



Village of Buena Vista

Regular Council Meeting AGENDA

December 16, 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

1. **CALL TO ORDER**
2. **ADOPTION OF AGENDA**
 - 2.1 Regular Meeting of Council Agenda – December 16, 2025
3. **CONFLICT OF INTEREST DECLARATION**
4. **ADOPTION OF MINUTES**
 - 4.1 Draft Regular Meeting of Council Minutes – November 25, 2025
5. **BUSINESS ARISING FROM MINUTES**
6. **ANNOUNCEMENTS, RECOGNITIONS & COMMUNITY EVENTS**
7. **DELEGATION**
8. **FINANCIALS**
 - 8.1 List of Accounts for Approval 2025-00113 to 00114
 - 8.2 Payroll – Public Works November 9 – 22; and November 23 – December 6, 2025
Administration November 1-16, 2025; and November 23 – December 6, 2025;
Council Remuneration November 1-30, 2025
 - 8.3 Financial Statement – January to November 2025
9. **REPORTS OF STAFF**
 - 9.1 Administration Report – November 15 - December 12, 2025
 - 9.2 Public Works Report – November 15 – December 12, 2025
 - 9.3 Water Treatment Plant Daily Record – November 2025
10. **REPORTS OF COUNCIL**
11. **BOARDS & COMMITTEES**
 - 11.1 IMUC Meeting Minutes & 2025 Budget Update – December 1, 2025
12. **UNFINISHED BUSINESS**
 - 12.1 Proposal to Village to Purchase Property
 - 12.2 Discretionary Use Application: SW 13-21-22-w2 – Construction of Private Dwelling to Include Attached Garage, Type II Mound Septic System & Installation of Domestic Water Infrastructure

13. **NEW BUSINESS**

13.1 2026 Operating Budget

13.2 Salted Sand for Residents

13.3 Federation of Canadian Municipalities – 2026 Membership

13.4 Development Application – Accessory Building Lot 26A, Blk 3, Plan 62R07755

14. **BYLAWS & POLICIES**

15. **COMMUNICATIONS**

15.1 Regional Bylaw Services – December 3rd and 10th, 2025

16. **CLOSED SESSION**

17. **ADJOURNMENT**

Village of Buena Vista
List of Accounts
Batch: 2025-00113 to 2025-00114

Bank Code - ABW - ABW - Automatic Withdrawal

AUTOMATIC WITHDRAWAL

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
122025	12/05/2025	RBC			
Dec 5-25		110-110-110 - Cash - On Hand	Petty Cash Withdrawal	150.00	150.00
November		510-290-100 - GG - Cont. - Banl	Activity Fee -Nov 6	245.04	245.04
				Payment Total:	<u>395.04</u>
122025-001	12/11/2025	Munisoft			
2025/26/03215		510-290-120 - GG - Cont - IT Se	Nov -IT Services Premium	268.18	
		110-340-110 - GST Receivable	Both Tax Code	12.65	
		900-110-110 - GST Paid	Both Tax Code	12.65 NL	280.83
			Total Automatic Withdrawal:		<u>675.87</u>
				Total ABW:	<u>675.87</u>

Village of Buena Vista
List of Accounts
Batch: 2025-00113 to 2025-00114

Bank Code - AP - AP-General Oper

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
11298 8750	12/16/2025	Hyvac Sewer Service Ltd. 585-295-200 - SWR - Cont - Ser	Nov Edgewood Sep Rmvl -	2,926.43	
		110-340-110 - GST Receivable	GST Tax Code	146.32	
		900-110-110 - GST Paid	GST Tax Code	146.32 NL	3,072.75
11299 432-1	12/16/2025	JKSK Property Solutions 510-270-150 - GG - Cont. - Offic	Toilet Installation -Office	198.18	
		110-340-110 - GST Receivable	Both Tax Code	9.35	
		900-110-110 - GST Paid	Both Tax Code	9.35 NL	207.53
11300 November	12/16/2025	Muir Barber Ltd. 537-420-130 - TS - Snow - Supp	Bolts, Nuts, Flat Washer -Sa	16.06	
		537-420-130 - TS - Snow - Supp	Fasteners -Sander	17.49	
		510-440-100 - GG - Supplies - C	Snow Shovel -Office	35.69	
		530-425-112 - TS - Supplies -Ve	Windshield Washer Fluid/Dc	17.25	
		530-400-110 - TS - Supplies - Si	Mouse Traps -Shop	11.87	
		530-450-100 - TS - Supplies - D	Spray Paint -Drainage	11.70	
		530-400-120 - TS - Supplies - O	Recycling Bags -Office	9.53	
		580-410-100 - UT - Supplies - V	Mouse Traps -WTP	9.53	
		530-410-130 - TS - Supplies - Si	Gas/Diesel Motor Treatmen	17.27	
		530-410-130 - TS - Supplies - Si	Sparkplug x2 -Whippers	11.43	
		530-410-130 - TS - Supplies - Si	Brushes -Whippers	1.85	
		110-340-110 - GST Receivable	Both Tax Code	7.53	
		900-110-110 - GST Paid	Both Tax Code	7.53 NL	167.20
11301 Nov2025	12/16/2025	Papa Geordies Gas & Grocery 510-410-140 - GG - Supplies - C	Dish Soap -Office	4.12	
		530-425-111 - TS - Supplies - Fi	Fuel -Nov	660.39	
		110-340-110 - GST Receivable	Both Tax Code	0.19	
		900-110-110 - GST Paid	Both Tax Code	0.19 NL	
		110-340-110 - GST Receivable	GST Tax Code	33.02	
		900-110-110 - GST Paid	GST Tax Code	33.02 NL	697.72
11302 Instal#1-2026	12/16/2025	Southeast Regional Library 570-210-110 - R&C - Cont - Reg	Reg. Library Fee 2026-Insta	5,087.25	5,087.25
				Total Computer Cheque:	9,232.45
				Total AP:	9,232.45

Village of Buena Vista
List of Accounts
Batch: 2025-00113 to 2025-00114

Bank Code - CC - CC - Credit Card

CREDIT CARD

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
122025 88432	12/01/2025	Crestview Chrysler 530-310-210 - TS - Cont - Vehicl	Program Key Fob-Dodge	127.14	
		110-340-110 - GST Receivable	Both Tax Code	5.99	
		900-110-110 - GST Paid	Both Tax Code	5.99 NL	133.13
122025-001 M46598	12/01/2025	Delco Automation Inc. 580-295-105 - UT - Cont - WTP	Screen Connect/BioDPalarr	451.56	
		110-340-110 - GST Receivable	Both Tax Code	21.30	
		900-110-110 - GST Paid	Both Tax Code	21.30 NL	472.86
122025-002 CA53o01WUAC	12/03/2025	Amazon 530-400-130 - TS - Supplies - H	High Vis Safety Jackets x 3	631.52	
		110-340-110 - GST Receivable	Both Tax Code	29.79	
		900-110-110 - GST Paid	Both Tax Code	29.79 NL	661.31
122025-003 11/24/25	12/05/2025	Canadian Tire 580-410-120 - UT - Supplies - O	Tablet Charger Cube-WTP	34.97	
		530-410-140 - TS - Supplies - V	Phone Holder/Charger-Truc	77.37	
		110-340-110 - GST Receivable	Both Tax Code	5.30	
		900-110-110 - GST Paid	Both Tax Code	5.30 NL	117.64
122025-004 5068	12/05/2025	SK Septic 580-285-140 - UT - Cont. - Main	Backwash x7 Loads -Dec 2	466.67	
		110-340-110 - GST Receivable	GST Tax Code	23.33	
		900-110-110 - GST Paid	GST Tax Code	23.33 NL	490.00
122025-005 2396328	12/05/2025	Varsteel Regina 530-450-100 - TS - Supplies - D	Angle Iron -Drainage Grate:	261.18	
		110-340-110 - GST Receivable	Both Tax Code	12.32	
		900-110-110 - GST Paid	Both Tax Code	12.32 NL	273.50
122025-006 198754	12/05/2025	Western Litho Printers 530-400-130 - TS - Supplies - H	PPE/Grinder/Eye Protect Si	43.25	
		580-400-110 - UT - Supplies - V	Chlorine & PPE Signage -V	28.83	
		110-340-110 - GST Receivable	Both Tax Code	3.40	
		900-110-110 - GST Paid	Both Tax Code	3.40 NL	75.48
122025-007 9713345180	12/11/2025	Acklands-Grainger Inc. 580-410-100 - UT - Supplies - V	Dry Wipes -WTP	10.96	
		110-340-110 - GST Receivable	Both Tax Code	0.52	
		900-110-110 - GST Paid	Both Tax Code	0.52 NL	11.48
122025-008 11/28/25	12/11/2025	Home Depot 510-490-100 - GG - Supplies - C	Toilet -Office	210.94	
		110-340-110 - GST Receivable	Both Tax Code	9.95	
		900-110-110 - GST Paid	Both Tax Code	9.95 NL	220.89
				Total Credit Card:	2,456.29

Total CC: 2,456.29

Village of Buena Vista
List of Accounts
Batch: 2025-00113 to 2025-00114

Bank Code - EFT - EFT - Direct Deposit

WIRE TRANSFER

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
122 2025-00131	12/11/2025	Town Of Regina Beach 540-200-120 - EH - Cont - Wast	IMUC Annual Fee-WMS	35,000.00	35,000.00
123 491	12/11/2025	Gourlay & Associates 520-260-100 - PS - Cont - Bylaw 110-340-110 - GST Receivable 900-110-110 - GST Paid	Bylaw Enforce Services No Both Tax Code Both Tax Code	332.31 15.68 15.68 NL	347.99
124 2511309	12/11/2025	Professional Bldg. Insp. Inc. 560-200-150 - P&D - Cont. - Bui 110-340-110 - GST Receivable 900-110-110 - GST Paid	PBI Fees-Nov GST Tax Code GST Tax Code	210.00 10.50 10.50 NL	220.50
125 P10594	12/11/2025	Redhead Equipment 530-420-100 - TS - Supplies - Ve 110-340-110 - GST Receivable 900-110-110 - GST Paid	Oil Filter-Grader Both Tax Code Both Tax Code	45.11 2.13 2.13 NL	47.24
126 2025-00132	12/11/2025	Town Of Regina Beach 210-700-810 - Long Term Debt 580-700-110 - UT - Interest	Lagoon Project Loan-Dec Lagoon Proj Loan Interest -l	3,306.64 2,389.67	5,696.31
127 761524	12/11/2025	McDougall Gauley LLP 510-200-110 - GG - Cont - Lega 110-340-110 - GST Receivable 900-110-110 - GST Paid	Employment Matter-Nov 3 Both Tax Code Both Tax Code	221.01 10.43 10.43 NL	231.44
128 761506	12/11/2025	McDougall Gauley LLP 510-200-110 - GG - Cont - Lega 110-340-110 - GST Receivable 900-110-110 - GST Paid	Shoreline Boundary Appeal Both Tax Code Both Tax Code	5,234.64 242.20 242.20 NL	5,476.84
				Total Wire Transfer:	47,020.32
				Total EFT:	47,020.32

Village of Buena Vista
List of Accounts
Batch: 2025-00113 to 2025-00114

Bank Code - OB - OB - Online Banking

ONLINE BANKING

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
122025	12/01/2025	Saskatchewan Health Authority			
3519435		580-290-100 - UT - Cont - Labor	Water Samp-1234 Highwo	21.90	
		110-340-110 - GST Receivable	GST Tax Code	1.10	
		900-110-110 - GST Paid	GST Tax Code	1.10	NL 23.00
3519040		580-290-100 - UT - Cont - Labor	Water Samp-1050 Grand-N	21.90	
		110-340-110 - GST Receivable	GST Tax Code	1.10	
		900-110-110 - GST Paid	GST Tax Code	1.10	NL 23.00
3519026		580-290-100 - UT - Cont - Labor	Water Samp-1050 Grand-N	21.90	
		110-340-110 - GST Receivable	GST Tax Code	1.10	
		900-110-110 - GST Paid	GST Tax Code	1.10	NL 23.00
3519027		580-290-100 - UT - Cont - Labor	Water Samp-136 Woodlanc	21.90	
		110-340-110 - GST Receivable	GST Tax Code	1.10	
		900-110-110 - GST Paid	GST Tax Code	1.10	NL 23.00
3519028		580-290-100 - UT - Cont - Labor	Water Samp-111 Helen PI-I	21.90	
		110-340-110 - GST Receivable	GST Tax Code	1.10	
		900-110-110 - GST Paid	GST Tax Code	1.10	NL 23.00
3519038		580-290-100 - UT - Cont - Labor	Water Samp-111 Helen-No	21.90	
		110-340-110 - GST Receivable	GST Tax Code	1.10	
		900-110-110 - GST Paid	GST Tax Code	1.10	NL 23.00
3519039		580-290-100 - UT - Cont - Labor	Water Samp-136 Woodlanc	21.90	
		110-340-110 - GST Receivable	GST Tax Code	1.10	
		900-110-110 - GST Paid	GST Tax Code	1.10	NL 23.00
					161.00
			Payment Total:		
122025-001	12/08/2025	Saskatchewan Health Authority			
3519833		580-295-100 - UT - Cont - Wate	Water Samp-1050 Grand-D	21.90	
		110-340-110 - GST Receivable	GST Tax Code	1.10	
		900-110-110 - GST Paid	GST Tax Code	1.10	NL 23.00
122025-002	12/09/2025	Loraas Disposal South Ltd.			
8245196		540-200-130 - EH - Cont - Wast	Waste Collection Nov x 2	3,492.86	
		540-210-300 - EH - Cont - Recy	Recycle Collection Nov x 2	2,909.42	
		110-340-110 - GST Receivable	GST Tax Code	320.11	
		900-110-110 - GST Paid	GST Tax Code	320.11	NL 6,722.39
122025-003	12/09/2025	MEPP (PEBA)			
9735		210-200-140 - MEPP Payable	Admin Nov 1-15 -MEPP	1,264.04	
		210-200-140 - MEPP Payable	Admin Nov 16-30 -MEPP	1,264.04	
		210-200-140 - MEPP Payable	PW Oct 26-Nov8 -MEPP	1,535.62	
		210-200-140 - MEPP Payable	PW Nov9-22 -MEPP	1,535.62	5,599.32
122025-004	12/11/2025	Gov of SK			
8cp1J-0632773		210-200-100 - Payroll Deductior	Admin Pyrl Ded RP0001-Nc	4,041.43	
		210-200-100 - Payroll Deductior	PW Pyrl Ded RP0001-Nov	6,232.68	
		210-200-100 - Payroll Deductior	Council Rem Ded RP0002-I	11.70	10,285.81
122025-005	12/11/2025	Gov of SK			
EPT-NOV		210-210-190 - School #1 - Remi	EPT -Nov	16,810.04	16,810.04
122025-006	12/11/2025	Saskatchewan Health Authority			
3518762		580-290-100 - UT - Cont - Labor	Water Samp-Bstr Stn-Nov 1	21.90	
		110-340-110 - GST Receivable	GST Tax Code	1.10	
		900-110-110 - GST Paid	GST Tax Code	1.10	NL 23.00

Date Printed
12/12/2025 11:41 AM

Village of Buena Vista
List of Accounts
Batch: 2025-00113 to 2025-00114

ONLINE BANKING

Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
Total Online Banking:					39,624.56

Total OB:	<u>39,624.56</u>
Grand Total:	<u><u>99,009.49</u></u>

Certified Correct This December 11, 2025

Mayor

Administrator

Deposit Register

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

Pay period : **24 (09Nov2025 to 22Nov2025)**

Cheque date : **28Nov2025**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	28Nov2025	020	Neudeck, Joel	004	2333.91
00000002	28Nov2025	024	Warawa, Lorne D	004	2063.72
00000003	28Nov2025	50	Arnold, Ian C.	003	2540.41

Pay Group Totals :

Number of Deposits:3
Total Amount of Deposits:6938.04

Deposit Register

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

Pay period : **24 (09Nov2025 to 22Nov2025)**

Cheque date : **28Nov2025**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	28Nov2025	024	Warawa, Lorne D	004	327.07

Deposit Register

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

Pay period : **25 (23Nov2025 to 06Dec2025)**

Cheque date : **12Dec2025**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	12Dec2025	020	Neudeck, Joel	004	2459.46
00000002	12Dec2025	024	Warawa, Lorne D	004	2029.38
00000003	12Dec2025	50	Arnold, Ian C.	003	2775.79

Pay Group Totals :

Number of Deposits:3
Total Amount of Deposits:7264.63

Deposit Register

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

Pay period : **22 (16Nov2025 to 30Nov2025)**

Cheque date : **28Nov2025**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	28Nov2025	026	Guillemin, Karen	002	915.42
00000002	28Nov2025	040	Pollock, Melissa D.	001	2459.05
00000003	28Nov2025	047	McConnell, Catherine M.	002	1751.58

Pay Group Totals :

Number of Deposits:3
Total Amount of Deposits:5126.05

Deposit Register

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

Pay period : **23 (01Dec2025 to 15Dec2025)**

Cheque date : **15Dec2025**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.		Amount
00000001	15Dec2025	026	Guillemin, Karen	002	004	1035.20
00000002	15Dec2025	040	Pollock, Melissa D.	001	003	2543.12
00000003	15Dec2025	047	McConnell, Catherine M.	002	001	1640.06

Pay Group Totals :

Number of Deposits:3
 Total Amount of Deposits:5218.38

Deposit Register

Pay group : **003 (Council)**

Pay period : **11 (01Nov2025 to 30Nov2025)**

Cheque date : **30Nov2025**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	30Nov2025	051	Smith, Karen L.	005	150.00
00000002	30Nov2025	052	Duke, Christopher	005	130.00
00000003	30Nov2025	053	Miller, Spence	005	384.15
00000004	30Nov2025	054	Sax, Robert G.	005	260.00
00000005	30Nov2025	055	Schultz, Steven D.	005	130.00

Pay Group Totals :

Number of Deposits:5
Total Amount of Deposits:1054.15

	Current Actual	Current Budget
Revenues		
General Government - Taxes	1,173,914.53	1,169,314.00
General Government - Fees & Charges	1,344.00	1,160.00
General Government - Unconditional Grants	144,340.50	180,790.00
General Government - Conditional Grants	40,245.80	39,410.00
General Government - Investment Income	40,274.83	48,000.00
Transportation Snow Removal -Fees & Charges	9,772.10	3,818.00
Protective Services - Fees & Charges		700.00
Planning & Development - Fees & Charges	18,668.60	5,930.00
UT Water - Fees & Charges	332,927.23	362,700.00
UT Sewer - Fees & Charges	46,239.73	48,570.00
Recreation & Culture - Fees & Charges	25,500.00	32,570.00
Total Revenues:	1,833,227.32	1,892,962.00
Expenses		
General Government - Wages/Benefits	216,544.60	270,970.00
General Government - Contracted Services	115,737.23	145,420.00
General Government - Materials & Supplies	8,267.79	14,150.00
Protective Services - Contracted	47,299.49	105,360.00
Transportation Servivces - Wages & Benefitis	190,528.43	261,000.00
Transportation Services - Contracted Serv	49,948.08	91,930.00
Transportation Services - Supplies	64,332.59	121,300.00
TS - Snow Removal - Wages & Benefits	8,229.67	95,000.00
TS - Snow Removal - Supplies	13,256.90	19,100.00
Environmental Health - Contracted Services	103,078.28	232,720.00
Health & Wellness - Contracted Services	3,516.78	4,690.00
Planning & Dev - Contracted Services	6,071.46	3,330.00
Recreation & Culture - Wages & Benefits	11,464.00	12,800.00
Recreation & Culture - Contracted Services	37,978.67	48,460.00
Recreation & Culture - Supplies	1,674.17	2,150.00
Recreation & Culture - Grants & Contribut	7,074.00	7,070.00
UT Water - Wages & Benefits	58,802.25	109,000.00
UT Water - Contracted Servicves	76,191.04	211,450.00
UT - Interest	11,948.35	53,120.00
UT Water - Materials & Supplies	41,212.73	57,750.00
UT Sewer - Wages & Benefits	9,137.57	6,100.00
UT Sewer - Contracted Services	35,725.06	51,300.00
UT Sewer - Materials & Supplies	47.95	1,500.00
Total Expenses:	1,118,067.09	1,925,670.00
Surp(Def) Rev over Exp before Oth Cap Contr	715,160.23	(32,708.00)
Change in Surplus	715,160.23	(32,708.00)
Accum. Surplus (Deficit), Beginning of Yr	5,701,778.75	
Capital Expenditures		

Village of Buena Vista
Income Statement
January 1, 2025 to November 30, 2025

	Current Actual	Current Budget
General Government - Capital Expenditures	7,842.80	10,400.00
Transportation - Capital Expenditures	50,916.09	53,500.00
Recreation & Culture - Capital Expenditures	3,204.29	3,500.00
UT Water - Capital Expenditures	1,946.51	20,500.00
Total Capital Expenditures:	63,909.69	87,900.00
Long Term Debt		
UT - Long Term Debt - Utilities	(19,839.84)	
UT - Long Term Debt - Lagoon - RB	(30,871.22)	
Total Long Term Debt:	(50,711.06)	0.00
Accum. Surplus(Deficit), End of Year	701,961.60	(120,608.00)



ADMINISTRATION REPORT TO COUNCIL

December 16, 2025 Council Meeting

November 15 – December 12, 2025

Updates:

Completed work this period:

- CAO meetings with Public Works Operations Coordinator / 2026 Budget planning / PW budget checks / work on getting quotes, etc. for 2026 budget / Work on Asset Management Plan updates
- Council meeting follow up – letters, etc.
- November water billing
- Discretionary Use Applications work
- Work on Civic Address Registry
- Started working on policy/procedures for development appeals
- November bank reconciliation
- Monthly reconciliation of building permits / correspondence with PBI & permittees on building permits
- Bylaw warnings/order to remedies

Work Planning for this month & Upcoming Months:

- 2026 Budget work
- November 25th PBI Webinar – CAO/Assistant CAO
- Tree Policy Completed
- Tax Abatement Policy completed
- Canada Summer Jobs grant submitted
- Fire/Fireworks Bylaw
- Governance/ Health & Safety/HR Policies
- Noise Bylaw/Special Events Application
- Work on SOPs for PW & Administration
- Zoning bylaw complete update
- Performance Reviews with all staff - complete in next couple weeks
- Subdivision Agreements
- Bylaw updates drafted / Register with Bylaw Court
- Register names for landfill road (Dinu & Rose) & complete update with Civic Address Registry (CAR)
- Asset Management plan update completed
- Violence Prevention/ Teamwork & Collaboration/ Conflict Resolution Training for all staff
- Complete electronic filing cleanup/organization

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



PUBLIC WORKS REPORT TO COUNCIL

December 16, 2025 Council Meeting

November 15 – December 12, 2025

Updates:

- Damon vacation

Completed work this period:

- Operations Coordinator meetings with CAO / 2026 Budget work/collecting quotes, etc. & work on Asset Management Plan
- Change brakes on ½ ton
- Ice rink flooding
- Fix potholes on Woodland Bay
- Fuel pump wired into cold storage building
- Snow maintenance, including Kinookimaw
- Equipment maintenance

Water Treatment Plant

- Meter Reading for November billing
- Regular maintenance / flow meters, sensors, instruments cleaned
- Well checks
- Bio Filters backwash completed
- Water tower cleaning / Hand delivering Precautionary Drinking Water Advisories to every residence
- Curbstop locating
- Changed out circulation pump as was leaking

Work Planning for this month & upcoming months:

- 2026 Budget work
- Complete tree trimming along roadsides
- Fire hydrants to be raised
- Well house fence
- Complete ongoing training as time allows
- Curbstop Project – ongoing
- Mapping/exercising all water valves
- Work on SOP's for water breaks, etc.
- Complete shop organization/removal of office

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

INTER-MUNICIPAL UTILITIES COMMITTEE

DRAFT MINUTES

December 1, 2025 – 7:00pm – Regina Beach Memorial Hall

Call To Order: Mayor Vollman called Meeting to order at 7:00 pm.

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

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

Motion Smith/ Oldershaw To Dispense of Seconders for the remainder of the meeting Carried

Approval of Minutes: Smith/ That the IMUC Minutes of September 8, 2025 be approved. Carried

Note: In attendance and introduced to IMUC members were four volunteer members of the Regina Beach Fire Department including the new Fire Chief. The Chief presented a current position and vision of where the fire department is at including that work was underway re a 3-year plan. The hope was to be more transparent than in the past and to work towards better retention of the volunteer fire fighters of which there are currently 17 members.

Business Arising From the Minutes:

a. Status of Lagoon Federal/Provincial Grant

Thorley being unable to attend submitted a written report with the following information:

- * In coordination with the RM of Lumsden, tenders for the Lagoon Road had been received and reviewed with the engineering firm MPE. Tenders were too high at this time for the fall, so it was recommended to re-tender in the new year and look at a spring timeframe to have the road re-capped.
- * Repairs to the existing liner of the Lagoon (that have been on the books for a year or more) began. Federal Government has allowed this work to fall under the Funding still available. Funding still available in Federal Government Grant that can be used until 2028 is \$825,319.93 plus any of Provincial and local funds available.
- * At this immediate time, no exchange of funding needed until the new year.

b. Fire Department Revised Schedule B Proposal

Documents submitted by Thorley were reviewed and discussed. Vollman to meet with Thorley and the Fire Chief to bring forward a specific Schedule B proposal for the next IMUC Meeting.

c. Septic Load Revenue Use

Vollman reported that the electronic counting system is now in place at the Lagoon and that the \$5/load will begin collection from septic haulers as of January 1, 2026. Regina Beach Council, on their own, has determined that the revenues collected will be deposited into a dedicated Regina Beach account and will only be used for Lagoon infrastructure requirements. These expenditures should, going forward, decrease the annual operating expenses charged out to all IMUC members.

d. IMUC Signed Agreements Distribution Update

Signed agreements were completed and have been distributed to all IMUC members with Kinookimaw and Lumsden Beach copies distributed at this meeting.

e. Pumper Truck Purchase Update

Thorley's report included the following information:

- In consultation and meetings with our local Volunteer Fire Department, we have finally come to the conclusion of the purchase of the new Pumper Truck.
- Purchased through Acres Ind. In conjunction with Seahawk Service in Manitoba for \$853,444.73 plus applicable tax.
- 30% deposit paid to process. Funding to be used from the Reserve accounts for the Truck.
- Remaining equipment requested will be reviewed and negotiated between Seahawk and Fire Department Command Group

New Business

a. Flood / Fire Planning

Wilson inquired whether there was any interest in searching for leadership and possible funding for a review and possible plan of action regarding potential major flood or fire occurrences within IMUC member's boundaries. After discussion, it was agreed R. Wilson would research sources of assistance and report back to the next IMUC meeting.

b. Fire Department Community Assessment Signage

It was reported that the Fire Department has recently removed the status indicators from the roadside signage and is working on policy and procedures for correctly using the signage going forward.

c. 2026 IMUC Utilities Budgets

Thorley's circulated a copy of each utilities actuals compared to budgets as of November 25, 2025. No 2026 Budgets were included although by previous agreement the December IMUC meeting is to receive projected next year Budgets to assist the IMUC members with the preparation of their own municipal Budgets. Vollman agreed to speak with Thorley to see where the Budget projections are at.

It was understood that the annual December IMUC meeting was for receipt of Budgets and the March meeting was to receive previous years Actuals.

d. **Municipal Unit Counts Update**

The Regina Beach Office has recently reached out to IMUC members for an update on each municipalities unit count. Updated unit count numbers appear on the financial documents received for this meeting.

Next IMUC Meetings

- a. March 2, 2026 – 7:00pm @ Buena Vista Office
- b. June 2, 2026 – 7:00pm @ Lumsden Beach Community Hall

Adjourn

The meeting adjourned at 8:35pm.

IMUC – REPORTING

SUBMITTED BY CAO MIKE THORLEY

FOR DECEMBER 1, 2025 MEETING

Status of Lagoon Federal/Provincial Grant

- In coordination with the RM of Lumsden, tenders for the Lagoon Road had been received and reviewed with the engineering firm MPE. Tenders were too high at this time for the fall, so it was recommended to re-tender in the new year and look at a Spring timeframe to have the road re-capped.
- Repairs to the existing liner of the Lagoon (that have been on the books for a year or more) began. Federal Government has allowed this work to fall under the Funding still available.
 - Funding still available in Federal Government Grant that can be used until 2028 is \$825,319.93 plus any of Provincial and local funds available.
- At this immediate time, no exchange of funding needed until the new year.

Fire Department Revised Schedule B Proposal

- Attached is an overview received from Fire Chief Rob Kletzel regarding the schedule.
- As you will read, it is the first review and options given for IMUC members.

IMUC Signed Agreements – Distributed

- The majority of Agreements have made it to the members.
- Lumsden Beach and Kinookimaw agreements will be given to these communities on Monday December 1.

Pumper Truck Purchase

- In consultation and meetings with our local Volunteer Fire Department, we have finally come to the conclusion of the purchase of the new Pumper Truck.
- Purchased through Acres Ind. In conjunction with Seahawk Service in Manitoba for \$853,444.73 plus applicable tax.
 - 30% deposit paid to process. Funding to be used from the Reserve accounts for the Truck.
 - Remaining equipment requested will be reviewed and negotiated between Seahawk and Fire Department Command Group

Utilities Budgets

- Attached are the 2025 budget amounts to November, 2025. Please review.
- 2026 Budgets will be given from RB early in the new year.

THANKS

MIKE THORLEY - CAO

1. Current Fee Structure Overview

Your fee guide uses:

- **Equipment-based call-out fees** (e.g., Pumper \$750, Wildland Truck \$500, Rescue \$913).
- **Hourly rates per apparatus** (e.g., Pumper \$400/hr, Wildland \$250/hr, Rescue \$913/hr).
- **Personnel rates:** Firefighters \$25/hr (min 3 hrs), Chiefs \$30–40/hr.
- **Special charges:** Foam at cost, fire pit inspections, false alarm escalation, education at discretion.

This model is **cost-plus oriented**, reflecting actual resources used.

2. Benchmark Comparison

Based on your research and provincial norms:

Municipality	Base Fee	Hourly Rate (Apparatus)	Firefighter Rate
Regina Beach	Equipment-based	Pumper \$400/hr, Wildland \$250/hr, Rescue \$913/hr	\$25/hr
Lumsden	\$819 flat fee	\$327.81/hr per apparatus	\$30/hr
Qu'Appelle	\$1,500 flat fee	\$500/hr per truck	\$25/hr
Emerald Park	SGL flat rate	Included in \$1,107.67/hr	Included
Pilot Butte	SGL flat rate	Included in \$1,107.67/hr	Included

Observations:

- The **pumper/wildland rates** are slightly below the \$500/hr benchmark.
 - **Rescue rate** is higher than average but could be justified due specialized training and equipment for extrication.
 - Personnel rates align with provincial norms.
 - SGI flat rate simplifies billing but may reduce revenue (e.g., Oct 10 fire: \$4,500 billed vs. \$3,300 SGI rate). We could look at other examples.
 - **Special Costs:** Foam, permits, false alarms, and education fees are consistent with other municipalities' practices. Your **false alarm escalation** is stricter than some towns (many stop at \$500), but doubling fees is a strong deterrent and not unusual.
-

3. SGI Flat Rate Model

- **Pros:** Simple, transparent, CPI-based increases, removes political pressure.
 - **Cons:** Potential revenue loss; less flexibility for cost recovery on specialized equipment.
-

4. Key Considerations for Fair Rates

- **Training level and certifications** (higher standards & equipment justify higher rates).
- **Equipment depreciation and maintenance.**
- **Fuel and consumables** (foam, PPE wear).
- **Administrative overhead.**
- **Provincial benchmarks** (SGI, Local departments)

5. Recommendations

Option A: Maintain Current Structure with Adjustments

- Equipment-based hourly rate fees (e.g., \$400 for pumper) are lower than the provincial norm. Increase **pumper and wildland hourly rates** toward \$500/hr and decrease **Rescue** to \$500/hr to align with benchmarks.
- Equipment-based call-out fees (e.g., \$750 for pumper) are lower than the provincial norm. Introduce a **flat rate call out** for all units to align with provincial norm. We could look at something similar to what Qu'Appelle and Lumsden have \$819-\$1500.
- Keep personnel rates as-is (already standard).
- Review rescue rate for fairness and transparency could drop this to \$500/hr to align with other units.
- Propose an annual increase of 3% to align with SGI and provincial norms.

Option B: Adopt SGI Flat Rate

- Use \$1,107.67/hr for all-inclusive billing.
- Apply CPI-based annual adjustments.
- Consider hybrid approach: SGI rate for mutual aid or highway incidents, current structure for local calls.

Option C: Hybrid Model

- Flat SGI rate for **extrication/highway calls**.
 - Current detailed structure for **local fire protection**.
-

SCHEDULE "B" attached to Exhibit A and forms part of Bylaw No. 2022-07

Schedule of Rates for "Fire Call Out Fees":

	<u>Rate</u>	<u>Plus</u>	<u>Rate</u>	<u>Base</u>	<u>Hourly</u>
<u>Equipment Rates</u>					
Emergency Response Vehicle	795.68	\$750.00	+	\$300	24
Fire Apparatus			+	\$300	309
Support Vehicle			+	\$200	206
					35
					318.27

Firefighter Rates

Fire Chief		+	\$45
Deputy Fire Chief		+	\$40
Captain		+	\$35
Firefighters		+	\$30

Minimum Call out is the Base Rate plus One Hour for each piece of equipment and personnel that responded.

SGI will be invoiced for response provided to motor vehicle incidents occurring within the Town of Lumsden and the Rural Municipality of Lumsden No. 189

Town of Lumsden Only:

Response to False Alarm: 1st Response - No Charge
2nd and Subsequent Response - \$250."

Definition of "Response to False Alarm":

When 4 or more members have arrived at the hall prior to the call being cancelled.

These rates shall come into effect upon final passing of this bylaw by each municipality.

Equipment Rates will increase by 3% each January 1, commencing in 2024.

2025 Rate		Support
\$795.68	318.27	212.18
<u>2026 Rates</u>	<u>Apparatus</u>	<u>Support</u>
\$819.55	\$327.81	\$218.54

IMUC 2025

CEMETERY

@ Nov 20

Detail	GL Account #	2025 Budget	2025 Actuals
Operating Expenses			
Machinery			22,095
Wages - Cemetery	550-110-110		4,913
Benefits	550-120-110		371
Workers Compensation	550-120-120		-
Cemetery Maintenance	550-200-110		529
Cemetery Materials & Supplies (ie. Tools, etc)	550-400-110		77
Engraving Bricks	550-400-110		1,500
Cemetery Plaque/Vases	550-400-110		2,561
Administration		10%	995
Total Operating Expenses			33,041
Capital Expense			
Transfer to Reserve (Niche Sales)	310-100-300		-
Total Capital Expenses		-	-
Revenue			
Cemetery Fees	420-600-100		11,010
Total Revenue		-	11,010
TOTAL		-	22,031

Y-End estimate at Nov 20

Y-end

Y-End

Units

Regina Beach		1,836	1,836
Buena Vista		733	733
Total Units BV & RB only		2,569	2,569

Cost

Regina Beach		-	15,745
Buena Vista		-	6,286
Total Cost		-	22,031

IMUC 2025

EMO

Detail	GL Account #	@ Dec 31		DRAFT		@ Nov 20			
		2022 Budget	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Actuals	2025 Budget	2025 Actuals
Operating Expenses									
Annual Licence Renewal	520-300-100	643	643	687	687	717	717	737	737
Telephone Install, Suspend & Wifi	520-300-100								
3 Radios Reprogrammed/EMO Equip	520-300-100								
Base Radio	520-300-100								
Radio Antennas	520-300-100								
Community Alert System	520-300-100								
Laptop Computer & Printer	520-300-100								
Training SEPA registration Fees	520-300-100	1,000		1,000		1,000		1,000	475
Training-Travel/Hotel/Meals	520-300-100	1,000		1,000		1,000		1,000	299
Community mail outs/notices	520-300-100								
Stationery/Supplies/Meeting Rental	520-300-100	100		100		100		100	
Emergency Reflective Vests	520-300-100								
Miscellaneous	520-300-100								
Honorarium \$250/month	520-300-100	3,000		3,000		3,000		3,000	1,750
EMO Administration	520-300-100								
WCB - from statement of account									
Administration		574	64	579	69	582	72	584	326
Total Operating Expenses		6,318	708	6,366	756	6,399	789	6,420	### ##
Revenue									
Total Revenue		-	-	-	-	-	-	-	-
TOTAL		6,318	708	6,366	756	6,399	789	6,420	3,587

Cost 50/50 Split

Regina Beach		3,159	354	3,183	378	3,199	394.45	3,210.12	1,793.30
Buena Vista		3,159	354	3,183	378	3,199	394.45	3,210.12	1,793.30
Total Cost		6,318	708	6,366	756	6,399	788.90	6,420.24	3,586.59

FIRE DEPARTMENT

Detail	GL Account #	2023 Budget	Actual to 31-Dec 2023	2024 Budget	Actual to 31-Dec 2024	2025 Budget	Actual to 25-Nov 2025	Notes for 2025
Operating Expense								
Staff Wages	525-110-110							
Fire Chief Honorarium	525-110-120	3,360	3,360	3,500	3,360	3,500	2,520	
Deputy Chief Honorarium	525-110-130	1,200	1,200	1,200	1,200	1,500	900	
Training Officer Honorarium	525-110-135	1,200	1,200	1,200	1,200	1,500	900	
Volunteer Firefighters	525-110-140	25,000	38,825	35,000	33,650	35,000	3,463	Y-end
WCB - firefighters from Statement of Account		800	601	800	1,233	1,051		Y-end
Professional Development - F Fighters	525-160-050	12,500	4,774	14,000	5,254	12,500	7,597	
EMS Dispatch 911	520-210-101			2,500	2,584	2,500	2,584	
Public Education	525-210-120	5,000	-	5,000	321	5,000	1,825	
Insurance	525-230-100	14,000	13,633	14,000	13,412	14,000	14,039	
Contracted Vehicle Service & Repair	525-245-100	4,000	2,741	5,000	42,091	20,000	30,556	
Contracted Repairs Building	525-250-100	1,000		2,000	-	2,000	645	
Contracted Other Fire Dept	525-260-100	3,000		3,000	-	3,000		
Firehall - Heat	525-300-110	2,300	2,254	2,300	2,078	2,300	1,794	
Firehall - Power	525-300-120	1,570	1,448	1,500	1,522	1,500	1,558	
Fire Phones & Alarm Monitor	525-300-140	2,500	2,325	2,500	2,315	2,500	2,289	
Firehall - Septic	525-300-145	200		200	-	200	67	
Firehall Supplies/Firefighting on Site Firefighting	525-420-100	500	286	500	476	500	396	
Janitorial Supplies	525-420-105	200	7	200	240	200	15	
Building Repairs	525-420-110	7,000	7	2,000	-	2,000	405	
Vehicle Repairs/Parts	525-430-100	4,644	207	5,000	1,419	5,000	1,167	
Fuel & Oil	525-430-110	2,200	1,196	2,200	2,091	2,200	1,773	
Shop Supplies/Small Tools	525-440-100	500	474	500	1,204	750	1,062	
Ground Communication Equipment	525-440-110	2,000	2,260	2,500	4,600	3,000	2,994	
Equipment Maintenance/Repairs	525-440-120	2,500	1,946	2,500	1,550	2,000	3,114	
Fire Fighting Equipment	525-440-121	7,500	7,733	15,000	5,961	10,000	8,537	
Administration		10,467	8,648	12,410	12,776	13,370	9,020	
Total Operating Expenses		115,141	95,125	136,510	140,537	147,071	99,221	
Capital Expense								
Operating Equipment	170-100-350							
Fire Hazard Sign	170-100-110							
Vehicles Rapid Response/Old Ambulance	170-100-400							
Transfer to Reserve 310-100-425/430/440/450		37,500	39,699	37,500	37,500	-	-	
Total Capital Expenses		37,500	39,699	37,500	37,500	-	-	
Revenue								
Sk Power Corp	420-400-300							
Town of Lumsden Fire Mutual Aid	420-400-300							
Village of Lbeach-Fire call	420-400-300							
SGI	420-400-300		1330		2308			
RM of Lumsden Fire	420-400-300				19,269		3,435	
RB & District Lions donation \$2000 tsf to reserves & other donations	480-150-100	2,000	10379	10,000	6273	10,000		
RB /BV Total Revenue		2,000	11,709	10,000	27,849	10,000	3,435	
Annual Amortization Expenses Effective 2012								
Land Improvements- Fire Hazard Sign	525-600-199	223	223	223	223	223		Y-end
Bldgs/Impr Eng Structures	525-600-299	3760	4585	3760	4585	4585		Y-end
Machinery & Equipment	525-600-399	15989	19331	15989	19331	19331		Y-end
Vehicles	525-600-499	15560	15560	15560	15560	15560		Y-end
Total Annual Amortization Expenses		35,532	39,699	35,532	39,699	39,699	-	
RB/BV amounts before additional municipal revenue		186,173	162,814	199,542	189,887	176,770	95,786	
Billings to other municipalities		21,775	18,320	23,855	25,644	26,058	14,621	
RB/BV amount to be shared		164,398	144,494	175,687	164,243	150,712	81,165	

Units							
Regina Beach		1845	1840	1840	1836	1836	1836
Buena Vista		725	732	732	732	732	733
RM Lumsden		115	115	115	115	115	115
Lumsden Beach		84	87	87	87	87	87
Kinookimaw		242	242	242	242	242	242
Total Units		3011	3016	3016	3012	3012	3013

Cost on a unit basis							
Regina Beach		118,021	103,370	125,686	117,426	107,752.29	58,007
Buena Vista		46,377	41,123	50,001	46,817	42,960.06	23,158
RM Lumsden		5,678.33	4,745.09	6,179	6,642.03	6,749.19	3,787.08
Lumsden Beach		4,148	3,590	4,674	5,025	5,105.91	2,865
Kinookimaw		11,949	9,985	13,002	13,977	14,202.64	7,969
Total Cost		186,173	162,814	199,542	189,887	176,770.10	95,786

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

IMUC 2025
LAGOON

Detail	GL Account #	@ Dec 31				@ Nov 25	
		2023 Budget	2023 Actuals	2024 Budget	2024 Actuals	2025 Budget	2025 Actuals
Operating Expenses							
Wages	585-110-110	8,000	11,713	10,000	13,657	13,000	9,263
Wages OT	585-110-111	200		200		200	-
Benefits	585-120-110	1,500	2,512	2,200	2,397	2,500	2,065
Benefits OT	585-120-111	100		100		100	-
Workers Compensation	585-120-120	200	325	200	449	450	yr-end
Machinery	Time Sheets	16,800	12,116	16,800	24,746	13,000	2,880 yr-end
Lagoon Repairs	585-200-120/585-295-100		333	1,000	1,829	1,000	254
Lagoon Insurance	585-285-100	16,228	18,354	18,000	18,808	18,000	19,761
Lagoon Pump Rent/Excavate	585-285-130						
Lagoon Road repairs - pumping	585-285-130						
Lagoon Road Dust Control	585-285-130	14,700	9,077	18,000	9,547	10,000	9,910
Lagoon Road Mowing	585-285-130	300		300		300	
Lagoon Road - Gravel	585-285-130		9,188		950		5,066
Lagoon Liner damage -sandy fill '21-Full repair 2022	585-285-130	80,000		80,000		80,000	101,890
Lagoon Sample Costs /Environ Service: 2022 Certified Operator Contract, Replacement of monitoring wells incl. decommissioning of old monitoring wells.	585-295-100	14,000	2,376	10,000	396	10,000	1,389
Lagoon Power	585-300-120	1,040	1,139	1,000	1,299	1,500	1,058
Lagoon Telephone/Internet	585-300-140/150	3,000	2,344	2,000	2,843	2,000	2,607
Lagoon Material & Supplies	585-420-130	11,000	1,813	3,000	1,098	3,000	2,433
Lagoon - Fuel Oil	585-430-115	-	-	-	-	-	-
Administration	10%	16,707	7,129	16,280	7,802	15,505	15,858
Total Operating Expenses		183,775	78,418	179,080	85,822	170,555	174,434
Annual Amortization Expenses Effective 2012							
Estimated Amortization	585-600-699						
New Lagoon Amortization Amount		15,000	15,000	15,000	15,000	15,000	
Total Annual Amortization Expenses		15,000	15,000	15,000	15,000	15,000	-
Additional							
REVENUE - PROPOSED DUMP FEE		71,500	0	71,500	0	71,500	0
\$5.00 per dump est. 14,300 dumps per yr.							
Total Additional		71,500	-	71,500	-	71,500	-
TOTAL		127,275	93,418	122,580	100,822	114,055	174,434

Units							
Regina Beach		1,845	1,840	1,840	1,836	1,836	1,836
Buena Vista Units		732	732	732	732	732	733
RM Lumsden		115	115	115	115	115	115
Lumsden Beach		87	87	87	87	87	87
Kinookimaw		242	242	242	242	242	242
Total Units		3,021	3,016	3,016	3,012	3,012	3,013

Cost							
Regina Beach		77,730	56,992	74,784	61,457	69,523.57	106,293.27
Buena Vista		30,839	22,673	29,751	24,502	27,718.55	42,436.26
RM of Lumsden		4,845	3,562	4,674	3,849	4,354.69	6,657.80
Lumsden Beach		3,665	2,695	3,536	2,912	3,294.42	5,036.77
Kinookimaw		10,195	7,496	9,836	8,101	9,163.78	14,010.33
Total Cost		127,275	93,418	122,580	100,822	114,055.00	174,434.44

Note: Lumsden Beach Billed Annually

IMUC 2025
LIBRARY

Detail	GL Account #	@ Dec 31		DRAFT		@ Nov 25	
		2023 Budget	2023 Actuals	2024 Budget	2024 Actuals	2025 Budget	2025 Actuals
Operating Expenses							
Cultural Centre/Library rent	570-500-110	9,200	9,120	9,200	9,120	9,576	9,063
Insurance	570-500-120	50	50	50	52	50	54
Library Operating Supplies	570-500-120	3,250	2,356	3,000	5,356	5,540	2,131
Library Cleaning	570-500-120	480	480	500	480	500	400
Library Phone	570-500-105	1,700	1,682	1,700	1,681	1,700	1,542
Secretarial Services	570-500-120	420	420	500	420	500	
Additional Hours	570-500-130	6,896	6,896	7,000	7,299	7,695	7,695
Administration		2,200	2,100	2,195	2,441	2,556	2,089
Total Operating Expenses		24,195	23,105	24,145	26,848	28,117	22,974
TOTAL		24,195	23,105	24,145	26,848	28,117	22,974

wifi

Units	2023	2023	2024	2024	2025	2025
Regina Beach	1845	1840	1840	1836	1836	1836
Buena Vista	732	732	732	732	732	733
Total Units BV & RB only	2,577	2,572	2,572	2,568	2,568	2,569

Cost	2023	2023	2024	2024	2025	2025
Regina Beach	17,323	16,529	17,273	19,195	20,102.59	16,419
Buena Vista	6,873	6,576	6,872	7,653	8,014.76	6,555
Total Cost	24,195	23,105	24,145	26,848	28,117.34	22,974

IMUC 2025

PRIMARY HEALTH

at Nov 25, 2025

Detail	GL Account #	2023 Budget	2023 Actuals	2024 Budget	2024 Actuals	2025 Budget	2025 Actuals
Operating Expenses							
Lunches/Conference/Mileage/ Info	550-210-100						
Primary Health Care Bldg Contracted	550-210-110	2,000	53	5,000	2,046	2,500	
Renovations/Equip/Supplies 550-430-100	550-400-110	500	437	500	1,307	1,000	-
Custodian Contracted	570-270-150	5,500	6,697	5,480	8,120	8,200	6,614
Insurance	570-285-100	1,260	1,546	1,580	1,909	1,900	2,006
Heat	570-300-160	1,100	1,308	1,200	1,346	1,200	1,122
Power	570-310-160	1,400	1,387	1,500	1,462	1,500	1,177
Phone/Internet	570-330-170	880	913	800	912	900	861
Septic	570-340-160	100	62	70	133	100	200
Cleaning Supplies	570-420-160	50	130	90	233	200	171
Paint/Paint Supplies/Furnace/Access	570-430-160	2,000	-	1,000	24	1,000	-
Building Improvements Capital	170-100-250						
Office Furniture & Equipment	170-100-560						
Administration		1,479	1,253	1,722	1,749	1,850	1,215
Total Operating Expenses		16,269	13,786	18,942	19,240	20,350	13,367
Revenue							
Grant - Primary Health - Accessibility	450-250-100	-	-	-	-	-	-
Health Care rentals							
Rentals	420-500-700	3,800	1,920	3,840	-	3,900	-
Total Revenue		3,800	1,920	3,840	-	3,900	-
TOTAL		12,469	11,866	15,102	19,240	16,450	13,367

Units

Regina Beach	1,845	1,840	1,840	1,836	1,836	1,836
Buena Vista	732	732	732	732	732	733
Total Units BV & RB only	2,577	2,572	2,572	2,568	2,568	2,569

Cost

Regina Beach	8,927	8,489	10,804	13,755	11,760.98	9,553
Buena Vista	3,542	3,377	4,298	5,484	4,689.02	3,814
Total Cost	12,469	11,866	15,102	19,240	16,450.00	13,367



VILLAGE OF BUENA VISTA Briefing Note

To:	Mayor and Council
Date:	December 11, 2025
Subject:	Information on tabled Proposal for Municipality to purchase of portion of Lot A, Plan 101405450

PURPOSE:

To provide Council with further information regarding the proposed portion of property offered to the municipality for purchase.

BACKGROUND:

Proposal was presented at November 25, 2025 Council meeting. Matter was tabled pending further information required to make an informed decision. (proposed price of property offered, requirements for municipal roadways)

CONSIDERATIONS:

Property owner proposes a purchase price of \$50,000.00 for the apportioned property for the purpose of potential widening of the roadway. Proposal included the option for the municipality to pay \$25,000 in 2025 and \$25,000 in 2026.

The municipal roadway adjacent to the proposed portion of property is 8.39 meter (27.5 feet) wide currently. A standard traffic lane width is often around 3m (9.84 feet), arterial/collector streets for higher speed/volumes typically range from 3.5-3.7 meters, thus the roadway is ample width for the speed and volume of traffic and would not require widening.

The acquisition of private property by a municipality in Saskatchewan is governed by legislation such as *The Municipalities Act*, *The Municipal Expropriation Act*, and *The Expropriation Procedure Act*.

Property can only be acquired for a purpose authorized by the relevant municipal Act, which must serve the public interest.

RECOMMENDATION:

That council decline the proposal to purchase the apportioned property.

Prepared by:

Melissa Pollock-Chief Administrative Officer

To: Village of Buena Vista -2025-12-30

RECEIVED
DEC 01 2025

Dear: Administrator - Melissa Pollock
circulated to Mayor- Karen Smith
As well as the Town Council.

For proposal for the town to purchase a lot at
Owner

From front of town of office going up road to water tower left side of road
3/4 way up the road. Copy Tec survey map attached lot 19885,
East side of lot. West side of the road. Length – 24.55 - 43- 26-30.

Asking 50,000.00 will accept \$25,000.00 in 2025.

\$25,000.00 in the following year 2026 by set time to be designated. (Wish
town to have). Would like a response before the house is put up for sale, if
interested.

Important lot for widening the road.

Contact

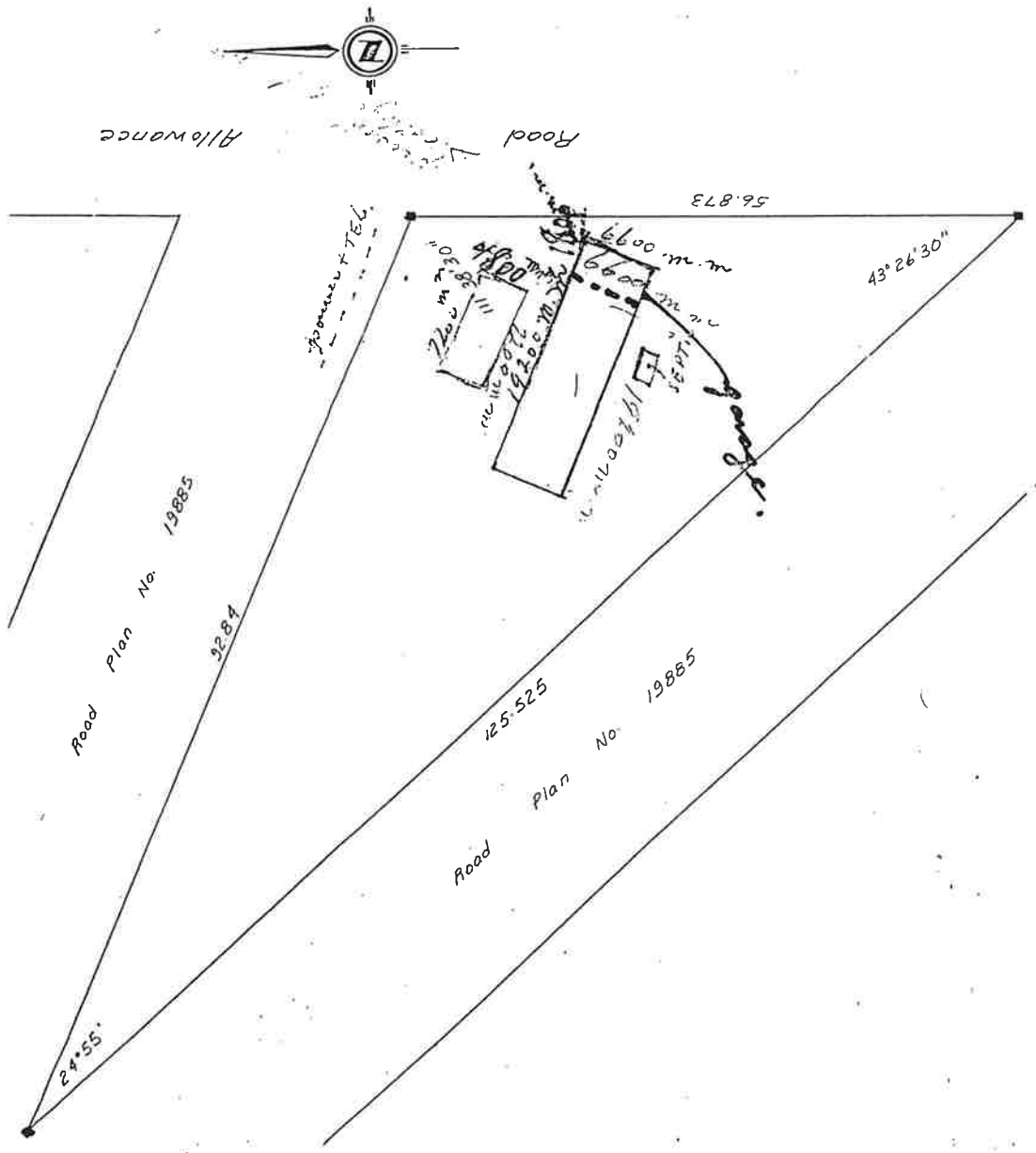
Phone # message manager on phone land line.

Sketch showing

Survey of Part of

S.E. 1/4 Sec. 14-21-22. W.2M.

Near Buena Vista Park, Saskatchewan.



Drawing is not to scale.

NOTE:

Measurements are in metres and decimals thereof

Iron Posts found are shown thus \blacklozenge

Iron Posts planted are shown thus \blacksquare

Control Points are shown thus \ast

This survey was performed on Sept. 29, 1981.

Henk L.
Saskatchewan Land Surveyor
Date *Oct 6/81*

Client: *John Galen*

Harding, Boss & McLeod Surveys Ltd.
File No. *5R98-75*



A message from FCM and SUMA

Dear elected officials and members of SUMA,

The SUMA-FCM Small Communities Travel Fund provides critical support to partially offset travel costs for Saskatchewan municipal representatives from small communities to participate in FCM's Board of Directors meetings. The travel fund is intended to ensure that smaller communities' voices are heard at the FCM table.

SUMA members sustain this fund through voluntary dues contributions collected by FCM and administered by SUMA.

To qualify for the reimbursement of travel expenses, recipients must meet the following criteria:

- A local government elected official from a SUMA member municipality;
- From a community outside Regina, Saskatoon, Moose Jaw and Prince Albert;
- From a community that contributed to the fund in the year the expense was occurred; and
- Elected to FCM's Board, not those on standing committees.

Ensuring small Saskatchewan communities have a voice at the FCM table depends on voluntary contributions from members like you.

SUMA and FCM encourage all members to make this small, voluntary contribution to maintain our united and inclusive voice at the national municipal table.

Thank you.

A handwritten signature in cursive script that reads "Randy Goulden".

Randy Goulden
President, SUMA

A handwritten signature in cursive script that reads "Rebecca Bligh".

Rebecca Bligh
President, FCM



FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

Membership Invoice 2026 – 2027

24 Clarence Street
Ottawa, ON K1N 5P3
T. 613-241-5221

Melissa Pollock
Village of Buena Vista
1050 Grand Avenue
Buena Vista, SK, S2V 1A2

INVOICE: INV-48345-K8G0Z4
DATE: 11/10/2025
ACCOUNT: 35522
DUE DATE: 3/31/2026

Attn: Administrator

ITEM	QTY	RATE	SUB-TOTAL	HST/GST	QST	TOTAL
Base Fee / Taux de Base (b)	1	\$140.0000	\$140.00	\$7.00	\$0.00	\$147.00
Per Capita / Frais de cotisation	646	\$0.2342	\$151.29	\$7.56	\$0.00	\$158.85
TOTAL			\$291.29	\$14.56	\$0.00	\$305.85

PAID AMOUNT: \$0.00
BALANCE DUE: \$305.85

Your FCM membership empowers local leaders to strengthen their communities and shape a brighter future for all Canadians.

Learn more at <https://fcm.ca/membership>.

PAYMENT

Electronic Funds Transfer
Royal Bank of Canada (RBC)
Institution Number: 003
Transit Number: 00006
Account Number: 1113307

Cheque payable to:
Federation of Canadian Municipalities

accountsreceivable@fcm.ca

GL _____
Desc _____
Entered in AP _____
Paid/Conf# _____
EFT Payment# _____
Cheque # _____
AP Batch _____
Payment Method _____



FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

SUMA Travel Fund Invoice 2026-2027

24 Clarence Street
Ottawa, ON K1N 5P3
T. 613-241-5221

Melissa Pollock
Village of Buena Vista
1050 Grand Avenue
Buena Vista, SK, S2V 1A2

INVOICE: INV-48884-B3Z4B2
DATE: 11/19/2025
ACCOUNT: 35522
DUE DATE: 3/31/2026

Attn: Administrator

ITEM	QTY	RATE	SUB-TOTAL	HST/GST	QST	TOTAL
OPTIONAL contribution towards a travel fund that supports the participation of elected officials from small communities in FCM's National Board of Directors	646	\$0.0500	\$32.30	\$1.62	\$0.00	\$33.92
TOTAL			\$32.30	\$1.62	\$0.00	\$33.92

PAID AMOUNT: \$0.00
BALANCE DUE: \$33.92

PAYMENT

Electronic Funds Transfer
Royal Bank of Canada (RBC)
Institution Number: **003**
Transit Number: **00006**
Account Number: **1113307**

Cheque payable to:
Federation of Canadian Municipalities

accountsreceivable@fcm.ca

GL _____
Desc _____
Entered in AP _____
Paid/Conf# _____
EFT Payment# _____
Cheque # _____
AP Batch _____
Payment Method _____



VILLAGE OF BUENA VISTA

Briefing Note

To:	Mayor and Council
Date:	October 28, 2025
Subject:	Development Application-Accessory Building Lot 26A, Blk 3, PI 62R07755

PURPOSE:

To inform Council of a Development Application submitted for an accessory building to operate as a short term rental.

BACKGROUND:

The building was the original dwelling on the property in the R2 zoning district. In 2019 a development application was submitted for a new dwelling. R2 Zoning Requirements (attached) ***S 8.1 Permitted Uses a.) One single-detached dwelling, which includes an RTM; b.) Uses, buildings and structures accessory to the foregoing permitted uses and located on the same site with the main use;***

Within the application the applicant indicated that the original dwelling would be reclassified as an accessory building with all utilities to be removed. Based on this written statement, the development application for the new dwelling was approved. The original dwelling was reclassified as an accessory building for studio/storage with SAMA and has been assessed as such since 2019.

July 2024, administration received a bylaw complaint for excessive noise from the “Airbnb” at the address. As part of the bylaw enforcement complaint process, it was discovered that the accessory building had been renovated and was indeed listed on the “Airbnb” website. A “Cease and Desist” letter was issued to the property owner until such time that the water connection to the building was connected through the meter as no application was made to the Village for water connection to the building. The connection was through the meter. The property owner’s explanation at this time was that the building was used for family member visits only. Within the “Cease and Desist” letter, the request was made for the property owner to submit application for the building as a Discretionary Use. The owner insisted that it is an accessory building and no development permit for the discretionary use was ever submitted. All renovations and utilities to the dwelling were done with no application, approval, or permits. Having received no application, administration contacted PBI (Professional Building Inspectors) PBI issued a Building Order (attached) that instructed the property owner to:

- Stop dwelling use of the building immediately, as occupancy is not permitted.
- Apply for and obtain a valid building permit in 30 days; or;
- Return building to original use as an accessory building

None of the contraventions were remedied within the 30-day period, and the owner submitted an appeal to the Building and Technical Standards.

The appeal was heard on September 10, 2025, at 10:35 a.m. and a decision was rendered on the same date in favour of the Village. (attached) The owner (Appellant) was provided the opportunity to appeal to a judge of the court on a question of law alone.

APPEAL BOARD DECISION

The Appeal Board is satisfied that compliance with the Order will result in compliance with the construction standards and, as such, in accordance with clause 31(6)(a) of the CC Act, it must confirm the Order issued by the appointed building official dated June 17, 2025.

REASONS IN SUPPORT OF THE DECISION (Highlighted on attachment)

No appeal was filed with the courts.

November 15, 2025, a development application was submitted to Village administration for an Accessory Building with intended use listed as: Seasonal Rental/Business. The application was not delivered by the owner, but rather his co-worker. Co-worker was advised by administration that it would be required to be submitted as a Discretionary Use, he accepted this and paid the appropriate fee. Moments later the property owner entered the Village office and refused the discretionary use application, requested a refund and advised that he would only submit an application for an Accessory Building, and would submit an appeal to the Development Appeals Board if the application was denied.

Administration contacted PBI, advised them of the application for an accessory building. PBI offered the statement that the building is not an accessory building, but rather a dwelling by the definition of the NBC (National Building Code), however because of the nature of the application it becomes a planning and development issue. PBI advised that we obtain legal council and *"If for any reason there is a development permit issued, please ensure that there is a condition that the building must be in compliance with the CCA, Building Bylaw and the village Building Official"*

Administration contacted Community Planning for advice/direction. The response: *"Unfortunately, for legal reasons, we are not able to provide bylaw interpretations. I would highly recommend consulting with your legal counsel on this."*

Administration contacted SUMA Legal Services for an estimate to review the matter and provide direction. An estimate of \$2500 to \$3000 was received from Brownlee Law, Municipal Associate to provide an opinion letter to provide advise. This fee could be recoverable from the applicant as per Zoning bylaw S3.7, (2.)

CONSIDERATIONS:

-R2 Zoning District Permitted Uses:

a.) one (1) single detached dwelling. Zoning bylaw definition of dwelling: A building or part of a building intended for residential occupancy.

-Zoning bylaw defines Accessory as: A building or use that:

- a) Is subordinate to and serves the principal building or principal use
- b) Is subordinate in area, mass, extent, and purpose to the principal building use served;
- c) Contributes to the comfort, convenience, or necessity of occupants of the principal building or assists the principal use; and
- d) Is located on the same site as the principal building or use.

Zoning Bylaw S 3.4, DEVELOPMENT NOT REQUIRING A PERMIT

4.) INTERNAL ALTERATIONS

a.) Residential Buildings-Internal alterations to a residential building, provided that such alterations **do not result in a change of use or an increase in the number of dwelling units within the building or on site;** and,

b.) All Other Buildings-Internal alterations and maintenance to other buildings, including mechanical or electrical work, **provided that the use, or intensity of use of the building, does not change.**

No approval was obtained from the Village to “change the use” of the building from art studio/, storage to the current use as a dwelling. Approval can only be obtained through the Development Permit process.

Subsection 6 (1) of the CC Act states:

Notice to local authority

7 (3) During the course of construction, the owner shall give notice to the appropriate local authority of:

(d) subject to subsection (8), any proposed deviation from the plans approved and permitted by the local authority

The building is not an accessory building by definition of Zoning bylaw and can not be approved as such.

The building could only be considered for:

Discretionary Use S8.2

a.) Home occupations (Home -based Businesses) Definition:

An occupation, trade, profession, or craft customarily conducted for gain in a dwelling unit or accessory building by the resident or residents, which is clearly incidental and secondary to the principal use of the site, and which does not create or become a public nuisance as a result of noise, traffic, pollution, or parking. Home occupations shall not occupy more than 25% of the total finished floor area of a dwelling unit in any Residential District.

The current application must be denied as the building could only be approved as accessory if returned to the original classification. (accessory building in the form of art studio/storage building indicated on the approved building permit from 2019)

The applicant can appeal the decision to the District Development Appeals Board (DDAB).

OPTIONS:

OPTION #1:

The Municipality heed the recommendation of the Building Official and Community Planning Advisor to obtain legal advice to ensure the appropriate application is appropriately processed and the correct legal avenues are undertaken with this complex situation. Provide the applicant with notice to obtain legal advice and include the statement from our Zoning bylaw.

Zoning Bylaw S 3.7,

1.) As soon as an application has been made for development permit and prior to making a decision, the Development Officer may refer the application to whichever government agencies or interested groups Council may consider appropriate. The Development Officer may also require the application to be reviewed by planning, engineering, legal, or other professionals, with the cost of this review to be borne by the applicant.

An approval by the DDAB could set a precedent for interpretation of the zoning bylaw and undermine:

Zoning Bylaw S3.5,

2.) Where any provision of this Bylaw appears unclear, Council shall make the final Bylaw interpretation.

OPTION #2:

The municipality deny the application. Administration to provide applicant notice of decision with the option to appeal the decision to the DDAB. If approved by the DDAB, Council/Administration can appeal the decision to the Saskatchewan Municipal Board Planning Appeals Committee, as can the applicant if the board denies the appeal application.



Government
of
Saskatchewan

Building and Technical
Standards Branch

Ministry of Government Relations

1430 – 1855 Victoria Avenue
REGINA, Canada S4P 3T2

Phone: 306-787-4113

Fax: 306-798-4172

October 2, 2025

Dear

Please find enclosed the Decision and Order issued by the Saskatchewan Construction Standards Appeal Board regarding the Building Official's Order and your Request for Hearing for , described as Lot 26A, Block 3, Plan 62R07755, in the Village of Buena Vista.

Sincerely,

A handwritten signature in blue ink, appearing to read "Peter Wotherspoon".

Peter Wotherspoon
Chief Codes Administrator

Enclosure

cc: Administrator, Village of Buena Vista
Josh Nitz, Building Official, Professional Building Inspections Inc.
Members of the Saskatchewan Construction Standards Appeal Board
Felicia Campbell, Director of Codes and Standards, Government Relations
Gilbert Hautcoeur, Construction Codes Consultant, Government Relations

DECISION OF THE SASKATCHEWAN CONSTRUCTION STANDARDS APPEAL BOARD

BETWEEN:

– APPELLANTS

AND

Village of Buena Vista – RESPONDENT

Board Members: Helen Christensen – Chairperson
Lara DeRosier – Panel Member
Kelly Waldal – Panel Member

Appellants:

Respondent: Josh Nitz – Appointed Building Official, Village of Buena Vista
Bob Baker – Professional Building Inspections, Inc. (PBI)

Building and Technical Standards (BTS):
Peter Wotherspoon – Chief Codes Administrator
Gilbert Hautcoeur – Construction Codes Consultant

Ministry of Justice: Charita Ohashi – Director, Office of Tribunal Counsel

Observers: Felicia Campbell – Director of Construction Codes and Standards, BTS
Ashly Casing – Construction Codes Consultant, BTS

Witness: _____ (for Appellant)

Heard: Wednesday, September 10, 2025, at 10:35 a.m.

Date of Decision: September 10, 2025

This Appeal Hearing was heard under section 31 of *The Construction Codes Act* (the CC Act), being an appeal of an order of a building official (BO) issued pursuant to section 25 of the CC Act.

1. BUILDING OFFICIAL'S ORDER

This Appeal Hearing involves a Building Official Order (Order) (Exhibit A2). The Order was issued by the appointed BO for the Village of Buena Vista (Village). The BO issued the Order dated June 17, 2025, against the property at _____ and described as Lot 26A, Block 3, Plan 62R07755 within the Village.

The Order was issued to the owners of the property, identified as _____ . It states (excerpt):

OBSERVATIONS:

- Accessory Building on a property with an existing primary dwelling appears to be used as a short-term rental dwelling.
- The owner was given notice from the Village of Buena Vista on July 3, 2024 to cease current use of the building. The owner did not comply.
- The owner was given a 60-day warning on April 16, 2025 to obtain development and building approval for the current use of the dwelling. No approval was obtained.

CONTRAVENTIONS:

Pursuant to the CCA, Subsection 25 (1(b)(e)) and Building Bylaw 6-22, you are hereby ordered:

- Stop dwelling use of the building immediately, as occupancy is not permitted.
- Apply for and obtain a valid building permit in 30 days, or;
- Return building to original use as an accessory building.

The Order set a deadline of July 31, 2025, to cease the contraventions.

2. BASIS FOR THE APPEAL

The Appellants indicate the Order was received on June 23, 2025. The Request for Hearing (RFH) Application (Exhibit A1) was received by the office of the Chief Codes Administrator on July 3, 2025, along with the required deposit as per section 31 of the CC Act.

The Appellants provided a three-page document dated June 29, 2025 (Exhibit A3), setting out their reasons for appeal, summarized as follows:

1. The residential status of the building has remained legally uninterrupted since 1973.
2. The reclassification of the building as an accessory building was administrative rather than functional.
3. The building complies with the local bylaw and the National Building Code of Canada regarding use and rental.

3. APPEAL BOARD AUTHORITY

The Appeal Board's authority is set out in section 31 of the CC Act.

The BO relied upon subsections 25(1)(b) and (e) as the basis for issuing the Order. The Appeal Board, having heard from the BO, is satisfied that subsection 25(1) of the CC Act provides the foundation for the Order.

Subsection 25(1) of the CC Act states:

25(1) A building official who is satisfied that the construction standards or the terms and conditions of a building permit are being contravened may, by notice in writing specifying the nature of the incorrect application or contravention, order the owner of the building or the owners agents, contractors, employees, successors or assigns or the registered owner of the land on which the building is situated, within the period set out in the notice, to:

- (a) comply with the general or specific conditions set out in the notice;
- (b) take any measures set out in the notice;
- (c) follow the methods of design, construction, addition, erection, placement, alteration, repair, renovation, demolition, relocation, removal, use or occupancy or change of occupancy set out in the notice;
- (d) use or stop using the materials, equipment, protection, devices or appliances described in the notice;
- (e) stop the design, construction, addition, erection, placement, alteration, repair, renovation, demolition, relocation, removal, use, occupancy or change of occupancy of a building in whole or in part as directed by the notice until any conditions set out in the notice are, in the building official's opinion, fulfilled; or
- (f) do any combination of the things described in clauses (a) to (e).

The Order's authority being rooted in subsection 25(1), the Appeal Board's authority to determine this Appeal is found in subsection 31(6) of the CC Act, which provides:

31(6) On an appeal of an order made pursuant to subsection 25(1) or (2), the appeal board shall make an order:

- (a) confirming the order being appealed if the appeal board is satisfied that compliance with the order would result in compliance with the construction standards; or
- (b) revoking or varying all or any part of the order being appealed if the appeal board is satisfied that:
 - (i) compliance with the order would not result in compliance with the construction standards; or
 - (ii) a proposal submitted by the owner will result in conditions that are equal to or better than those that are required or intended by the construction standards.

4. DOCUMENTARY EVIDENCE

The Appellant's exhibits are identified as:

- A1 Request for Hearing Application
- A2 Building Official Order
- A3 Letter from Appellant to the Chief Codes Administrator

- A4 Photo of window width with measurement of 17"
- A5 Photo of window height with measurement 23.5"
- A6 Photo of the bedroom with a screen door
- A7 Photo of the bedroom with a screen door
- A8 Cease and Desist Notice and Vacation rental by owner information
- A9 Noise complaint - Appellant's response to the respondent
- A10 Letter from respondent to appellant - Accessory building vs a short-term rental
- A11 Email exchange between the Building Official, Appellant and Chief Codes Administrator regarding a gym occupancy
- A12 Sama Property Report
- A13 Village of Buena Vista Zoning Bylaw 2016

The Respondent's exhibits are identified as:

- R-0 Email from Respondent to Building and Technical Standards
- R-1 Plan Review
- R-1b Building Permit - general receipt
- R-1c Permit Application Form
- R-1d - p1 A001 Site Plan
- R-1d - p2 A100 Floor Plans - Main and Basement
- R-1d - p3 A101 Second Floor Plan and Roof Plans
- R-1d - p4 A200 Sections
- R-1d - p5 A201 Details
- R-1d - p6 A300 Elevations South and East
- R-1d - p7 A301 Elevations West and North
- R-1d - p8 E100 Electrical Plans - Basement
- R-1d - p9 E101 Electrical plans - Main floor
- R-1d - p10 E102 Electrical Plans - Second floor
- R-1d - p11 S100 Structural Plans - Foundation and Main floor
- R-1d - p12 S101 Structural Plans - Second floor and typical wall to footing connection
- R-1e Residential - Plan Review Checklist
- R-1f Building Permit - Development general receipt
- R-2a Email from Appellant to Building Official
- R-2b Email exchanges between the Village of Buena Vista and the Appellant
- R-3a Previous CAO email to Appellant
- R-3b Development Appeal Board Hearing
- R-3c Clarification and next steps regarding the Development Application
- R-3d A001 Site Plan
- R-3e Appendix B: Application for Appeal - Development appeals board
- R-3f Email from resident with water runoff concerns
- R-4a SAMA Property profile
- R-5 VBV email to PBI
- R-6a Cease and desist notice
- R-6b Email from the Local Authority to the Appellant

- R-6c Drawing 001 with highlighted note: "existing cabin to be reclassified as accessory building/art studio, existing bathroom to be removed (704 sq ft)"
- R-6d Buena Vista Development Appeals Board
- R-6e VRBO listing
- R-7 Progress Inspection
- R-8 Photo of the exterior of the accessory building
- R-9 Letter from the Respondent to the Appellant
- R-10 Email exchange between Appellant and Respondent
- R-11 Email exchange between the Building Official and the Appellant

Supporting Information Applicable

Based on the timeline of events, the following documents were in force at the time the building permit was issued by the Village and are relevant for this application:

- *The Uniform Building and Accessibility Standards Act*
- *The Uniform Building and Accessibility Standards Regulations*
- National Building Code of Canada (NBC) 2015
- Approved Building Bylaw 03-15 (approved effective date of April 16, 2015)
- Administrative Requirements for Use with the National Building Code 1985

5. SUMMARY OF APPELLANTS' SUBMISSIONS

- The issuance of the Order on the Appellants for the short-term rental of the accessory building appears arbitrary.
- The Appellants alleged that numerous other properties in the Village provide short-term accommodations for rental.
- The accessory building used for the short-term rentals was, until recently, a dwelling.
- The accessory building has no heating appliance.
- Water and electricity are supplied from the new house on the property.
- The Village's development bylaw is not consistently applied to all owners.
- Some property owners rent recreational vehicles that are used as short-term accommodation rentals.
- The NBC does not define an accessory building.
- No permits were applied for or obtained to change the occupancy of the original cabin to an accessory building.
- No permit was issued, nor were inspections carried out on the original cabin to confirm whether modifications to the building were completed.
- The cabin has been approved as a dwelling for occupancy since 1973.
- Only minor renovations have occurred in the cabin.
- The original cabin meets the definition of an accessory building in the zoning bylaw.
- Verbal conversations between the Appellants, Mayor and the Chief Administrative Officer, _____, led the Appellants to believe that no changes to the existing cabin were required.
- The Appellants stated they are unsure what occupancy is actually applicable to the existing cabin.

- There are no NBC violations in the existing cabin except for a missing handrail for the spiral staircase.
- The Appellants questioned why the representative of the Local Authority was not present at the hearing.
- The Appellants are unsure what to indicate on a building permit application: commercial permit, mother-in-law suite, or bed and breakfast. The Appellants are unable to get guidance from the Village.
- The witness confirmed the Village has not been helpful in assisting the Appellants with completing the Building Permit Application. The person at the Village simply said, "it's all there".

In closing, the Appellants stated the following:

- Other properties in the jurisdiction of the Village are offering short-term rental accommodations.
- Persons renting the cabin are only in the cabin for two months of the year.
- Verbal exchanges occurred between the Appellants and the Village regarding the rental of the original cabin.
- There were no changes made to the cabin to change its original seasonal cabin use.
- The change in occupancy of the cabin was administrative in nature.
- There is no Local Authority documentation confirming the existing status of the cabin.
- The original cabin meets the definition of an accessory building in the zoning bylaw.
- The Appellants are unsure of what needs to be indicated on the Development Permit Application and what the next steps are.

6. SUMMARY OF RESPONDENT'S SUBMISSIONS

- The zoning bylaw and the NBC are two different things.
- The NBC does not define an accessory building.
- The zoning bylaw defines and regulates accessory buildings in the jurisdiction of the Local Authority.
- The site plan that was submitted with the building permit identified the original cabin to be changed to an accessory building, effectively decommissioning the original cabin.
- The permit for the new home is closed.
- The accessory building is being used by the owners as a vacation short-term rental, where sleeping occurs.
- The accessory building was not reviewed for code compliance for two Group C buildings on the same property, and *The Building Code Regulations* (the BC Regulations), section 4, requires smoke and carbon monoxide alarms for all buildings with sleeping rooms regardless of the permit date.
- The NBC requires spatial separations between buildings constructed on the same property.
- The BO is unable to carry out an inspection on the accessory building until a development permit is applied for and issued.
- A note on the site plan Exhibit R1d p1/12 dated February 6, 2018, states the existing cabin is to become an art/studio.
- The Local Authority issues an approved building permit once the BO has provided the building permit approval recommendation to the Local Authority.

BO = Building Official

In closing, the Respondents stated the following:

- An approved Development Permit must be submitted along with the Building Permit Application.
- In the event the Development Permit is denied, the Appellants have a right to appeal that decision.
- The Respondents have empathy towards the Appellants' situation but are entrusted to enforce the CC Act and regulations.

7. APPEAL BOARD DECISION

The Appeal Board is satisfied that compliance with the Order will result in compliance with the construction standards and, as such, in accordance with clause 31(6)(a) of the CC Act, it must confirm the Order issued by the appointed building official dated June 17, 2025.

8. REASONS IN SUPPORT OF THE DECISION

The Appeal Board, after considering the evidence, found the following:

- The Village has a valid building bylaw and the legal responsibility to administer and enforce construction standards as per the CC Act and the BC Regulations.
- The existing cabin was reviewed by the appointed BO for the Village with comments contained in the plan review (Exhibit R1). On the site plan supplied from the Appellant (Exhibit R-1d), the existing building was indicated to be converted to an accessory building on the site rather than an additional dwelling constructed on the same property during the plan review process and permit approval.
- The Appeal Board noted Exhibits A-3, R-1d drawing A001, R-2a and R-3e, that the Appellants indicated that the cabin was being changed from a dwelling to an accessory building, removing the utilities and services.
- It appears the Appellants reconsidered their intentions for the use of the existing cabin as an accessory building to a vacation rental by owner building.
- A change of use of the accessory building as a vacation rental was not communicated to the local authority and subsequently not approved by either the BO or the Local Authority's zoning bylaw.
 - Exhibit R-3d dated August 23, 2017 - Submitted drawing A001 with the Building Permit Application stated: "Existing Cabin to be Reclassified as Accessory Building/Art Studio". (704 SQ FT.)
 - Exhibit R-2a - January 6, 2019, email states:
 - "...existing structure will not have running water..."
 - "Also does not contain bedrooms..."
 - "Upstairs rooms in existing cabin do not have closets or windows that meet current egress requirements..."
 - "Main floor bedroom to have closet removed."
 - Exhibit R-3e - June 26, 2017, Appendix B: Application for Appeal - Village of Buena Vista Development Appeals Board states "...Existing cabin bathroom removed..."
- The Appellants were made aware of the requirement to inform the Local Authority of changes to the approved building permit.
 - Exhibit R-1a - July 21, 2018 - The Plan Review Inspection Notes, Building Permit Approval Recommendation notes: "Construction must conform to the designs submitted to Professional Building Inspections (PBI) for review. Any changes to the design after the plan review is completed must be re-submitted to PBI for review and approval prior to proceeding with construction."

- Exhibit R-11 - Appellants' comment in email June 23, 2025, to BO: "Also never did remove the closets as we were told we did not require the permits".
- The Appellants did not notify or obtain approval from the Local Authority for the deviation from the approved plans dated July 21, 2018 (Exhibit R1). Subsection 6(1) of the CC Act states:

Notice to local authority

7(3) During the course of construction, the owner shall give notice to the appropriate local authority of:

(d) subject to subsection (8), any proposed deviation from the plans approved and permitted by the local authority;

- The Appeal Board had no option in the circumstances but to confirm the Order. Revoking or varying the Order would not result in compliance with the construction standards. Neither did the Appellants provide a proposal that would result in conditions that are equal to or better than those that are required or intended by the construction standards.

The Appeal Board noted that both parties submitted the same exhibits to provide background on this situation (Exhibit A10 and R9). While this is not within the scope of the Appeal Board's decision-making authority, it appears from the noted exhibits that next steps have been provided directly to the Appellants as to how they can achieve their desired outcome, specifically involving the Local Authority's zoning bylaw. Any follow-up should be directed to the appropriate party within the Local Authority involving the zoning bylaw.

Finally, the Appeal Board would like to encourage the Appellants and the Local Authority to work together to arrive at a solution concerning the building in question.

9. APPEAL TO JUDGE

In the event the owner, a building official, a constructor or a local authority is aggrieved by the decision of the Saskatchewan Construction Standards Appeal Board, that decision may be appealed to the court on a question of law, subsection 34(1), (2) and (3) state as follows:

34 (1) Within 30 days after service of an order of the appeal board pursuant to sections 31, 32 or 33 an owner, a building official, a constructor or a local authority aggrieved by an order made by the appeal board may appeal the order to a judge of the court on a question of law alone.

(2) Unless otherwise ordered by a judge of the court, an appeal pursuant to subsection

(1) does not operate as a stay of the decision of the appeal board.

(3) The decision of a judge of the court pursuant to subsection (1) is final.



Helen Christensen, Chairperson, Saskatchewan Construction Standards Appeal Board

8. RESIDENTIAL LOW DENSITY TOPOGRAPHICAL LIMITATION DISTRICT – R2

The purpose of the Residential Low Density Topographical Limitation District (R2) is to accommodate primarily single-detached dwellings and related urban uses on existing lots which are not generally suited for further subdivision due to topographic, access or service limitations, etc.

No person shall within any R2 – Residential Low Density Topographical Limitation District use any land or erect, alter, or use any building or structure, except in accordance with the following provisions:

- e. Adult day cares (refer to section 5.7);
- f. Bed and breakfast homes (refer to section 5.5);
- g. Residential care homes (refer to section 5.8).

8.1 PERMITTED USES

- a. One single-detached dwelling, which includes an RTM;
- b. Uses, buildings, and structures accessory to the foregoing permitted uses and located on the same site with the main use;
- c. Playgrounds and swimming pools;
- d. Public works, buildings and structures excluding offices, warehouses, storage yards and waste management or sewage facilities.

8.2 DISCRETIONARY USES

The following uses may be permitted in R2 – Residential Low Density Topographical Limitation District only by resolution of Council and only in locations specified by Council. Discretionary use requirements can be found in Section 5.

- a. Home occupations (Home-based Businesses) (refer to section 5.2);
- b. Confectionaries;
- c. Secondary suites (refer to section 5.3);
- d. Child day cares (refer to section 5.6)

8.3 SITE DEVELOPMENT REGULATIONS

Public works shall have no minimum or maximum site regulations.

Permitted and Discretionary Uses:	Single Detached Dwelling and All Other Uses	Playgrounds & Swimming Pools
Minimum site area	870 m ² (9,375 ft ²)	No minimum
Minimum floor area	94 m ² (1,000 ft ²)	No minimum
Minimum site frontage	7.6 meters (25 ft.)	No minimum
Maximum height	8.5 meters (28 ft.)	No maximum
Maximum site coverage	40% and 50% on a corner site	No maximum
Minimum front yard	6.0 meters (20 ft.)	7.5 meters (24.6 ft.)
Minimum rear yard	7.5 meters (25 ft.)	No minimum
Minimum side yard	1.5 meters (5 ft.)	3.0 meters (10 ft.)

8.4 ACCESSORY BUILDINGS AND STRUCTURES

Minimum yard setbacks	A minimum 6.0 meters (20 ft.) from the front site line, 1.2 meters (4 ft.) from the principal building, and 0.8 meters (2.6 ft.) from the side site line unless the side site line is an abutting street then the side yard shall be 3.6 meters (12 ft.).
Maximum floor area	All accessory buildings shall not exceed 120 m ² (1300 ft ²) in area.
Maximum height	6.0 meters (20 ft.) from grade level to the underside of the eaves.
Minimum rear yard	All accessory buildings shall be located a minimum of 0.8 meters (2.6 ft.) from the rear site line except where an accessory building has a door or doors opening onto a lane then it shall not be located less than 2.0 meters (6.5 ft.) from the site line abutting the lane.

- .1 Garages, carports, and accessory buildings attached to a principal building by a substantial roof structure shall be considered as part of the principal building and subject to the regulations of the principal building and shall not exceed the square footage of the main floor of the principal dwelling in size.
- .2 A carport, consisting of a roof and supporting columns or structures which are not permanent walls, is permitted to encroach into any required side yard as long as the supporting structures are set back a minimum of 0.3 meters (1 ft.) from the side lot line and the roof does not project past the side lot line.
- .3 A detached private garage is permitted in any side or rear yard, provided there is sufficient available space to comply with all other requirements in this section.

.4 All activities related to artisan studios, crafts, and workshops shall be conducted within an enclosed building. No exterior storage of materials, goods, or waste products is permitted, except within a waste disposal bin for collection.

.5 No attached structure (i.e. deck) shall have a total floor area greater than the main floor area of the principal building. In calculating the main floor area of a principal building, the area of an attached garage shall be excluded.

.6 Temporary, fabric covered structures consisting of wood, metal or plastic framing covered on the roof and one (1) or more sides with fabric, plastic, vinyl, or other sheet material shall be permitted in a rear or side yard.

8.5 FENCE AND HEDGE HEIGHT

Subject to traffic sight lines, the following height limitations shall apply to fences, walls, chain-link fences and hedges:

- a. No hedge, fence, or other structure shall be erected past any property line;
- b. In a required front yard, to a height no greater than 1.0 meter (3.3 ft.) above grade level;
- c. In a required rear yard, to a height no greater than 2.0 meters (6.5 ft.) above grade level; and,
- d. Except permitted accessory buildings, no fence or other structure shall be erected to a height of more than 2.0 meters (6.5 ft.).

B.6 SIGNAGE

- .1 One (1) permanent sign is permitted per site. The facial area of a sign shall not exceed 0.5 m² (5.3 ft²).
- .2 In the case of a home occupation, an additional permanent sign is permitted in a window of a dwelling.
- .3 No sign shall be located in any manner that may obstruct or jeopardize the safety of the public.

8.7 PARKING

Off-street parking requirements shall be provided in accordance with the following:

Single detached, RTM, and modular homes	2 spaces per dwelling.
Semi-detached, duplex dwellings, fourplex or townhouses	2 spaces per dwelling.
Public works	No requirements.
Playgrounds and swimming pools	No requirements.
Day care centres and pre-schools	1 space plus 1 additional space for every 10 persons enrolled in the facility.
Adult day cares	1 space plus 1 space per 5 persons enrolled in the facility.

- .3 No yard shall be used for the storage or collection of hazardous material.
- .4 Council may require additional standards for the location, setback, or screening of any area devoted to the outdoor storage of vehicles, operating equipment and machinery normally used for the maintenance of the residential property, vehicles or vehicular parts, inoperable vehicles or machinery.
- .5 Provision shall be made for the owner of the property to temporarily display a maximum of either one (1) vehicle or recreational vehicle in operating condition that is for sale at any given point in time.

8.9 SUPPLEMENTARY DISCRETIONARY USE STANDARDS

- .1 All discretionary uses shall follow the general discretionary use evaluation criteria as outlined in Section 3.9 and others that may be specified.
- .2 All discretionary uses shall maintain the residential character of the area as much as possible.
- .3 Off-street parking spaces for day care centres, pre-school nurseries, and residential care facilities shall be located in a side or rear yard and be screened if they are adjacent to a site used for residential purposes.

8.8 OUTDOOR STORAGE

- .1 No outdoor storage shall be permitted in the required front yard of any residential site.
- .2 Council may apply special standards as a condition or for a discretionary use approval regarding the location of areas used for storage for that use.



Regional Bylaw Services

Enforcement – Training – Consulting

TO THE COUNCIL OF THE VILLAGE OF BUENA VISTA

WEEKLY REPORT 2025-12-10

Lot 17A, Blk 2, PI62R07755 – Upon inspection, there were five vehicles, two with plates. The scrap metal and assorted items remained stored throughout the lot (photos and video on file). I provided the office and To-D-Dump Hauling with copies of the photos.

Dec 11/25 – I conducted an online Zoom conference with the CAO, CAO Assistant, Janz Stein, owner of To D Dump Hauling and myself. We reviewed the video and discussed necessary arrangements. We agreed on the following:

1. All parties, including police will meet at the village office at 10:00 AM, Dec 17/25, before going to the property.
2. The cleanup will take place immediately following the meeting.
3. Bob will make arrangement with the Lumsden RCMP for assistance and that if the RCMP is not able to provide assistance, the remediation is off.
4. To leave the five vehicles until towing arrangements can be made with ABC Central Towing.
5. The boat and motorhome can remain
6. Remove all scrap metal, wood, car parts, tires and non-accessory items stored outdoors.
7. Scrap metal and tires will be taken back to Regina. Nonmetallic items will be removed to the local landfill.
8. To-D-Dump Hauling provided an estimate of \$6,800 plus tax for the work.
9. To-D-Dump Hauling will provide the office with verification of liability insurance and WCB insurance.

Dec 11/25 – I contacted the Lumsden RCMP, provided them with the address and name of the occupant and requested their assistance for the 10:00 AM, Dec 17/25 clean up. I also requested they come to the office for a preliminary meeting before going to the property. I was informed that an officer will get back to me.

Bob Gourlay – Bylaw Officer - Regional Bylaw Service



Regional Bylaw Services

Enforcement – Training – Consulting

TO THE COUNCIL OF THE VILLAGE OF BUENA VISTA

WEEKLY REPORT 2025-12-03

Lot 29, blk 2, PI 62R07755 – Upon inspection, the unplated ½ ton truck has been removed from the RoW along with the assorted car parts and tools. The RV unit in the driveway has been removed, and the small travel trailer and a passenger vehicle are now in the driveway. I will follow up on OTR 106e regarding the unsightly state of the front yard on my next visit.

Lot 17A, Blk 2, PI 62R07755 – Upon inspection, it appears the ½ truck removed from the RoW at 1224 Highwood Ave. has been moved to this property. Other junk vehicles, scrap metal and assorted items remain stored throughout the front lot. I spoke with the office and was directed to organized remediation action related to this property. I have contacted a contractor from Regina, and we have scheduled a tentative remediation date. I will discuss the details with the office.

Bob Gourlay – Bylaw Officer - Regional Bylaw Services

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