



Village of Buena Vista

Regular Council Meeting MINUTES

January 27, 2025 at 7:00 p.m.

Council Chambers 1050 Grand Ave Buena Vista, SK

Via Microsoft Teams Meeting ID: 255 745 441 386 31 Passcode: az79tx3b

Present: *Mayor Karen Smith, Councillor Bob Sax, Councillor Spence Miller, Councillor Chris Duke, Councillor Steve Schultz*

Administration: *Acting Chief Administrative Officer Melissa Pollock, Assistant CAO Cate McConnell, Public Works Coordinator Ian Arnold*

1. **CALL TO ORDER**

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

Blaine McLeod, MLA for Lumsden-Morse, attended from 7:00 p.m. to 7:35 p.m. He introduced himself to Council and provided an overview of his role and current provincial initiatives.

2. **ADOPTION OF AGENDA**

2.1 RESOLUTION NO. 001/26

Moved by Councillor Duke

That the January 27, 2025 Regular Meeting of Council Agenda be adopted as presented.

CARRIED

3. **CONFLICT OF INTEREST DECLARATION**

No conflicts of interest were declared.

4. **ADOPTION OF MINUTES**

4.1 RESOLUTION NO. 002/26

Moved by Councillor Miller

THAT the December 16, 2025 Regular Meeting of Council Minutes be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

Prior to discussion of this item, Councillor Sax declared a Conflict of Interest and did not participate in discussion or vote on the matter, leaving the Council Chambers at 7:40 p.m.

5.1 RESOLUTION NO. 003/26

Moved by Councillor Miller

THAT Council deny the Development Permit Application for Accessory Building Lot 26A, Blk 3, Plan 62R07755, as the proposed use is not a permitted or discretionary use under the current Zoning Bylaw; and FURTHER THAT Council acknowledge Administration has already communicated with PBI, who have confirmed they are only able to complete an Operational Inspection of the building; and FURTHER THAT Council directs Administration to communicate to the property owner that the building shall not be rented and must be restored to its approved use as an accessory building (storage); and FURTHER THAT Administration invoice the property owner for all inspection fees incurred as a result of PBI's Order, including progress and follow-up inspections.

CARRIED

Councillor Sax returned to the Council Chambers at 8:10 p.m. after Council concluded discussion and voting on the item; and resumed participation for the remainder of the meeting.

6. ANNOUNCEMENTS, RECOGNITIONS & COMMUNITY EVENTS

N/A

7. DELEGATION

No delegation.

8. FINANCIALS

8.1 LIST OF ACCOUNTS FOR APPROVAL

RESOLUTION NO. 004/26

Moved by Councillor Duke

THAT Council approves the following accounts for payment: AP Batches 2025-00116 in the amount of \$82,979.13; AP Batches 2026-00001 to 2026-00006 in the amount of \$68,305.34; AP Batches 2026-00009 to 2026-00010 in the amount of \$15,992.20 which includes all cheques, credit card, automatic withdrawals, EFT and online payments for a grand total of \$167,276.67.

CARRIED

8.2 **PAYROLL**

RESOLUTION NO. 005/26

Moved by Councillor Sax

THAT Council approves the following payrolls:

- *Public Works December 7 – 20, 2025 in the amount of \$7,294.48;*
- *Public Works December 21, 2025 – January 3, 2026 in the amount of \$7,414.09;*
- *Public Works January 4 – 17, 2026 in the amount of \$6,328.72;*
- *Administration December 16 - 31, 2025 in the amount of \$5,439.84;*
- *Administration January 1 – 15, 2026 in the amount of \$4,896.90; and*
- *Council Remuneration December 2025 in the amount of \$971.65.*

CARRIED

9. **REPORTS OF STAFF**

9.1 **ADMINISTRATION REPORT**

RESOLUTION NO. 006/26

Moved by Councillor Schultz

THAT Council has reviewed the Administration Report for the period of December 13, 2025 to January 23, 2026, received clarification on certain matters, and hereby accepts the report as information and files it accordingly.

CARRIED

9.2 **PUBLIC WORKS REPORT**

RESOLUTION NO. 007/26

Moved by Councillor Duke

THAT Council has reviewed the Public Works Report for the period of December 13, 2025 to January 23, 2026 received clarification on certain matters, and hereby accepts the report as information and files it accordingly.

CARRIED

9.3 **WATER TREATMENT PLANT DAILY RECORD**

RESOLUTION NO. 008/26

Moved by Councillor Sax

THAT Council has reviewed, accepts and files the Water Treatment Plant Daily Operations for the period of December 2025 as presented, and FURTHER THAT the Mayor and CAO be authorized to sign off on the report as required and filed as part of the official record.

CARRIED

10. **REPORTS OF COUNCIL**

Councillor Miller reported that the Library will be celebrating their 60th Anniversary on June 27, 2026, and that they are working to find ideas for running teen programs.

Councillor Miller and CAO reported on the Incident Command System for Executives Workshop in Lumsden. CAO will connect with the Town of Regina Beach to arrange a meeting with EMO.

11. BOARDS & COMMITTEES

11.1 BUENA VISTA PARKS & REC BOARD MINUTES – JANUARY 6, 2026

RESOLUTION NO. 009/26

Moved by Councillor Sax

THAT Council approves and files the Parks & Recreation Board meeting minutes of January 6, 2026.

CARRIED

11.2 SOUTH SHORE PRIMARY HEALTH CARE BOARD MINUTES – DECEMBER 4, 2025

RESOLUTION NO. 010/26

Moved by Councillor Duke

THAT Council approves and files the South Shore Primary Health Care Board Minutes of December 4, 2025.

CARRIED

12. UNFINISHED BUSINESS

12.1 DUDLEY & COMPANY LLP AUDITOR LETTER & BANK CONFIRMATION

RESOLUTION NO. 011/26

Moved by Councillor Sax

THAT Council having read, acknowledged and agrees to the Dudley & Company LLP Engagement Letter and authorizes signing and completion of the Appendix Risk of Fraud section.

CARRIED

12.2 DISCRETIONARY USE APPLICATION BV25-024: SW 13-21-22-W2 – CONSTRUCTION OF PRIVATE DWELLING TO INCLUDE ATTACHED GARGAGE, TYPE II MOUND SEPTIC SYSTEM & INSTALLATION OF DOMESTIC WATER INFRASTRUCTURE

RESOLUTION NO. 012/26

Moved by Councillor Schultz

THAT Council defer the decision regarding Discretionary Use Application BV25-024 for the construction of a private dwelling to allow further consideration of setback requirements on the valley's edge, to ensure that council makes a well-informed decision, as the outcome of this matter may influence future updates to the Zoning Bylaw regarding setback requirements; and FURTHER THAT Administration collect additional information related to setback requirements on valley edges in similar municipalities.

CARRIED

13. NEW BUSINESS

13.1 2026 OPERATING BUDGET / 2026 CAPITAL BUDGET

13.2 RESOLUTION NO. 013/26

Moved by Councillor Miller

THAT Council defer acceptance of the Capital and Operating Budget until after a budget planning meeting to be held on February 4th at 7:00 p.m.

CARRIED

13.3 CONFIRMATION OF ADEQUATE BONDING OR EQUIVALENT INSURANCE FOR EMPLOYEES 2026

RESOLUTION NO. 015/26

Moved by Councillor Miller

THAT Council confirms and authorizes the Adequate Bonding and Equivalent Insurance for Employees 2026; and FURTHER THAT Administration confirm that cyber fraud is included or if a rider is required.

CARRIED

13.4 TAXERVICE ENGAGEMENT LETTER

RESOLUTION NO. 016/26

Moved by Councillor Sax

WHEREAS The Tax Enforcement Act requires the municipality to conduct tax recovery proceedings every year;

AND WHEREAS Council for the municipality deems it to be in the municipality's best interest to hire

TAXervice Inc. to manage tax arrears recovery on its behalf;

NOW THEREFORE it is hereby resolved that the Village of Buena Vista hire TAXervice Inc. to manage tax arrears recovery on the municipality's behalf for a term of three (3) years;

THEREFOR BE IT FURTHER RESOLVED THAT the Administrator be and is hereby authorized to sign the TAXervice Inc. engagement letter on behalf of the municipality.

CARRIED

13.5 TAX ENFORCEMENT PROCEEDING LOT 21, BLK/PAR 1, PLAN 62R07755

RESOLUTION NO. 017/26

Moved by Councillor Schultz

THAT Council authorize TAXervice, under s22(1) of The Tax Enforcement Act, to commence proceedings on or after January 14, 2026 to request title with respect to the following described land:

LOT 21, BLK/PAR 1, PLAN 62R07755 EXT 0

CARRIED

13.6 SAMA ANNUAL MEETING – APRIL 22, 2026

RESOLUTION NO. 018/26

Moved by Councillor Schultz

THAT Council approve the CAO to attend the virtual SAMA Annual Meeting.

CARRIED

13.7 2026 SUMA CONVENTION AND TRADESHOW – APRIL 12-15, 2026

RESOLUTION NO. 019/26

Moved by Councillor Sax

THAT Council approve all Councillors that are able to attend the 2026 SUMA Convention and Tradeshow; and FURTHER THAT CAO and Public Works Coordinator attend; and FUTURE THAT Councillors will confirm if they can attend prior to early bird registration of March 4th.

CARRIED

13.8 SK RECYCLES PROGRAM DECISIONS & LETTER OF INTENT

RESOLUTION NO. 020/26

Moved by Councillor Schultz

THAT Council approve joining SK Recycles' new program for the transition period of June 1, 2026 to February 1, 2028. By indicating yes, the Village of Buena Vista acknowledges that:

- The municipality will continue to fulfill its obligations under its current Services Agreement with MMSW/SK Recycles until June 1, 2026;
- A finalized Curbside Collection Agreement, prepared by SK Recycles using the template version provided to the municipality, will be executed between the municipality and SK Recycles in advance of June 1, 2026;
- The municipality will continue to be responsible for providing collection services until February 1, 2028;
- SK Recycles will be responsible for all post-collection operations and cost beginning June 1, 2026 and will designate a facility for curbside material to be delivered by the municipality;
- The implications of this decision have been explained in full to Council;

And FURTHER THAT Council direct Administration communicate decision to SK Recycles and to submit decision, via letter of Intent, to SK Recycles by February 1, 2026; and FURTHER THAT Administration consult with SK Recycles to provide educational materials to residents regarding the details of the new program; and FURTHER THAT Administration undertakes new contract negotiation with the current contractor (Loraas Disposal) to include continued collection services for household recycling for the duration of the transition term.

CARRIED

13.9 MUNICIPAL REVENUE SHARING DECLARATION OF ELIGIBILITY

RESOLUTION NO. 021/26

Moved by Councillor Sax

THAT Council of the Village of Buena Vista confirms that the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- Submission of the Audited Financial Statement to the Ministry of Government Relations;
- Submission of the Public Reporting on Municipal Waterworks to the Ministry;
- In Good Standing with respect to the reporting and remittance of Education Property Taxes;
- Adoption of a Council Procedures Bylaw;
- Adoption of an Employee Code of Conduct; and
- All members of Council have filed and annually updated their Public Disclosure Statements, as required;

And FURTHER THAT Council authorizes the Chief Administrative Officer (CAO) to sign the Declaration of Eligibility and submit to the Ministry of Government Relations.

CARRIED

13.10 DEVELOPMENT APPEAL BV25-026 – LOT 7, BLK 31, 60R10277

RESOLUTION NO. 022/26

Moved by Councillor Duke

THAT Council provide its position on Development Appeal Application BV25-026, stating the Council supports maintaining the existing setback requirements established in the Zoning Bylaw, and does not support a variance for reduced setbacks for the proposed new dwelling; and FURTHER THAT Council notes that granting such a variance may set a precedent for other cabins in comparable circumstances, and that future reconstruction or redevelopment should comply with the established setback standards.

CARRIED

13.11 SET COUNCIL MEETING DATES FOR 2026

RESOLUTION NO. 022/26

Moved by Councillor Schultz

THAT Council approves the regular schedule of 2026 meetings as per the Council Procedures Bylaw No.03/2025, as set out in Subsection 6.1, as follows:

January 27, 2026

February 24, 2026

March 24, 2026

April 28, 2026

May 26, 2026

June 23, 2026

July 28, 2026

August 25, 2026

September 22, 2026

October 27, 2026

November 24, 2026

December 15, 2026

CARRIED

13.12 PBI APPOINTMENT OF BUILDING OFFICIALS

RESOLUTION NO. 023/26

Moved by Councillor Duke

THAT Council approves the appointment of the building officials as listed below, who are employed by the Professional Building Inspections, Inc.:

- Bobby Baker, Class 3 Licensed Building Official, Saskatchewan, BOL552
- Virginia Shepley, Class 3 Licensed Building Official, Saskatchewan, BOL517
- Joshua Nitz, Class 3 Licensed Building Official, Saskatchewan, BOL785
- Cristin Korchinski, Class 3 Licensed Building Official, Saskatchewan, BOL784
- David Kindred, Class 1 Licensed Building Official, Saskatchewan, BOL814
- John Dulle, Class 1 Licensed Building Official, Saskatchewan, BOL789
- Charles Fiss, Class 1 Licensed Building Official, Saskatchewan, BOL836
- Chantel Terry, Class 1 Licensed Building Official, Saskatchewan, BOL860
- Nathan Brodner, Class 1 Licensed Building Official, Saskatchewan, BOL880

CARRIED

13.13 BOARD MEMBER APPOINTMENTS

RESOLUTION NO. 024/26

Moved by Councillor Duke

THAT Council maintain the same appointments for the 2026 term and approve a two-year term for Council-appointed members serving on boards and committees; and FURTHER THAT Council appoint Mayor Smith to serve as an alternate representative on the Joint Use Committee to attend meetings in the absence of the Chief Administrative Officer.

CARRIED

14. BYLAWS & POLICIES

N/A

15. COMMUNICATIONS

15.1 RESOLUTION NO. 026/25

Moved by Councillor Schultz

THAT Council receives and files the following:

Regional Bylaw Services – December 22 & 29, 2025 and January 14, 2026;

15.2 *Provincial Traffic Safety Fund Grant – PSE-JUL-205-72;*

15.3 *Notice Nature Year-End Reports 2025; Regina Beach Public Library Branch – You Saved*

CARRIED

16. CLOSED SESSION

N/A

17. ADJOURNMENT

17.1 *THAT this meeting be adjourned by Mayor Smith at 10:10 p.m.*



Mayor



Chief Administrative Officer