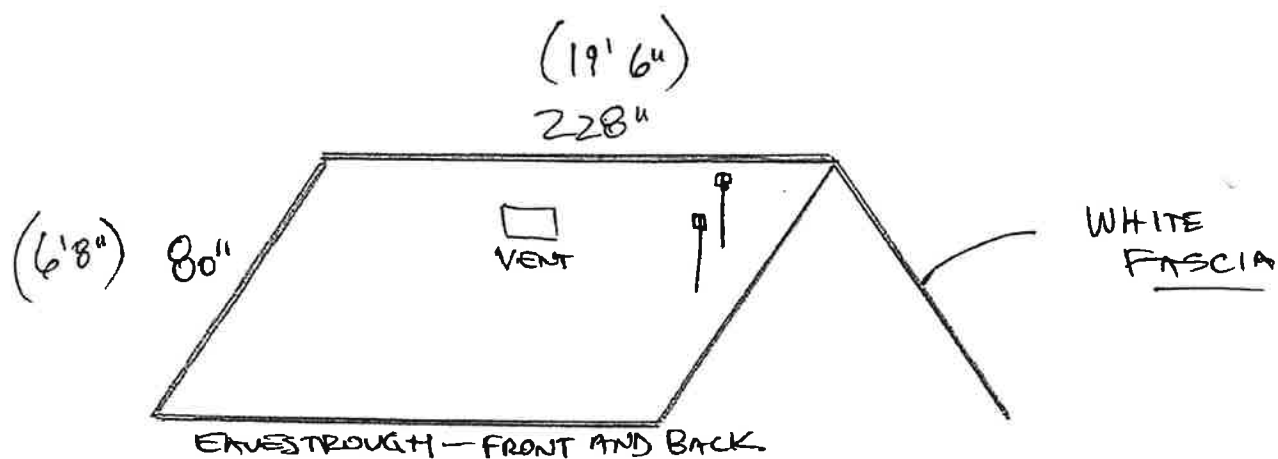
Andre Gauthier  
General Manager

## DOBSON SKATE SHACK



EXISTING FASCIA BUT NO DRIP EDGE OR TROUGH.  
(BROWN FASCIA)

## BOOSTER STATION



(TAN SIDING)

CHARCOAL FOR BOTH.





Quote No.: 7381  
Date: 07/08/2024  
Page: 1  
Ship Date:

**Ship To:**  
VILLAGE OF BUENA VISTA  
KAREN GUILLEMIN  
CANADA

[illegible]



Date:	September 12, 2024
Quote #:	Q24-028
Customer ID:	
Expiration Date:	Oct 12 2024

Buena Vista, SK

[illegible]

Subtotal	9,120.00
GST 5%	456.00
PST 6%	547.20
Total	<b>\$10,123.20</b>

PO Box 264, 591 MacMurchy Ave, Regina Beach, SK S0G 4C0 306-535-5258 [allanglesconstruction@sasktel.net](mailto:allanglesconstruction@sasktel.net)



# AYE SERVICES LTD.

Commercial & Residential -Construction ,Remodelling

Sept 18-2024

To Melissa Pollock

Here is the quote that we discussed over the phone today for the sheds for the Village of Buena Vista .

For the first one 27 by 10 feet . This includes leaving shingles on and strapping over existing shingles and then putting on 9-36 profile 29 gauge metal from arm river colony. This includes trim , steel and labour for what was given with the measurement that was send to me ..

4034.00 plus taxes

---

Second shed 19.6\*6.8

This includes the same as the first shed

2479 .00 plus taxes

This Quote is for 2 weeks

Aye services Ltd  
1639 fleet St  
Regina Sask  
S4N 5S2  
306 201 9598 cell





471061

FIBERCLAD INSULATION + CONST.

P.O BOX 439 REGINA BEACH

DARREN WEICHEL 306-537-4785

GREG POLLOCK 306-531-9602

DATE

SEPT. 19/24

TAX REG. NO.

N° DE TAXE

SOLD TO  
VENDU A

VILLAGE OF BUENA VISTA

SHIP TO  
EXPÉDIER A

RINK SHACK

ADDRESS  
ADRESSE

1050 GRAND AVE

ADDRESS  
ADRESSE

BOOSTER STATION

306-729-4385

CUSTOMER'S ORDER  
COMMANDE DU CLIENTSOLD BY  
VENDU PARTERMS  
CONDITIONS

QUOTE

FOB  
FAB

VIA

QUANTITY  
QUANTITE

DESCRIPTION

AMOUNT  
MONTANTPRICE  
PRIXUNIT  
UNITÉ

- REMOVE SHINGLES &amp; HAUL AWAY

- REPLACE 2' OF PLYWOOD BOTH

SIDES OF RINK SHACK

- INSTALL SYNTHETIC ROOF UNDERLAY

- INSTALL STRAPPING &amp; METAL PACKAGE

\* VILLAGE TO SUPPLY WOOD STRAPPING  
& METAL PACKAGETVH/HST  
TPS/GST

PST/TPP

TOTAL

\$4,023.75

\$201.15

\$4,223.90

STAPLES 518

FACTURE

PROVISTA DEVELOPMENTS CORPORATION INC.  
280 6 Street  
Buena Vista SK S2V 1B1  
+13067370581  
provistaadmin@sasktel.net  
GST Registration No.: 807369665RT0001

Estimate

ADDRESS Village of Buena Vista 2 SHIP TO Village of Buena Vista 2 ESTIMATE # 1185 DATE 20-09-2024

ACTIVITY	QTY	RATE	TAX	AMOUNT
Remove all soffit/fascia/eaves from ice shack. Install new soffit/fascia/eaves/down spout/ and new steel roof in Charcoal gray and trims. Install new steel roof on pump house in charcoal gray complete with trims. Pick up all supplies Disposal of all waste. Supply/Install	1	10,568.73	S	10,568.73

SUBTOTAL	10,568.73
GST @ 5%	528.44
PST (SK) @ 6%	634.12
TOTAL	\$11,731.29

TAX SUMMARY

RATE	TAX	NET
GST @ 5%	528.44	10,568.73
PST (SK) @ 6%	634.12	10,568.73

Accepted By

Accepted Date





## STAFF REPORT TO COUNCIL General Election Official Rates

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Prepared by: Melissa Pollock, Acting Chief Administrative Officer

Date: September 24, 2024

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### **PREAMBLE:**

As per Section 52 of *The Local Government Election Act, 2015*, a Council shall set the remuneration to be paid to election officials acting with respect to an election.

### **INFORMATION:**

For the last election, Council set the Deputy Returning Officer (DRO) rate of \$350 and Poll Clerk rate at \$225.

### **RECOMMENDATION:**

THAT Council approve the remuneration rates for election officials as follows:

- That the Returning Officer (RO), Deputy Returning Officer (DRO) and Poll Clerk are paid based on their regular rates for the Advance Poll and Election Day.

Good Afternoon!

Hard to believe that we are in September!

STARS was built by the community for the community, and with more than \$10 million to fundraise each year, we continue to rely on community support to stay operational. As we know it is a volunteer levy donation, allies like you have always been in our corner, and today we are once again asking for your financial contribution to continue to build a strong foundation for STARS. When you support STARS, you ride along with us on every mission.

Since 2012, we've carried out more than 10,000 missions in Saskatchewan currently averaging 3 missions a day from our Saskatoon & Regina bases. In our last fiscal year, we flew 1025 missions in Saskatchewan alone. Not only have we reached a historic number of patients over the last few years, but we also introduced several new life saving initiatives.

I have attached our mission statement for our last fiscal year, our year in review & our spring horizon newsletter that shows what is new in our STARS world.

If want to make a donation you can send it to:

STARS

Nutrien Hangar, 2475 Airport Road

Saskatoon, SK S7L 1M4

If your community has already made a donation we can't thank you enough for this amazing support!

If you have any questions or are looking for a presentation to learn more about STARS, please feel free to contact me at 306-659-1507.

Thanks,

Shari

**Shari Lemon**

Donor Relations & Development Officer, SK Foundation  
STARS

[slemon@stars.ca](mailto:slemon@stars.ca)

t: 306-659-1507 | c: 306-514-0049

**STARS operates in the spirit of truth and reconciliation, acknowledging our Alberta, Saskatchewan and Manitoba bases are located on tradition territory of First Nation and Metis people, including those in Treaties 1, 4, 6, 7 and 8.**



Royal Canadian Legion  
Lumsden Branch #234  
Box 121  
Lumsden, Sask  
S0G-3C0

RECEIVED  
SEP 09 2024

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



Mayor and Council:

**Poppy Campaign 2024**

I would like to take this opportunity to thank the Village of Buena Vista for supporting the Legion over the past years by the purchase of a Wreath for display during our annual Poppy Campaign and the Poppy containers that your office allows us to put out during this time. Funds raised from the sale of the Wreaths and through the donations given by the public during the campaign allow the Legion to continue to support ongoing care to veterans in our community as well as youth and other community activities.

It is our hope that we can solicit the Village to once again purchase a Wreath from the Legion to display during the period of the campaign in November for a cost of \$55.00. Your continued support is greatly appreciated.

Respectfully Yours

Chris Valgardson

Lumsden Branch #234  
Royal Canadian Legion  
306-527-3903

*Our mission is to serve Veterans, which includes serving military and RCMP members and their families; to promote Remembrance; and to serve our communities and our country.*

## Melissa Pollock

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**From:** Canada Community-Building Fund GR  
**Sent:** August 26, 2024 1:29 PM  
**To:** Melissa Pollock  
**Subject:** NEW CCBF Municipal Funding Agreement – Submit by November 1, 2024 - Village of Buena Vista  
**Attachments:** CCBF Municipal Funding Agreement 2024.pdf; CCBF-Allocations-2024-25-to-2028-29 VI update.pdf  
**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged  
**Categories:** Council Item

Good day,

The Ministry of Government Relations is pleased to be administering the Canada Community-Building Fund (CCBF), formerly Gas Tax Fund, on behalf of the Federal Ministry of Housing, Infrastructure and Communities Canada for another 10 years! The joint federal-provincial announcement was made on August 22, 2024.

(<https://www.saskatchewan.ca/government/news-and-media/2024/august/22/governments-of-canada-and-saskatchewan-announce-the-renewal-of-the-canada-community-building-canada>)

Attached for your review and consideration is a new Municipal Funding Agreement. This 10-year agreement follows the Municipal Gas Tax Fund Agreement that expired on March 31, 2024, and is effective from April 1, 2024, until March 31, 2034.

Similar to previous agreements, this conditional grant funding is calculated on a per capita basis for eligible municipalities. Estimated municipal allocations for the first five years (2024-25 to 2028-29) are based on 2021 census data and can be found on [saskatchewan.ca](https://www.saskatchewan.ca/government/municipal-administration/funding-finances-and-asset-management/funding/canada-community-building-fund/about-the-canada-community-building-fund) (<https://www.saskatchewan.ca/government/municipal-administration/funding-finances-and-asset-management/funding/canada-community-building-fund/about-the-canada-community-building-fund>)

CCBF renewal is the first federal infrastructure agreement to tie access to federal infrastructure funding to actions by provinces, territories, and municipalities to increase housing supply and affordability. A Statement of Priorities letter will be sent to Saskatchewan every year to set out the federal government's expectations respecting housing outcomes. This will be communicated to your municipality if applicable.

With the renewal of the CCBF program, the most significant changes are:

- Municipalities with a per capita calculation of less, will receive a minimum of \$2,000 annually;
- Municipalities with 2021 census populations of 30,000 and greater will have additional mandatory housing-related reporting requirements; and
- The associated Municipal Compliance Strategy has been revised. Information can be found on [saskatchewan.ca](https://www.saskatchewan.ca)

(<https://www.saskatchewan.ca/government/municipal-administration/funding-finances-and-asset-management/funding/canada-community-building-fund/municipal-compliance>)

Please review the agreement closely and let us know if you have any questions. This agreement supersedes all previous municipal agreements, is the same for all municipalities and non-negotiable. Your municipality's participation is not mandatory but encouraged. Municipalities previously removed from the program can re-enter.

If your municipality is agreeable to the terms and conditions, you are encouraged to sign and return your agreement to [ccbfprogram@gov.sk.ca](mailto:ccbfprogram@gov.sk.ca) no later than **November 1, 2024**. Please note that once signed and processed, your first 2024-25 installment payment will follow as soon as possible, in accordance with the provincial election writ period parameters and if the Municipal Compliance Strategy criteria are met. Should your signed and returned agreement be received during the provincial election campaign, your agreement and the first installment payment will be processed and sent shortly after the provincial election. Any outstanding compliance criteria will be communicated to specific municipalities to assist with timely resolution. A dually signed version will be returned for your records.

The CCBF program delivery team looks forward to continuing to work with your municipality to meet program criteria in order to receive funding to help build and revitalize public municipal infrastructure projects!

Ministry of Government Relations  
Municipal Infrastructure and Finance  
500 – 1855 Victoria Avenue  
Regina, Canada S4P 3T2  
Tel 306-787-8912  
[ccbfprogram@gov.sk.ca](mailto:ccbfprogram@gov.sk.ca)

**Saskatchewan!** 

[Twitter](#) | [LinkedIn](#) | [Facebook](#) | [YouTube](#)

**CONFIDENTIALITY NOTICE:**

*This email (and any attachment) was intended for a specific recipient(s). It may contain information that is privileged, confidential or exempt from disclosure. Any privilege that exists is not waived. If you are not the intended recipient, do not copy or distribute it to another person or use it for any other purpose. Please delete it and advise me by return email or telephone. Thank you.*



**MUNICIPAL FUNDING AGREEMENT  
UNDER THE CANADA COMMUNITY-BUILDING FUND PROGRAM**

made as of the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

**BETWEEN:**        **HIS MAJESTY THE KING IN RIGHT OF SASKATCHEWAN**, as represented by the Minister of Government Relations ("Saskatchewan")

**AND:**            **Village of Buena Vista**  
in the Province of Saskatchewan ("Participating Municipality")

individually referred to as a "Party" and collectively referred to as the "Parties."

**WHEREAS HIS MAJESTY THE KING IN RIGHT OF CANADA**, as represented by the Minister of Housing, Infrastructure and Communities Canada ("Canada"), and Saskatchewan entered into an Administrative Agreement respecting the roles and responsibilities of Canada and Saskatchewan for the administration of the Canada Community-Building Fund (CCBF) effective **April 1, 2024** (the "Administrative Agreement"); and

**WHEREAS** Saskatchewan has agreed to administer the Administrative Agreement on behalf of Canada and allocate to Ultimate Recipients any CCBF funding that may be transferred by Canada to Saskatchewan for the purposes described in the Administrative Agreement; and

**WHEREAS** any CCBF funding allocated to Ultimate Recipients will help Saskatchewan communities build and revitalize their public municipal infrastructure by supporting the national objectives of productivity and economic growth, a clean environment, and strong cities and communities; and

**WHEREAS** Canada and Saskatchewan are committed to working collaboratively to address the national priority of increasing the supply of housing as well as the availability of Affordable Housing. Saskatchewan will work with Ultimate Recipients to leverage the CCBF to address housing pressures relating to infrastructure needs; and

**THEREFORE**, the Parties agree as follows:

- 4.5 Nothing in this MFA is to be construed as authorizing one Party to contract for or to incur any obligation on behalf of the other or to act as an agent for the other. Nothing in this MFA is to be construed as authorizing the Participating Municipality or any Third Party to contract for or to incur any obligation on behalf of either Party or to act as an agent for either Saskatchewan or the Participating Municipality.
- 4.6 This MFA is subject to *The Freedom of Information and Protection of Privacy Act* and *The Local Authority Freedom of Information and Protection of Privacy Act*.
- 4.7 The Parties agree to give this MFA a fair and reasonable interpretation and, when required, to negotiate with fairness and candour any modifications or alterations thereof for the purpose of carrying out the intent of the MFA or for rectifying any omission in any of these provisions.
- 4.8 If there is a conflict between this MFA and the Administrative Agreement, the provisions of the Administrative Agreement will apply.

## **5. DURATION, TERMINATION, AMENDMENT, AND DEFAULT**

- 5.1 This MFA will be effective as of April 1, 2024, and will be in effect until March 31, 2034, unless Saskatchewan and the Participating Municipality agree to renew it. In the event where the MFA is not renewed, any CCBF funding, Unspent Funds, and/or any interest earned thereon held by the Participating Municipality that have not been expended on Eligible Projects as of March 31, 2034, will nevertheless continue to be subject to this MFA until such time as may be determined by Saskatchewan and the Participating Municipality.
- 5.2 This MFA may be amended at any time in writing as agreed to by Saskatchewan and the Participating Municipality.
- 5.3 This MFA may be terminated at any time and for any reason by either Saskatchewan or the Participating Municipality with two (2) years' written notice. In the event where this MFA is so terminated, any CCBF funding, Unspent Funds, and/or any interest earned thereon held by Saskatchewan or the Participating Municipality that have not been expended on Eligible Projects as of the date of termination, will nevertheless continue to be subject to this MFA until such time as may be determined by Saskatchewan and the Participating Municipality.
- 5.4 Saskatchewan will not declare an Event of Default has occurred unless it has given notice in writing to the Participating Municipality of the occurrence which, in the opinion of Saskatchewan, constitutes an Event of Default. For clarity, a notice in writing by Saskatchewan to the Participating Municipality stating that an occurrence constitutes, in the opinion of Saskatchewan, an Event of Default, will represent a notice of default.
- 5.5 The Participating Municipality shall, within 30 days of receipt of the notice of default, either correct the condition that has led to the serving of such notice or demonstrate to the satisfaction of Saskatchewan that it has taken such steps as are necessary to correct the said

- (c) sent by electronic mail;
- (d) prepaid to the address as given in this MFA.

6.2 Any notice or communication required or permitted by this MFA to Saskatchewan shall be provided to:

Canada Community Building Fund and Financial Management Unit  
Municipal Infrastructure and Finance Branch  
Ministry of Government Relations  
5<sup>th</sup> Floor – 1855 Victoria Avenue  
REGINA SK S4P 3T2  
Phone: 306-787-8912  
Email: [ccbfprogram@gov.sk.ca](mailto:ccbfprogram@gov.sk.ca)

or to such other address, or email address as Saskatchewan may, from time to time, designate in writing.

6.3 Any notice or communication required or permitted by this MFA to be made to the Participating Municipality shall be provided to:

Village of Buena Vista  
1050 Grand Avenue  
BUENA VISTA SK S2V 1A2  
Phone: 306-729-4385  
Email: [cao@buenavista.ca](mailto:cao@buenavista.ca)

or to such other address, or email address as the Participating Municipality may, from time to time, designate in writing.

## ANNEX A - DEFINITIONS

**“Affordable Housing”** means a dwelling unit where the cost of shelter, including rent and utilities, is a maximum of 30 per cent of before-tax household income. The household income is defined as 80 per cent or less of the Area Median Household Income (AMHI) for the metropolitan area or rural region of the Participating Municipality.

**“Administrative Agreement”** means the Canada-Saskatchewan Agreement on the CCBF which sets out the roles and responsibilities of Canada and Saskatchewan for the administration of the CCBF in Saskatchewan, including attached Annexes and Schedules.

**“Asset Management”** is a principle/practice that includes planning processes, approaches, plans, or related documents that support an integrated lifecycle approach to the effective stewardship of infrastructure assets to maximize benefits and effectively manage risk.

Asset Management plans can include:

- an inventory of assets;
- the condition of infrastructure;
- level of service or risk assessment;
- a cost analysis;
- community priority setting;
- financial planning.

**“Canada”** means the Government of Canada, as represented by the Minister of Housing, Infrastructure and Communities Canada.

**“Canada Community-Building Fund” (CCBF)** means the program established under section 161 of the *Keeping Canada’s Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act, No. 1*, S.C. 2013, c. 33, as the Gas Tax Fund and renamed the CCBF in section 199 of *Budget Implementation Act, 2021, No. 1*.

**“Contract”** means an agreement between an Ultimate Recipient and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.

**“Capital Plan”** means a plan approved by the Municipal Council which describes anticipated investments in capital assets by a Municipality over a five-year period, along with a rationale for the selection of these investments.

**“Core Housing Need”** means a household living in an unsuitable, inadequate, or unaffordable dwelling and which cannot afford alternative housing in their community.

**“Eligible Expenditures”** means those expenditures described as eligible in Schedule C (Eligible and Ineligible Expenditures).

Reporting) and Schedule G (Housing Reporting) for Saskatchewan to prepare a consolidated housing report to Canada according to the Administrative Agreement.

**“Ineligible Expenditures”** means those expenditures described as ineligible in Schedule C (Eligible and Ineligible Expenditures).

**“Infrastructure”** means municipal or regional, publicly or privately owned tangible capital assets in Saskatchewan primarily for public use or benefit.

**“Infrastructure Investment Plan” (IIP)** means a plan submitted by the Municipality to Saskatchewan which includes but is not limited to a description of the Eligible Project for which the Municipality intends to use its CCBF funding, and the outcomes and benefits the Municipality expects to achieve as a result of this Eligible Project.

**“Municipal Annual Expenditure Report” (MAER)** means the duly completed annual report to be prepared and delivered by the Municipality to Saskatchewan as described in Schedule D (Program Reporting).

**“Municipal Compliance Strategy”** means the strategy agreed to and implemented by the Oversight Committee to ensure that Ultimate Recipients comply with the applicable terms and conditions set out in this MFA. The intention of the strategy is to:

- ensure fair treatment of all Ultimate Recipients;
- ensure an appropriate level of accountability;
- ensure Ultimate Recipients have sufficient time to understand applicable terms and conditions; and
- mitigate any unnecessary risk to the CCBF.

**“Municipality”** means a Municipality as defined in *The Legislation Act* (Saskatchewan), or any equivalent successor legislation and includes the Saskatchewan portion of the City of Lloydminster, and the City of Flin Flon, Manitoba for the boundary area as defined in *The Flin Flon Extension of Boundaries Act, 1952* (Saskatchewan).

**“Oversight Committee”** means the committee established pursuant to the Administrative Agreement to monitor the overall implementation of the Administrative Agreement.

**“Previous Administrative Agreements”** means any agreements between Canada and Saskatchewan for the purposes of administering the Gas Tax Fund (GTF) or CCBF.

**“Previous Municipal Funding Agreements”** means any agreements entered into between Saskatchewan and the Municipality pursuant to Previous Administrative Agreements.

**“Statement of Priorities”** means a letter from Canada to Saskatchewan outlining expected housing actions by Saskatchewan as described in the Administrative Agreement.



## **ANNEX B - TERMS AND CONDITIONS**

### **1. ALLOCATION FORMULA**

- 1.1 Any CCBF funding that may be received by Saskatchewan from Canada will be distributed in accordance with the following formula:
- (a) Each Municipality will be allocated, on a conditional basis, shares of any CCBF funding received from Canada, by dividing the Municipality's 2021 Statistics Canada Census population by the total 2021 Census population for all Municipalities and multiplying the resulting quotient by each Fiscal Year Amount. Beginning with 2029-30, allocations for any CCBF funding received from Canada will be based on the 2026 Statistics Canada Census results. Notwithstanding the foregoing, if a Municipality's allocation resulting from the above-noted formula is less than \$2,000, the Municipality's allocation shall be set at \$2,000.
  - (b) The portion of Unspent Funds distributed or committed to a Municipality or other recipient under a Previous Municipal Funding Agreement may remain allocated to the respective Municipality or other recipient, subject to compliance with the terms and conditions of the MFA, as determined by the Oversight Committee, in accordance with the Municipal Compliance Strategy, and shall be used for the purposes of Eligible Projects.
- 1.2 Saskatchewan will maintain and keep updated a table detailing the Ultimate Recipients allocations and will make such table available at [Saskatchewan.ca](https://www.saskatchewan.ca).
- 1.3 If the allocation formula contained in the Administrative Agreement is changed in any way, Saskatchewan will advise the Participating Municipality of such change and effective upon the date of such notice the allocation formula in section 1.1 will be changed accordingly.

### **2. DELIVERY MECHANISM**

- 2.1 Payments to a Participating Municipality shall not be made unless Saskatchewan is in receipt of CCBF funding from Canada.
- 2.2 Saskatchewan will allocate any CCBF funding received from Canada to a Participating Municipality in accordance with this MFA and the Administrative Agreement. The distribution of CCBF funding to a Participating Municipality will be subject to the Participating Municipality meeting all significant terms and conditions of the MFA as determined by Saskatchewan.

## **SCHEDULE A – PARTICIPATING MUNICIPALITY REQUIREMENTS**

**The Participating Municipality agrees to all of the following:**

### **1. INFRASTRUCTURE INVESTMENT PLAN**

#### **1.1 The Participating Municipality must submit:**

- (a) at least one Infrastructure Investment Plan (IIP) by October 31, 2025, utilizing some or all of its allocations from 2024-25 to 2028-29 on Eligible Projects;
- (b) at least one IIP by October 31, 2030, utilizing some or all of its allocations from 2029-30 to 2033-34 on Eligible Projects

in a format, as determined by Saskatchewan, which includes the information consistent with the requirements of the Administrative Agreement. The Participating Municipality will be advised by Saskatchewan, in writing, of the approval of the IIP(s).

#### **1.2 When submitting an IIP, the Participating Municipality shall:**

- (a) establish the use of all or any of its estimated allocations, Unspent Funds, and interest earned thereon under a single IIP or under more than one IIP;
- (b) prioritize projects to address housing pressures identified in the Housing Needs Assessment (HNA), if such HNA is required according to section 7.1 or 7.2 of this Schedule, related to Infrastructure and capacity building pressures;
- (c) consider Gender Based Analysis Plus (GBA+) lenses when undertaking projects as prescribed by Canada in the Administrative Agreement.

#### **1.3 If the Participating Municipality does not have:**

- (a) by March 31, 2026, a signed MFA and an approved IIP in place that utilizes some or all of its allocations from 2024-25 to 2028-29; or
- (b) by March 31, 2031, an approved IIP in place that utilizes some or all of its allocations from 2029-30 to 2033-34,

Saskatchewan may redirect the Participating Municipality's allocation as per section 2.7(b) of Annex B (Terms and Conditions).

#### **1.4 The Participating Municipality shall not alter the scope of an IIP without the prior written consent of Saskatchewan.**

#### **1.5 The Participating Municipality shall inform Saskatchewan promptly in writing of any reduction in approved IIP(s) costs or of any additional financial assistance, including federal, provincial, municipal, or third party assistance, with respect to an approved IIP, and Saskatchewan shall have the right to adjust the amount of the funds applicable to that IIP to take into account the amount of any such additional assistance that is to be received.**

#### **4. RECORDS AND AUDIT**

- 4.1 The Participating Municipality must keep proper and accurate financial accounts and records with respect to all Eligible Projects for at least six (6) years after completion of the Eligible Project and, upon reasonable notice, make them available to Saskatchewan, Canada, or their designated representatives. They must also keep proper and accurate financial accounts and records that are related to this MFA and the use of CCBF funding, any interest earned thereon, and all other information and documentation relevant to the CCBF program for a period of at least six (6) years after the termination of this MFA.
- 4.2 The Participating Municipality must record, separately and distinctly, CCBF funding it receives from Saskatchewan in advance of the Participating Municipality paying Eligible Expenditures.
- 4.3 The Participating Municipality will allow Canada and Saskatchewan reasonable and timely access to all of its documentation, records, and financial accounts, and those of its respective agents or Third Parties, related to the use of CCBF funding and Unspent Funds, any interest earned thereon, and all other relevant information and documentation requested by Canada, Saskatchewan, or their designated representatives, for the purposes of audit, evaluation, and ensuring compliance with this MFA.
- 4.4 The Participating Municipality will provide, if requested by Saskatchewan, an audited report of expenditures on the IIP(s) or allow a representative from Saskatchewan or Canada access to its books and records so an audit can be undertaken.

#### **5. COMPLIANCE**

- 5.1 The Participating Municipality acknowledges that Saskatchewan may, without limiting any of the remedies available to Saskatchewan, withhold payment to be made to the Participating Municipality pursuant to this MFA, reduce any such payments to the Participating Municipality, or demand the return of any such payment and interest earned thereon, or part thereof, if the Participating Municipality does not comply with the terms and conditions of this MFA. Any payment and interest earned thereon, or part thereof demanded by Saskatchewan and not returned by the Participating Municipality shall be a debt due to Saskatchewan.
- 5.2 The Participating Municipality will comply with the Municipal Compliance Strategy as amended by the Oversight Committee from time to time.

#### **6. REPORTING**

- 6.1 The Participating Municipality must comply with all reporting requirements applicable to Municipalities outlined in Schedule D (Program Reporting).

by the Participating Municipality on Eligible Projects until all environmental assessment and legislative requirements have been met.

- 9.2 The Participating Municipality agrees that it is responsible for obtaining all permits, licenses, certificates, consents, and other approvals necessary for any Eligible Project, and will provide copies of such permits, licenses, certificates, consents, and other approvals to Saskatchewan upon request.
- 9.3 Without limiting the generality of section 9.1, the Participating Municipality is responsible for any disclosure required pursuant to any applicable environmental law or regulation, including, without limitation, the *Canadian Environmental Assessment Act, 2012* (Canada) and *The Environmental Assessment Act* (Saskatchewan), relating to or arising out of any project to which this MFA applies.
- 9.4 The Participating Municipality is responsible for complying with any mitigation measures required by any environmental assessment process and agrees that any failure to implement any required mitigation measure constitutes an Event of Default.
- 9.5 Without limiting the generality of section 9.1, the Participating Municipality is responsible to comply with, and to ensure that any Eligible Project complies with, all applicable labour and human rights legislation.
- 9.6 The Participating Municipality must ensure that, on any Eligible Project, the work shall be carried out in accordance with the rules, regulations, and laws governing such works and in accordance with the best general practices then current at the time of construction of the project.

## **10. OWNERSHIP**

- 10.1 The Participating Municipality must invest in Eligible Projects any revenue that is generated from the sale, lease, encumbrance, or other disposal of an asset resulting from an Eligible Project where such disposal takes place within five (5) years of the date of completion of the Eligible Project.

## **11. INDEMNITY AND LIABILITY**

- 11.1 In no event will Canada, Saskatchewan, or their respective ministers, officers, servants, employees, and agents, be liable to the Participating Municipality, its officers, servants, employees, or agents, or to any other person or entity, for any damages (including without limitation in contract, tort, negligence, or otherwise), including, without limitation:
  - (a) any injury to any person, including, without limitation, death, economic loss, or infringement of rights;
  - (b) any damage to, loss, or destruction of property of any person;

12.2 If the Participating Municipality must choose to utilize its employees and/or equipment for an Eligible Project, it must comply with the relevant requirements relating to Eligible Expenditures as outlined in Schedule C (Eligible and Ineligible Expenditures).

12.3 The Participating Municipality must include the following indemnification clauses in any Contracts to construct or supply materials for any Eligible Projects:

*"Indemnification"*

- *The Contractor will indemnify and save harmless each of Canada, Saskatchewan, the Participating Municipality, and their respective ministers, officers, servants, employees, and agents from and against all claims, liabilities, demands, loss, costs, damages, actions, suits, or other proceedings by whomsoever brought or prosecuted in any manner, including, without limitation, injury or death to any person, damage to or loss or destruction of any property, economic loss or infringement of rights caused by or arising directly or indirectly from:*

- a) the MFA between Saskatchewan and the Participating Municipality which is required pursuant to the Administrative Agreement between Canada and Saskatchewan;*
- b) the performance of a contract or the breach of any term or condition of it by the Contractor, its officers, servants, employees, or agents; or*
- c) any omission or other willful or negligent act of the Contractor, a third party, their respective employees, officers, servants, or agents."*

*"No Agency"*

- *The Contractor agrees that nothing in the MFA between Saskatchewan and the Participating Municipality, which is required pursuant to the Administrative Agreement between Canada and Saskatchewan, is to be construed as authorizing the Contractor or any third party to contract for or to incur any obligation on behalf of the Participating Municipality, Saskatchewan, or Canada or to act as agent for any of them."*

### **13. ASSET MANAGEMENT**

13.1 The Participating Municipality must continue to develop and implement Asset Management plans for the assets under the Participating Municipality's control and make use of such plans to inform community Infrastructure decision-making. The Participating Municipalities must also continue to work towards achieving the Asset Management goals as approved by the Oversight Committee Co-Chairs pursuant to Schedule F (Asset Management).

### **14. NO AGENCY, PARTNERSHIP, JOINT VENTURE**

## SCHEDULE B - ELIGIBLE PROJECT CATEGORIES

Eligible Projects include investments in Infrastructure for its construction, renewal, or material enhancement in the following categories (as defined in the current program terms and conditions):

1. Local roads and bridges – roads, bridges, and active transportation infrastructure
2. Highways – highway infrastructure
3. Short-sea shipping – infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean
4. Short-line rail – railway-related infrastructure for carriage of passengers or freight
5. Regional and local airports – airport-related infrastructure (excludes the National Airport System)
6. Broadband connectivity – infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities
7. Public transit – infrastructure that supports a shared passenger transport system which is available for public use
8. Drinking water – infrastructure that supports drinking water conservation, collection, treatment, and distribution systems
9. Wastewater – infrastructure that supports wastewater and storm water collection, treatment, and management systems
10. Solid waste – infrastructure that supports solid waste management systems including the collection, diversion, and disposal of recyclables, compostable materials, and garbage
11. Community energy systems – infrastructure that generates or increases the efficient usage of energy
12. Brownfield Redevelopment – remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes:
  - the construction of public infrastructure as identified in the context of any other category under the CCBF; and/or
  - the construction of municipal use public parks and publicly funded Affordable Housing

## **SCHEDULE C – ELIGIBLE AND INELIGIBLE EXPENDITURES**

### **1. ELIGIBLE EXPENDITURES**

- 1.1 Eligible Expenditures of the Ultimate Recipients will be limited to the following:
- (a) the expenditures associated with acquiring, planning, designing, constructing, or renovating a tangible capital asset, and any related debt financing charges specifically identified with that asset;
  - (b) the expenditures associated with completing significant maintenance activities beyond typical annual maintenance activities on tangible capital assets so as to ensure that these assets achieve the full length of the planned asset life;
  - (c) for the capacity building category only, the expenditures related to strengthening the ability of the Ultimate Recipient to improve local and regional planning, including capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments, and/or asset management plans. The expenditures could include developing and implementing:
    - i. studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
    - ii. studies, strategies, or systems related to housing or land use, including HNAs; and
    - iii. training directly related to asset management planning.
  - (d) the expenditures directly associated with joint federal communication activities and with federal project signage.
- 1.2 Employee and Equipment Costs: The incremental costs of the Ultimate Recipient's employees or leasing equipment may be included as Eligible Expenditures if the Ultimate Recipient complies with the policy for self-tendering, as established by Saskatchewan, which includes the following conditions:
- (a) the self-tendering is approved in advance and in writing by Saskatchewan;
  - (b) the Ultimate Recipient tenders the Eligible Project;
  - (c) the employee or equipment is engaged directly in respect of the work that would have been the subject of the Contract; and
  - (d) the Ultimate Recipient does not, under any circumstances, award the work to itself if it has not submitted the lowest valid tender as determined by industry standards.
- 1.3 Expenses of the Saskatchewan Urban Municipalities Association and/or the Saskatchewan Association of Rural Municipalities and/or New North-Saskatchewan Association of Northern Communities Services Inc. related to capacity building efforts, in accordance with the terms and conditions as approved by Saskatchewan and set out by agreement with said associations.

## **SCHEDULE D – PROGRAM REPORTING**

### **1. MUNICIPAL ANNUAL EXPENDITURE REPORT**

- 1.1 The Participating Municipality shall submit a Municipal Annual Expenditure Report (MAER) to Saskatchewan by March 31 of each year, consistent with the requirements of the Administrative Agreement, which may include, without limitation, the following:
- a) any information necessary for Saskatchewan to report to Canada as required under the Administrative Agreement; and
  - b) certification by the Municipality that it is in compliance with the terms and conditions of this MFA.

### **2. PROJECT-LEVEL HOUSING REPORT**

- 2.1 Each year, the Municipality, if applicable, shall provide to Saskatchewan a report on housing as outlined in Schedule G (Housing Reporting).
- 2.2 Supplementary reporting guidelines, with respect to the report on housing, will be issued by Canada and provided by Saskatchewan to the Municipality, if applicable.

### **3. ASSET MANAGEMENT REPORT**

- 3.1 A Municipality shall report on Asset Management to Saskatchewan, when requested.
- 3.2 Supplementary reporting guidelines with respect to Asset Management will be issued by Saskatchewan and provided to the Municipality.

### **4. CAPITAL PLAN**

- 4.1 A Municipality considered a city or with a population greater than 5,000 shall provide to Saskatchewan a five-year Capital Plan, beginning in 2025 for the years 2025 through 2029, and continuing on an annual basis.
- 4.2 The five-year Capital Plan is due annually on March 31. For example, the Capital Plan for 2025 to 2029 is due March 31, 2025.
- 4.3 Municipal population for this request is based on:
- a) 2021 Statistics Canada Census for five-year Capital Plans for the periods 2025 to 2029 and 2029 to 2033; and
  - b) 2026 Statistics Canada Census for five-year Capital Plans for the periods 2030 to 2034 and 2034 to 2038.



## **SCHEDULE E – COMMUNICATIONS PROTOCOL**

In support of the CCBF's transparency and accountability, the following communications protocol will apply to all communications activities undertaken regarding any CCBF funding and will apply to Saskatchewan, the Municipality, and other Ultimate Recipients. Communicating to Canadians on the use of CCBF funding is clearly linked with the joint accountability to Canadians. Compliance with this Communications Protocol will inform the timing and flow of any CCBF funding and is critical to meeting the joint commitment to transparency.

### **1. PURPOSE**

- 1.1 The provisions of this Communications Protocol apply to all communications activities related to any CCBF funding, including annual allocations and Eligible Projects funded under the Administrative Agreement and this MFA. Communications activities may include, but are not limited to, public or media events, news releases, reports, digital and social media products, project signs, digital signs, publications, success stories and vignettes, photo compilations, videos, advertising campaigns, awareness campaigns, editorials, awards programs, and multi-media products.
- 1.2 Failure by the Municipality to adhere to this Communications Protocol may affect the timing and flow of any CCBF funding that may be transferred by Canada to Saskatchewan and by Saskatchewan to the Municipality, respectively.

### **2. PROJECT SIGNAGE**

- 2.1 Unless otherwise approved by Canada, the Municipality will install a federal sign to recognize federal funding at Eligible Project site(s). Canada will provide the federal sign design, content, and installation guidelines and include them in the joint communications approach.
- 2.2 Where the Municipality decides to install a sign, a permanent plaque, or other suitable marker recognizing their contribution with respect to an Eligible Project, which has a CCBF contribution over \$100,000, it must recognize the federal contribution to the Eligible Project(s) and be approved by Canada.
- 2.3 The Municipality is responsible for the production and installation of Eligible Project signage, or as otherwise agreed upon.
- 2.4 The Municipality agrees to inform Saskatchewan of signage installations on a basis mutually agreed upon in the joint communications approach.

#### **4. PROGRAM COMMUNICATIONS**

- 4.1 Canada, Saskatchewan, and the Municipality may include messaging in their own communications products and activities about the CCBF.
- 4.2 The party undertaking these activities will provide the opportunity for the other parties to participate, where appropriate, and will recognize the funding of all contributors.
- 4.3 The conduct of all joint events and delivery of supporting communications materials that support program communications will follow the **Table of Precedence for Canada** (<https://www.canada.ca/en/canadian-heritage/services/protocol-guidelines-special-event/table-precedence-canada.html>).
- 4.4 Canada, Saskatchewan, and the Municipality agree that they will not unreasonably restrict the other parties from using, for their own purposes, public communications products related to the CCBF prepared by Canada, Saskatchewan, or the Municipality, or, if web-based, from linking to it.
- 4.5 Notwithstanding Section 3 of this Schedule, Canada retains the right to meet its obligations to communicate information to Canadians about the CCBF and the use of funding through communications products and activities.

#### **5. OPERATIONAL COMMUNICATIONS**

- 5.1 The Municipality is solely responsible for operational communications with respect to Eligible Projects, including but not limited to calls for tender, construction, and public safety notices. Operational communications as described above are not subject to the federal official language policy.
- 5.2 Canada does not need to be informed on operational communications. However, such products should include, where appropriate, the following statement, *"This project is funded in part by the Government of Canada"* or *"This project is funded by the Government of Canada,"* as applicable.
- 5.3 The Municipality will share information promptly with Saskatchewan should significant emerging media or stakeholder issues relating to an Eligible Project arise. Canada and Saskatchewan will advise the Municipality, when appropriate, about media inquiries received concerning an Eligible Project.

#### **6. COMMUNICATING SUCCESS STORIES**

- 6.1 Saskatchewan agrees to facilitate communications between Canada and the Municipality for the purposes of collaborating on communications activities and products, including but

## **SCHEDULE F – ASSET MANAGEMENT**

Saskatchewan acknowledges that the identification of best practices and prudent infrastructure management policies and procedures can strengthen both the province and its Municipalities. Recognizing the principle of local autonomy together with the vast range in Municipality sizes and capacity, Saskatchewan requires an approach that is determined and driven locally.

In principle, the broad and effective use of effective Infrastructure management policies and procedures can:

- maximize the effectiveness of public investment in municipal Infrastructure;
- improve the ability to anticipate Saskatchewan's municipal Infrastructure funding needs;
- improve the capacity for, and quality of, local decisions with respect to the acquisition, operation, and maintenance of municipal Infrastructure; and
- increase the useful life of municipal Infrastructure assets.

Given that each Municipality's progress to date on asset management planning practices has varied greatly, and overall significant work is required to ensure continued progress towards achievable goals, a tiered approach to the establishment of such goals is most effective in Saskatchewan. This tiered approach will reflect the local capacity of Municipalities and the current state of Asset Management planning in individual Municipalities, with more advanced goals set for larger communities.

The specific Asset Management planning goals will be developed in collaboration with the Oversight Committee and the municipal sector. Canada and Saskatchewan agree that the asset management goals and amendments thereto will be finalized and approved by the Oversight Committee Co-Chairs. The Municipality is required to continue to develop and/or implement an Asset Management plan culture and methodology throughout the term of the Administrative Agreement and this MFA, and work towards achieving the Asset Management goals as approved by the Oversight Committee Co-Chairs.

Saskatchewan and the Municipality agree that the measures contained in the Previous Administrative Agreements and Previous Municipal Agreements to create and foster a culture of asset management planning were effective in increasing the capacity of the diverse range of Municipalities in Saskatchewan to enhance their community's sustainability.

## 2.1 Housing Outcome Indicators

- For each of the projects reported in the Housing Report, the Municipality must report estimates of the following core housing outcome indicators:
  - the number of new housing Units Enabled (i.e., new housing units constructed or the capacity to increase housing starts resulting from CCBF infrastructure investment); and
  - the number of Affordable Housing Units Enabled (i.e., new Affordable Housing units constructed or the capacity to increase Affordable Housing starts resulting from CCBF infrastructure investment) or preserved (i.e., existing Affordable Housing units will be served by CCBF investment).

## 2.2 Housing Narrative in the CCBF Housing Outcomes Report

- The program-level housing narrative should outline how CCBF funding was used to address housing pressures related to public infrastructure needs over the reporting period by the Municipality as prescribed in section 1 of this Schedule. The housing outcomes should also link to identified needs in the Municipality's HNA once they have been developed.
- When reporting housing outcomes, the Municipality must include a narrative that provides an assessment of measures taken to improve housing outcomes through CCBF-funded Infrastructure projects. This narrative must include:
  - how the Municipality has prioritized specific Infrastructure investments that address a housing pressure (e.g., upgrading pipes to support densification rather than sprawl, or remediating a brownfield site that could then be used for Affordable Housing);
  - steps taken to preserve and/or increase the supply and mix of Affordable Housing (e.g., minimizing displacement, making land available for non-market housing, minimum affordability requirements for private developers); and
  - how the Municipality is utilizing CCBF funding to build local capacity for sound land use and development planning (e.g., through the capacity building category).
- When reporting housing outcomes, the Municipality must also answer the following questions:
  - how many or what percentage of projects from the Municipality's total CCBF project list of approved IIPs contribute to addressing a housing pressure related to public Infrastructure needs, including how many new housing units were enabled (as outlined in section 2.1 of this Schedule);
  - what percentage of total new housing Units Enabled or preserved are affordable as defined in Annex A; and
  - was the published HNA updated within the last 5 years?

## 3. ASSESSMENT OF HOUSING REPORTS AND COMPLIANCE

- Supplementary reporting guidelines with respect to Housing Reporting will be issued by Canada and provided by Saskatchewan to the Municipality, if applicable. Saskatchewan may impose additional reporting guidelines or may require the Municipality to provide

**BYLAW NO. 07/2024**

**A BYLAW OF THE VILLAGE OF BUENA VISTA TO AMEND BYLAW NO. 03/16  
KNOWN AS THE TRAFFIC BYLAW**

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

That Section 4 of Bylaw 3/16 be amended as follows:

**4. (h) Speed:**

- i. Subject to clause 4(i) ii no person shall operate a vehicle in the municipality at a speed greater than 40 km per hours on roads within the Village including Range Rd 222 (Westerly Road on SW Quarter of 14 21-22-W2) and Township Road 212 (Southern Road on SW Quarter of 14 21-22-W2); and no greater than 60 km per hour on Tower Road.

SEAL

\_\_\_\_\_  
Mayor

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

INTRODUCED AND READ a first time this \_\_\_\_ day of September, 2024.

READ a second time this \_\_\_\_ day of September, 2024.

READ a third time and adopted this \_\_\_\_ day of September, 2024.

**TO THE COUNCIL OF THE VILLAGE OF BUENA VISTA**

**WEEKLY REPORT 2024-09-14**

**208 Edgewood Dr.-** Upon inspection, the weeds in the dirt, in the front yard remain overgrown. I spoke to the property owner, who claimed he was not aware of the warning notification (*warning #497, issued Aug 28/24*), but told me he works away from the area and had not picked up his mail recently. After I explained the ongoing unsightliness of the weeds in the front lot and its impact on neighbouring properties, he indicated that he is planning to lay sod in the front yard next spring. In the mean time, he agreed to run a mower over the weeds in the front yard (video on file). As the growing season is coming to an end and frost is expected in the next few weeks, I am comfortable with this approach. Keep file open and follow up next year.

**150 -10<sup>th</sup> St.** – I do not expect any further noise contraventions this late in the season following the warning notification. Close file.

**1133 Grand Ave.** – Upon inspection, I did not hear or observe any nuisance barking at this property. There have not been any further reports of nuisance barking. Close file.

**161 Woodland Ave.** – Upon inspection, the weeds in the driveway, are dead. Given the growing season has passed, I am closing this file.

Bob Gourlay – Bylaw Officer - Regional Bylaw Services

**TO THE COUNCIL OF THE VILLAGE OF BUENA VISTA**

**WEEKLY REPORT 2024-09-18**

**1279 Grand Ave.** – I spoke to the property owner and observed the 4” drainage pipe installed to divert storm water from the back roof to Grand Ave. It had recently rained and the drainage configuration appeared to work satisfactorily. Close file.

**180 Adair St.** – The office received a report of the brush on this lot being cleared and the brush piles burned in an unattended open fire. The office notified the owner by phone and directing them to attend the property and put out the fires, to which he complied. The office then served warning # 542 by regular mail. I will review the relative bylaws and make recommendations as to any future actions on the village’s part.

Bob Gourlay – Bylaw Officer - Regional Bylaw Services

## Melissa Pollock

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**From:** Candace M. Fazakas  
**Sent:** August 30, 2024 9:21 AM  
**To:** Melissa Pollock  
**Subject:** Village of Buena Vista – Important information about your December 31, 2024 SUMAssure renewal premiums

**Importance:** High

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Melissa,

SUMAssure strives to provide you accurate and timely information regarding your upcoming insurance renewals and we are always working hard to ensure that you as a member are kept well informed about your renewal premiums to allow you to adequately budget for your insurance premiums each year.

**For your upcoming December 31, 2024, Buena Vista will see a \$1,412 decrease in premium for your December 31, 2024 renewal premiums. This represents a 5% decrease in your overall premiums as of the December 31, 2023 renewal.**

**Please note that your premium may be affected by changes you make to your values between December 31, 2023 and December 31, 2024 as well as any inflationary value increases, we recommend as part of your renewal process.**

Also note that this only applies to the core coverages within SUMAssure (property, liability and boiler machinery), not those coverages placed outside SUMAssure such as environmental, aviation or cyber liability. Any lines of coverage placed outside SUMAssure placed by Aon will be subject to a review of renewal applications.

SUMAssure has always strived to achieve the lowest and most stable premiums for members over the past 15 years. While traditional insurance focuses on generating an adequate premium to generate a profit for the insurance company, SUMAssure is focused more on charging enough premium to break even for our members. To further support that initiative SUMAssure has engaged with an actuary team to establish a rating system that will achieve a rational long-term approach to insurance premiums that allow SUMAssure to charge the most accurate premium possible to as a member.

SUMAssure will now be using a combination of the following factors related to your community in determining your insurance premiums or rates.

- Your Declared Property Values
- Your Deductibles
- Your Current Population numbers at last federal census
- Your Claim amounts from the past 5 years (anything more than \$100,000 has been removed from the calculations)
- Your Number of claims from the past 5 years (5 or more claims)

Rating any insurance coverage can be complex and could lead to a number of questions that you may have about your upcoming renewal. On September 10, 2024, we invite you to attend an informational webinar we will be hosting for all SUMAssure members. In this webinar, our actuarial team will go into the history and methodology of the SUMAssure



## Melissa Pollock

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**From:** rbcao <rbcao@reginabeach.ca>  
**Sent:** September 13, 2024 9:40 AM  
**To:** Melissa Pollock  
**Subject:** FW:  
**Attachments:** Letter open hours 2025 (1).pdf; regina beach (4).pdf

Happy Friday to you Melissa,

For your information – we have received this letter from Southeast Regional Library Branch. They are asking about the hours, etc.

By the looks of what has been done in the past, we have gone with the Enhanced Level with weekly open hours of 25.

With this in mind, the fees of the grant would be \$27,936.10...this number would be used in 2025 for IMUC budget purposes.

Hope this helps/works, let me know if you have any questions, etc.

THANKS

**Mike Thorley**  
Chief Administrative Officer  
Town of Regina Beach  
Tel: 306-729-2202  
Fax: 306-729-3411  
[www.reginabeach.ca](http://www.reginabeach.ca)



*A Place for All Seasons*

**Confidentiality Notice:**

This e-mail (and any attachments) was intended for a specific recipient.

It may contain information that is privileged, confidential or exempt from disclosure. Any privilege that exists is not waived.

If you are not the intended recipient, do not distribute it to another person or use it for any other purpose. Please delete it and advise me by return e-mail or telephone. Thank you.

**From:** —  
**Sent:** September 9, 2024 9:24 AM  
**To:** rbcao <rbcao@reginabeach.ca>  
**Subject:**

Branch open hours information for 2025 attached.

06 September 2024

Dear Municipal Administrator:

Southeast Regional Library is requesting your input and commitment for calculating your local public library branch open hours and funding levels. The formula to determine open hours gives each community with a public library branch more say in the level and nature of public library services provided in their community.

We ask that you please respond to Southeast Regional Library Headquarters with the desired level of open hours for your public library branch by referring to the attached worksheet. Please return a physical or electronic copy of this worksheet complete with the authorized signature to Southeast Regional Library Headquarters no later than **November 1, 2024**. If you feel you need more time to respond please contact us and we can adjust the due date. Please email the worksheet to [jrichards@southeastlibrary.ca](mailto:jrichards@southeastlibrary.ca), or, put the worksheet in a sealed envelope and drop it off at your local public library branch for the inter-branch mail system, "Attention James Richards."

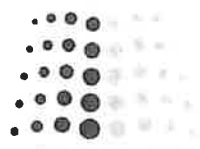
In the event we do not receive a completed worksheet we will assume the status quo is desired and will process the same open hours for 2025 as the local library branch currently has. Our preference, however, is for a completed worksheet as confirmation.

Thank you for your consideration of public library service in your community. We look forward to continuing to serve your community in the coming year.

Sincerely,



James Richards  
Assistant Director & Regional Branch Manager



SOUTHEAST  
REGIONAL  
LIBRARY

[WWW.SOUTHEASTLIBRARY.CA](http://WWW.SOUTHEASTLIBRARY.CA)

49 Bison Avenue, Weyburn SK S4H 0H9

phone: 306 848 3100 | fax: 306 842 2665

email: [librarysrl@southeastlibrary.ca](mailto:librarysrl@southeastlibrary.ca)



**Southeast Regional Library Branch Weekly Open Hour Worksheet for Existing Branches 2025**

<b>Public Library Branch</b>	<u>Regina Beach</u>
2021 Census Population	<u>1292</u>
Population Group	<u>1200-1699</u>
	<u>2024 weekly open hours</u>
	<u>25</u>
	<u>Total 2024 municipal grant</u>
	<u>\$26,186.60</u>

Municipalities may select from the following service options for 2025:

<input checked="" type="checkbox"/> Choose 1 box + any Additional Open Hours	<u>Branch weekly open hours</u>	<u>Municipal grant calculation</u>	<u>Municipal grant rate</u>
<input type="checkbox"/> Basic service from nearby branch (close branch)	<u>0</u>	$\$14.75 \times \text{population}$	<u>\$19,057.00</u>
<input type="checkbox"/> Community delivery site (close branch)	<u>0</u>	$\$14.75 \times \text{population} + \$591.94^*$	<u>\$19,648.94</u>
<input type="checkbox"/> Community library site (close branch)	<u>0</u>	$\$14.75 \times \text{population} + \$1183.88^*$	<u>\$20,240.88</u>
<input type="checkbox"/> Branch Library at Essential level	<u>20</u>	Essential $(\$1183.88 \times 20 \text{hrs} = \$23,677.60 \times 0.25) + \$19,057.00$	<u>\$24,976.40</u>
<input type="checkbox"/> Branch Library at Enhanced level	<u>25</u>	Enhanced $(\$1183.88 \times 5 \text{hrs} = \$5919.40 \times 0.50) + \$24,976.40$	<u>\$27,936.10</u>
<input type="checkbox"/> Branch Library at Elevated level	<u>30</u>	Elevated $(\$1183.88 \times 5 \text{hrs} = \$5919.40 \times 0.75) + \$27,936.10$	<u>\$32,375.65</u>
<input type="checkbox"/> Additional weekly open hours	<input type="text"/>	$(\$1183.88 \text{ each}) +$	<u></u>
		Total municipal grant for 2025	<u></u>

Notes:

The estimated working base rate per capita is \$14.75 for 2025 (to be finalized fall 2025).

The estimated average branch open hour cost is \$1183.88 for 2025 (to be finalized fall 2025).

Additional weekly open hours may be purchased at the municipal grant rate of \$1183.88/hr.

\* A flat fee is added to the population rate for community non-branch services

Date

Position

Home Municipality Authority Signature

**From:** Krystal Strong

**Sent:** September 12, 2024 11:31 AM

**To:** [REDACTED]

**Subject:** You are invited! George Cuff Municipal Governance Workshop in Lumsden

Good morning, neighbors!

The RM of Lumsden No. 189, with support from the Town of Lumsden, has arranged for George B. Cuff to come to Lumsden and host a Municipal Governance Workshop for existing and newly elected officials, as well as management staff, in December.

Mr. Cuff is an author, advisor and a Fellow Certified Management Consultant (FCMC) with extensive experience with crown corporations and government agencies. He will share best practices, principles and the key to healthy Council-Management relationships.

Since we await the results of our elections this November, we would like to share this "Save The Date" with you. After the election, we will send out registration information. We hope you'll consider joining us!

If you have any questions, please let me know.

Warm regards,

**Krystal Strong , RMA**

**Assistant Chief Administrative Officer**

Town of Lumsden & R.M. of Lumsden No. 189

300 James Street North, PO Box 160

Lumsden, SK S0G 3C0

**Direct:** (306)731-4465

**Fax:** (306)731-3572

**Email:** [k.strong@lumsden.ca](mailto:k.strong@lumsden.ca)

**Website:** <https://www.lumsden.ca/>