

AGENDA
Village of Buena Vista
Regular Council Meeting on October 22, 2024 at 7:00 p.m.
1050 Grand Avenue,
Buena Vista, Saskatchewan

CALL TO ORDER

APPROVAL OF AGENDA

ADOPTION OF MINUTES

- Minutes of Regular Council Meeting – October 8, 2024

APPROVAL OF ACCOUNTS PAYABLE

- List of Accounts for Approval – Batch 2024-00084 to 2024-0089
- Payroll – Admin October 1-15, 2024; Public Works September 29-October 23, 2024

REPORTS OF STAFF

- Administration Report
- Public Works Report

NEW BUSINESS

- Regina Beach Local Library Board Meeting Minutes – September 23, 2024
- Bylaw No. 09/24 A Bylaw To Amend Bylaw 07/16 The Zoning Bylaw – first reading
- Bylaw No. 10/24 A Bylaw To Amend Bylaw 07/16 The Zoning Bylaw – first reading
- Bylaw No. 11/2024 A Bylaw To Provide For The Establishment Of The Duties And Powers Of The Administrator And Designated Officers

CORRESPONDENCE

- Regional Bylaw Services – October 16, 2024

IN CAMERA

ADJOURNMENT

**Village of Buena Vista
MINUTES OF REGULAR MEETING
OCTOBER 8, 2024
1050 Grand Ave, Buena Vista, SK**

PRESENT: Mayor Gary McLennan, Councillor Chris Duke, Councillor Steven Schultz

ADMINISTRATION: Assistant CAO Catherine McConnell

VIA TELEPHONE: Councillor Mike Ziglo, Acting Chief Administrative Officer Melissa Pollock

CALL TO ORDER:

A quorum being present, Mayor McLennan called the meeting to order at 6:57 p.m.

ADOPTION OF AGENDA:

310/24 THAT the October 8, 2024 agenda be adopted as presented.

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

CARRIED

ADOPTION OF MINUTES:

311/24 THAT the Minutes of the Regular Meeting of Council of September 24, 2024 be adopted as presented.

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

CARRIED

APPROVAL OF ACCOUNTS PAYABLE:

312/24 THAT Council approve the following accounts for payment: AP Batches 2024-00078 to 2024-00083, which includes all cheques, credit card, online payments and automatic withdrawals for a total amount of \$72,665.76.

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

CARRIED

313/24 THAT Council approve the following payrolls:
Administration September 16-30, 2024 in the amount of \$4,760.04
Public Works September 15-28, 2024 in the amount of \$5,386.45

Moved by Councilor Schultz
Seconded by Councilor Duke

CARRIED

REPORTS OF STAFF:

314/24 THAT Council accept the Administrative Report as presented.

Moved by Councilor Duke
Seconded by Councilor Schultz

CARRIED

315/24 THAT Council accept the Public Works report as presented.

Moved by Councilor Duke
Seconded by Councilor Schultz

CARRIED

316/24 THAT Council accept the Water Treatment Plant Daily Record for September 2024 as presented.

Moved by Councilor Duke
Seconded by Councilor Schultz

CARRIED

NEW BUSINESS:

317/24 THAT Council read BYLAW NO. 08/2024 TO AMEND BYLAW NO. 02/24 KNOWN AS EDGEWOOD SEWER RATES a first time.

Moved by Councilor Duke
Seconded by Councilor Schultz

CARRIED

- 318/24** THAT Council read BYLAW NO. 08/2024 TO AMEND BYLAW NO. 02/24 KNOWN AS EDGEWOOD SEWER RATES a second time.
- Moved by Councilor Duke**
Seconded by Councilor Schultz
- CARRIED**
-
- 319/24** THAT Council proceed with the third reading of BYLAW NO. 08/2024 TO AMEND BYLAW NO. 02/24 KNOWN AS EDGEWOOD SEWER RATES.
- Moved by Councilor Duke**
Seconded by Councilor Schultz
- CARRIED UNANIMOUSLY**
-
- 320/24** THAT Council read BYLAW NO. 08/2024 TO AMEND BYLAW NO. 02/24 KNOWN AS EDGEWOOD SEWER RATES a third time, adopted and attached hereto.
- Moved by Councilor Duke**
Seconded by Councilor Schultz
- CARRIED**
-
- 321/24** THAT Council approves and adopts On-Call Duty & Compensation Policy No. 20-2024.
- Moved by Councilor Duke**
Seconded by Councilor Schultz
- CARRIED**
-
- 322/24** THAT Council accept and file the Parks & Recreation Board Meeting Minutes of October 1, 2024.
- Moved by Councilor Schultz**
Seconded by Councilor Duke
- CARRIED**

323/24 THAT Council appoint McDougall Gauley LLP as the Village's solicitor; and FURTHER use SUMA's legal advisory services when applicable.

Moved by Councilor Duke
Seconded by Councilor Schultz

CARRIED

CORRESPONDENCE:

324/24 THAT Council receive and file the following communications:
Regional Bylaw Services Reports of October 2, 2024

Moved by Councilor Duke
Seconded by Councilor Schultz

CARRIED

IN CAMERA

325/24 THAT Council having items to discuss relating to material that is exempt from Public discussion under *The Local Authority Freedom of Information Act and Privacy Act* and *The Municipalities Act*, go into In Camera at 7:28 p.m.

Moved by Councilor Duke
Seconded by Councilor Schultz

CARRIED

326/24 THAT Council come out of In Camera at 7:40 p.m.

Moved by Councilor Duke
Seconded by Councilor Schultz

CARRIED

ADJOURNMENT:

327/24 THAT the meeting be adjourned at 7:42 p.m.

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

CARRIED

Mayor

Acting Chief Administrative Officer

Village of Buena Vista
List of Accounts
Batch: 2024-00084 to 2024-00089

Bank Code - AP - AP-General Oper

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
11130 38702	10/22/2024	Arm River Metal Inc			
		570-430-110 - R&C - Bldg Mat/S	Rink Shack -Metal Roofing,	1,201.76	
		580-430-130 - UT - Water - Mat	Booster Stn -Metal Roofing,	1,201.77	
		110-340-110 - GST Receivable -	Both Tax Code	113.39	
		900-110-110 - GST Paid	Both Tax Code	113.39 NL	2,516.92
11131 ECOM-5000125	10/22/2024	ATS Traffic			
		530-470-100 - TS - Street Signs	Max 40 Signs x2	97.84	
		110-340-110 - GST Receivable -	Both Tax Code	4.62	
		900-110-110 - GST Paid	Both Tax Code	4.62 NL	102.46
11132 Oct 17/24	10/22/2024	Farebrother, Kevin & Cheryl			
		420-710-100 - F&C - Building Pe	Rfd Bldg Perm Ext - Comple	431.25	431.25
11133 968276	10/22/2024	Fiberclad Insulation and Construction			
		580-285-100 - UT - Cont. Repair	Rink Shack Roof Installation	2,011.38	
		570-280-100 - R&C - Cont. - Co	Booster Station Roof Install	2,011.38	
		110-340-110 - GST Receivable -	GST Tax Code	201.14	
		900-110-110 - GST Paid	GST Tax Code	201.14 NL	4,223.90
11134 2621/2622	10/22/2024	JRA Construction Services Ltd.			
		580-290-105 - UT - WTP - Cont	Curbstop Rpr -12&14 BV Bz	3,963.05	
		580-290-105 - UT - WTP - Cont	Curbstop Rpr -2 BV Bay	4,725.75	
		110-340-110 - GST Receivable -	Both Tax Code	410.90	
		900-110-110 - GST Paid	Both Tax Code	410.90 NL	9,099.70
11135 45378964	10/22/2024	Linde Canada Inc			
		530-410-100 - TS - Shop Suppli	Cylinder Lease Oct 9/25-Oct	553.45	
		110-340-110 - GST Receivable -	Both Tax Code	26.10	
		900-110-110 - GST Paid	Both Tax Code	26.10 NL	579.55
11136 8120319	10/22/2024	Loraas Disposal South Ltd.			
		540-200-130 - EH - Waste Colle	Sept x4 Waste Collection	12,488.93	
		540-210-300 - EH - Cont. - Recy	Sept x2 Recycling Collectio	6,133.62	
		530-430-130 - TS - Maint. - Othe	Bin Empty/Landfill-Shop Yrc	582.69	
		110-340-110 - GST Receivable -	GST Tax Code	960.26	
		900-110-110 - GST Paid	GST Tax Code	960.26 NL	20,165.50
11137 Sept 2024	10/22/2024	Muir Barber Ltd.			
		580-410-100 - UT - WTP Office/	Broom Holder -WTP	14.28	
		580-410-100 - UT - WTP Office/	Disinfectant Wipes -Water S	3.52	
		530-410-100 - TS - Shop Suppli	Tape -Marking Trees to cut	4.76	
		530-410-130 - TS - Maint/Parts -	Chainsaw Maintenance Sup	51.79	
		510-410-140 - GG - Office/Clear	Drywall Hangers -white boa	12.67	
		535-400-110 - TS - Const. - Bldg	Shop Bathroom -plumbing s	6.48	
		570-420-190 - R&C - Supplies -	Irrigation -Union/Connector	79.18	
		570-420-190 - R&C - Supplies -	Irrigation -Hose connector	3.82	
		570-420-190 - R&C - Supplies -	Irrigation -Copper Pipe/Coni	18.25	
		580-430-100 - UT - Supplies/Srr	Booster Stn -Tubing fr Pres	11.91	
		530-410-100 - TS - Shop Suppli	Antifreeze -Plumbing	68.56	
		110-340-110 - GST Receivable -	Both Tax Code	12.98	
		900-110-110 - GST Paid	Both Tax Code	12.98 NL	288.20
11138	10/22/2024	Regina Beach Yacht Club			

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Village of Buena Vista
List of Accounts
Batch: 2024-00084 to 2024-00089

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COMPUTER CHEQUE

Payment #	Date	Vendor Name	GL Account	GL Transaction Description	Detail Amount	Payment Amount
Invoice #						
23539		570-270-100 - R&C - Cont. - Pai	Removal of Buoys/Platform	265.00		
		110-340-110 - GST Receivable	Both Tax Code	12.50		
		900-110-110 - GST Paid	Both Tax Code	12.50	NL	277.50
11139	10/22/2024	Saskatchewan Health Authority				
Oct.		580-290-100 - UT - Water - Lab	Water Samp-1234 Highwoc	21.90		
		580-290-100 - UT - Water - Lab	Water Samp-28 BV Bay-Oct	21.90		
		580-290-100 - UT - Water - Lab	Water Samp-28 BV Bay-Oct	21.90		
		580-290-100 - UT - Water - Lab	Water Samp-300 Pleasant /	21.90		
		110-340-110 - GST Receivable	GST Tax Code	4.40		
		900-110-110 - GST Paid	GST Tax Code	4.40	NL	92.00
11140	10/22/2024	Success Office Systems				
INV432318		510-410-140 - GG - Office/Clear	Copier Ink -Black	15.00		
		110-340-110 - GST Receivable	GST Tax Code	0.75		
		900-110-110 - GST Paid	GST Tax Code	0.75	NL	15.75
11141	10/22/2024	SUMA				
14638		510-140-330 - GG - Benefits - A	Guillemin -Group Ins. Oct	431.59		
		510-140-330 - GG - Benefits - A	McConnell -Group Ins. Oct	418.50		
		530-130-130 - TS - Benefits - La	Neudeck, C -Group Ins. Oct	470.63		
		530-130-130 - TS - Benefits - La	Neudeck, J -Group Ins. Oct	387.21		
		510-130-230 - GG - Benefits - A	Pollock, M -Group Ins. Oct	611.45		
		530-130-130 - TS - Benefits - La	Warawa -Group Ins. Oct	310.58		
		110-340-110 - GST Receivable	GST Tax Code	1.10		
		900-110-110 - GST Paid	GST Tax Code	1.10	NL	2,631.06
11142	10/22/2024	Wolseley Waterworks Group				
9387041		580-430-100 - UT - Supplies/Srr	Fire Hydrant -Helen PI	5,936.00		
		110-340-110 - GST Receivable	Both Tax Code	280.00		
		900-110-110 - GST Paid	Both Tax Code	280.00	NL	6,216.00
11143	10/22/2024	Regina Beach & District Lions				
20241002		510-480-100 - GG - Service Rec	Memorial Bench -Krista Mai	600.00		600.00
Total Computer Cheque:						47,239.79

Total AP: 47,239.79

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Village of Buena Vista
List of Accounts
Batch: 2024-00084 to 2024-00089

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Bank Code - CC - CC - Credit Card

CREDIT CARD

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
102024-001 Oct	10/15/2024	Amazon			
		580-430-100 - UT - Supplies/Sr	Flags -Curbstop Markers	25.43	
		510-410-140 - GG - Office/Clear	2025 Daily Planner -CAO	18.01	
		580-410-100 - UT - WTP Office/	Keyboard/Mouse -WTP	22.00	
		510-410-140 - GG - Office/Clear	Binder Dividers -Office	20.56	
		110-340-110 - GST Receivable	Both Tax Code	4.05	
		900-110-110 - GST Paid	Both Tax Code	4.05 NL	90.05
102024-002 777604/777601	10/15/2024	J D Industrial Supplies			
		530-410-100 - TS - Shop Suppli	Chainsaw Parts-chain/oil/ba	160.04	
		530-410-100 - TS - Shop Suppli	Master Locks/Keys/Engravi	889.66	
		110-340-110 - GST Receivable	Both Tax Code	49.52	
		900-110-110 - GST Paid	Both Tax Code	49.52 NL	1,099.22
102024-003 Oct 9/24	10/15/2024	Visions			
		580-430-100 - UT - Supplies/Sr	Ethernet Cable -WTP Comp	37.09	
		110-340-110 - GST Receivable	Both Tax Code	1.75	
		900-110-110 - GST Paid	Both Tax Code	1.75 NL	38.84
102024-004 169669655	10/15/2024	Work Site Safety			
		530-260-103 - TS - Maint. - Trair	Fall Protection -Warawa	54.95	
		530-260-103 - TS - Maint. - Trair	Elevating Wrk Platforms -W	44.95	
		110-340-110 - GST Receivable	GST Tax Code	5.00	
		900-110-110 - GST Paid	GST Tax Code	5.00 NL	104.90
Total Credit Card:					1,333.01
Total CC:					1,333.01

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Village of Buena Vista
List of Accounts
Batch: 2024-00084 to 2024-00089

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Bank Code - OB - OB - Online Banking

ONLINE BANKING

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
102024-003 Oct. 2024	10/15/2024	SaskEnergy			
		530-300-110 - TS - Workshop - I	Shop Energy - Oct	52.50	
		510-300-110 - GG - Office - Hea	Office Energy - Oct	56.49	
		110-340-110 - GST Receivable	GST Tax Code	5.45	
		900-110-110 - GST Paid	GST Tax Code	5.45 NL	114.44
102024-004 Oct2024	10/15/2024	SaskPower			
		510-300-120 - GG - Office - Pow	Office Power- Oct	119.59	
		530-300-120 - TS - Workshop - I	Shop Power- Oct	264.32	
		570-340-110 - R&C - Utility - Po	Concession Power- Oct	43.65	
		580-300-170 - UT - Power - Boo	Booster Stn Power- Oct	174.63	
		530-310-200 - TS - Power - Edg	Booster Stn Power- Oct	43.65	
		580-300-180 - UT - Power - WT	WTP Power- Oct	2,727.72	
		110-340-110 - GST Receivable	GST Tax Code	166.94	
		900-110-110 - GST Paid	GST Tax Code	166.94 NL	3,540.50
102024-005 Oct 2024	10/15/2024	SaskTel			
		510-300-155 - GG - Office Secu	Office Security - Oct	29.95	
		510-300-140 - GG - Office - Tele	Office Phone - Oct	276.63	
		580-300-195 - UT - Telephone/i	WTP Phone - Oct	56.81	
		510-300-140 - GG - Office - Tele	Office Fax - Oct	45.18	
		580-300-195 - UT - Telephone/i	WTP Internet - Oct	55.90	
		530-300-130 - TS - Workshop -	Shop Phone - Oct	72.79	
		110-340-110 - GST Receivable	GST Tax Code	25.34	
		900-110-110 - GST Paid	GST Tax Code	25.34 NL	562.60

Total Online Banking: 4,217.54

Total OB: 4,217.54
Grand Total: 52,790.34

Mayor

Administrator

Deposit Register

Pay group : 004 (CAO & Assistant)

Pay period : 19 (01Oct2024 to 15Oct2024)

Cheque date : 15Oct2024

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	15Oct2024	026	Guillemin, Karen	002	949.28
00000002	15Oct2024	040	Pollock, Melissa D.	001	2104.39
00000003	15Oct2024	047	McConnell, Catherine M.	002	1635.61

Pay Group Totals :

Number of Deposits:3
Total Amount of Deposits:4689.28

Deposit Register

Pay group : 002 (Public Works)

Pay period : 21 (29Sep2024 to 12Oct2024)

Cheque date : 18Oct2024

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	18Oct2024	020	Neudeck, Joel	003	2517.47
00000002	18Oct2024	024	Warawa, Lorne D	004	1867.21

Pay Group Totals :

Number of Deposits:2
Total Amount of Deposits:4384.68



ADMINISTRATION REPORT TO COUNCIL

October 22, 2024 Council Meeting

Melissa Pollock, Acting Chief Administrative Officer
October 5 – 18, 2024

Updates:

- Memorial Bench received
- Connect with Regina Beach on IMUC agreements to get out to all partners to review so they can be signed
- Cate completed Bylaw Training Session 1
- Proposal/quote from WCE design for Adair St extension plan – getting started next week
- Working with Grainger on sander (cheque not sent)

Completed work this period:

- Annual Review Strategy Meeting with RBC
- MEPP webinar – Process for Layoff/Leaves
- Submitted Edgewood Sewage Rates bylaw amendment to SMB for approval
- Completed Administration Bylaw
- Draft Bylaws for Rezoning applications
- Work on other policies/bylaws
- Posted Second Call for Nominations after withdrawal period (Oct 10 @ 4pm)
- Posted Notice of Abandonment of Poll for Mayor
- Receipted 1 Council nomination
- Went over new policies with staff – new Code of Conduct signed by staff
- Loraas bins ordered for Helen Pl & Greystone for winter
- Curbstop database input – ongoing project
- CAO organizing/assigning of duties, meetings, etc. for Public Works
- Filing project (transitioning civic address files to roll file system – housekeeping of files) – completed
- Work on Bank Recs

Work Priority this week:

- Second Call for Nominations Deadline Wednesday, October 23 at 4:00 pm
- Rezoning applications
- Sewer Rates change info sheet for Edgewood
- Connect with Regina Beach on 16th Street & Woodland drainage
- Bank Reconciliations

Work Planning for this month & Upcoming Months:

- Joint Use Meeting Monday, October 28 (Oct 7 scheduled meeting was cancelled)
- Records Retention
- Create 'New Council Package' for each new Councillor & Mayor
- Bylaw updates drafted / Register with Bylaw Court
- Policies & Health & Safety Program
- WCB Preliminary Rate Info Meeting (2025 rates) – Thursday, October 31
- Completion of all MuniSoft training – CAO & Assistant CAO (all scheduled)
- Register names for landfill road (Dinu & Rose)

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



PUBLIC WORKS REPORT TO COUNCIL

October 22, 2024 Council Meeting

Melissa Pollock, Acting Chief Administrative Officer
October 5 – 18, 2024

Updates:

- Damon completed Fall Protection and Elevated Work Platforms courses

Completed work this period:

- Removed buoys & platform at beach
- Tree trimming – 1100 block Grand/Dobson Park & around Rink Shack
- Pick up metal supplies for rink shack & booster station roofs
- Rink shack & booster station roofs almost complete by contractor
- Changed out all padlocks around Village to master lock system
- Clean post office area & cut office grass
- Clean up from curbstop repair on BV Bay & Lakeview
- Traffic sign fixed and out on Highwood
- Moved gates at ball diamond for tournament beer gardens
- Shut down & drained irrigation for the trees
- JRA completed the ditch cutting

Completed Water/Wells/Sewer work this period:

- 3 Curbstop repairs
- Work on mapping curbstop project
- Seasonal water turn offs (8) plus meter reading for these
- Water Treatment Plant computer issues – new computer ordered
- Water turned on at ball diamond for ball tournament

Work Priority this week:

- Andrew Hickey, Waterworks Consultant onsite visit (Monday)
- Curbstop repairs – tentatively scheduled with JRA
- Tree trimming along roadsides / cleaning up trimmings along the roadside
- Grading
- Install new speed signs on landfill road

Work Planning for this month & upcoming months:

- Put up banners & trim high trees – rental of boom lift from RB
- Install memorial bench
- Complete Ditching/Culverts/Drainage
- Tree trimming
- 16th St (RB) drainage
- New Fire Hydrant installed & two raised
- Finish shop yard clean once metal bin arrives
- Well house fence
- Municipal Utilities annual Sewage Lift Station Assessment & Cleaning (Municipal Utilities to schedule date with us)
- Set up new sander & ensure winter equipment is ready
- Complete training as time allows
- Curbstop Project - ongoing

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

Regina Beach Local Library Board Meeting Minutes

Date: September 23rd, 2024

Call to order: 7.02pm

Attendance (please include first and last names)

Names of board members present:

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

Librarian- Laura Davies

Assistant Librarian- Joan Cobler

Names of board members absent:

Sandi Metz, Chris Duke and Steven Schultz

1. Adopt Agenda

Motion: To adopt agenda as stated

Moved by: Donna Gliddon. 2nd Virginia Percy

Approved X All in favor

2. Review minutes of the July 15th meeting

Motion: To adopt minutes as circulated.

Moved by: Donna Gliddon 2nd Shannon Waugh

Approved X All in favor

3. Board Governance

- a. Board member volunteer time since last meeting: 93hrs
- b. Board member volunteer time year to date: 248hrs
- c. Review our local branch 1-year strategic plan and goals:

- i. Goal #1: Build Volunteer Capacity.

Discussed items-

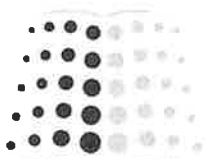
1. Town Website. - Laura contact about adding possible volunteer opportunities to the website.
2. Volunteer Brochure – Laura to continue working on it.

- ii. Goal #2: Increase Branch Visibility

Discussed items- 1. Possible signage on shed.

- Look into pricing of adding signage to shed. Which would include library logo and possibly a directional arrow.
- We have to double check with the daycare plans to assess visibility once

NOT THE LIBRARY YOU REMEMBER



SOUTHEAST
REGIONAL
LIBRARY

WWW.SOUTHEASTLIBRARY.CA

49 Bison Avenue, Weyburn SK S4H 0H9

phone: 306.848.3100 | fax: 306.842.2665

email: librarysr@southeastlibrary.ca

construction is complete.

- Look into other signage possibilities when entering town and/or on highway 54 somewhere.
- Donna volunteered to look into possible options-
Moved by Darlene Freitag 2nd Virginia Percy.

iii. Goal #3: Community Engagement.

Discussed items-

- . Look into taking part in the Christmas decorating on Centre Street.
Darlene to speak to Sandi about our desired spot.

4. Correspondence:

N/a

5. Librarian's Report (see attached)

Motion: To accept Librarian's Report

Moved by: Shannon Waugh 2nd Donna Gliddon

Motion Passed

Motion Failed

Items discussed-

- Still planning on offering a weekly Storytime for the daycare.
- Wednesday November 6th 6-9pm spot for the fall board workshop has been confirmed.

6. Financial Report

Total revenue since last meeting: \$5,682.96

Total expenditures since last meeting: \$ 8,718.31

Current bank balance: \$4,934.69

Motion: To accept Financial Report

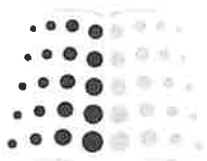
Moved by: Donna Gliddon

Seconded: Shannon Waugh

Motion Passed X

Items discussed-

- Successful Booksale result- Etransfer was definitely beneficial and should be offered going forward
- Consider developing a budget for future book sales. (discussed in Point H, new business)
- Add Booksale as its on expense item on our financial report.



**SOUTHEAST
REGIONAL
LIBRARY**

WWW.SOUTHEASTLIBRARY.CA

49 Bison Avenue, Weyburn SK S4H 0H9

phone: 306.848.3100 | fax: 306.842.2665

email: librarysrl@southeastlibrary.ca



- Laura to send out travel allowance sheet received from Sandi for all that deliver the books to the city after the Booksale.
- Thank you cards for any donations received to be sent out at Christmas time. Names and addresses to be sent to Laura beforehand.

7. Facility Report

Items for this report can be generated by board members, the librarian and/or patrons.

- Cultural Centre have cleaned the siding and our windows
- Laura to speak to Erik and the Cultural Centre board about possible changes to external signage on the building.

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

- Discussion item: Author readings.
 - Sunday October 6th 1-3pm in collaboration with the leisure time club at the memorial hall. Candis Kirkpatrick will be introducing her new book 'Crows and cheesecake.'
 - Book launch of Annette Bower's new book also at the memorial hall- sometime in November. Date to be confirmed.
 - Darlene has offered to introduce both authors.
- Discussion item: Board Training
 - Previous discussed in Librarian's report.
 - Laura and Shannon to possibilities of hooking up the webcam to the projector so everyone can gather at the library.

9. New Business

- Discussion item: Movie License

Motion: To not proceed with purchasing a new license for 2025.

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

- The Kanopy app will be a good option for future movie events.

- Discussion item: Nintendo Switch

- Sandi to provide update at next meeting.
- Look into setting guidelines for usage.

Due date for completion: Ongoing



c. Discussion item: Report dates.

Motion: To send out all reports 36hrs before upcoming meeting.

Who is responsible: Chairperson, Treasurer and Librarian

Due date for completion: On going

Motion Passed X

d. Discussion item: Remembrance Day representation at the library.

Motion: To purchase Remembrance Day items up to \$100.

Moved by : Virginia Percy

Seconded: Donna Gliddon

Who is responsible: Joan to speak to Terry about ordering a wreath and obtaining a copy of the legion catalogue for other items.

Due date for completion: Asap

Motion Passed X Motion Failed

e. Discussion item: Branch weekly open hour worksheet from HQ.

Motion: To keep open hours the same.

Motion Passed X Motion Failed

f. Discussion item: Purchases

Motion: To purchase items stated below.

Moved by : Shannon Waugh

Seconded: Donna Gliddon. All in favor

Who is responsible: Laura and Joan.

Due date for completion: ASAP

Motion Passed X Motion Failed

- Public computers desk top mats x2. - \$20 each
- Storage/shelving for shed- \$198
- 20 Board books for newborn kits - \$200
- New hand sanitizer dispenser and hand sanitizer supplies- \$100
- Wall clock – up to \$50
- Switch controllers- \$100
- Switch games x2 - \$200
- Wireless speaker for projector- \$200
- Books from author readings - \$350
- Chair – Still looking. -\$500
- Bean bags for Storytime- Big joe beanbags – Look into. Virginia Percy recommendation.
- Replacing printer table with a storage cupboard.



g. Discussion item: Book Sale 2025

- Gord received confirmation from the leisure time club and we have the use of the memorial hall Saturday 2nd August 2025, rent free.

h. Discussion item: Book sale budget

Motion: To form a subcommittee for further discussion and purchasing branded swag.

Due date for completion: Ongoing

- Consider purchasing a wagon or wheelie or rent the wagon from Shannon and Josh.
- Continue purchasing bags for give away during book sale.
- Purchase branded sweets again ready for next year's event
- Send out mileage form provided by Sandi.

i. Discussion item: Feedback about branded clothing.

- Board members would prefer items to be offered in the library blue colour.

Other items discussed for future consideration-

- Our library turns 60 years old in 2026. We need to begin planning something to acknowledge that.

10. Next meeting and Adjournment

Next meeting: November 18th 2024, 7:00 PM

Motion to adjourn made by: Gord Wilson at 8.45pm.

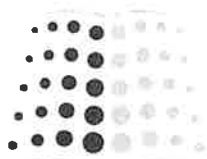
For next meeting:

Meeting minutes approval:

Date: _____

Chairperson signature: _____

Secretary signature: _____



Village of Buena Vista

BYLAW NO. 09/24

A BYLAW TO AMEND BYLAW 07/16 THE ZONING BYLAW

The Council of the Village of Buena Vista in the Province of Saskatchewan in its open meeting hereby enacts as follows:

1. That, Parcel K, Plan 102383412, be rezoned from Residential (R1) to Cottage industrial and that the Village of Buena Vista Zoning District and all relevant maps be amended accordingly.
2. The bylaw shall come into force on the third and final reading by the Village of Buena Vista Council.

Mayor

Chief Administrative Officer

Read a first time this day of , 2024
Read a second time this day of , 2024
Read a third time and adopted this day of, 2024

Village of Buena Vista

BYLAW NO. 10/24

A BYLAW TO AMEND BYLAW 07/16 THE ZONING BYLAW

The Council of the Village of Buena Vista in the Province of Saskatchewan in its open meeting hereby enacts as follows:

1. That, Parcel L, SW 13-21-22 W2, be rezoned from Future Urban Development (FUD) to Residential (R1) and that the Village of Buena Vista Zoning District and all relevant maps be amended accordingly.
2. The bylaw shall come into force on the third and final reading by the Village of Buena Vista Council.

Mayor

Chief Administrative Officer

Read a first time this day of , 2024
Read a second time this day of , 2024
Read a third time and adopted this day of, 2024

10/24

LERIDGE SUBDIVISION

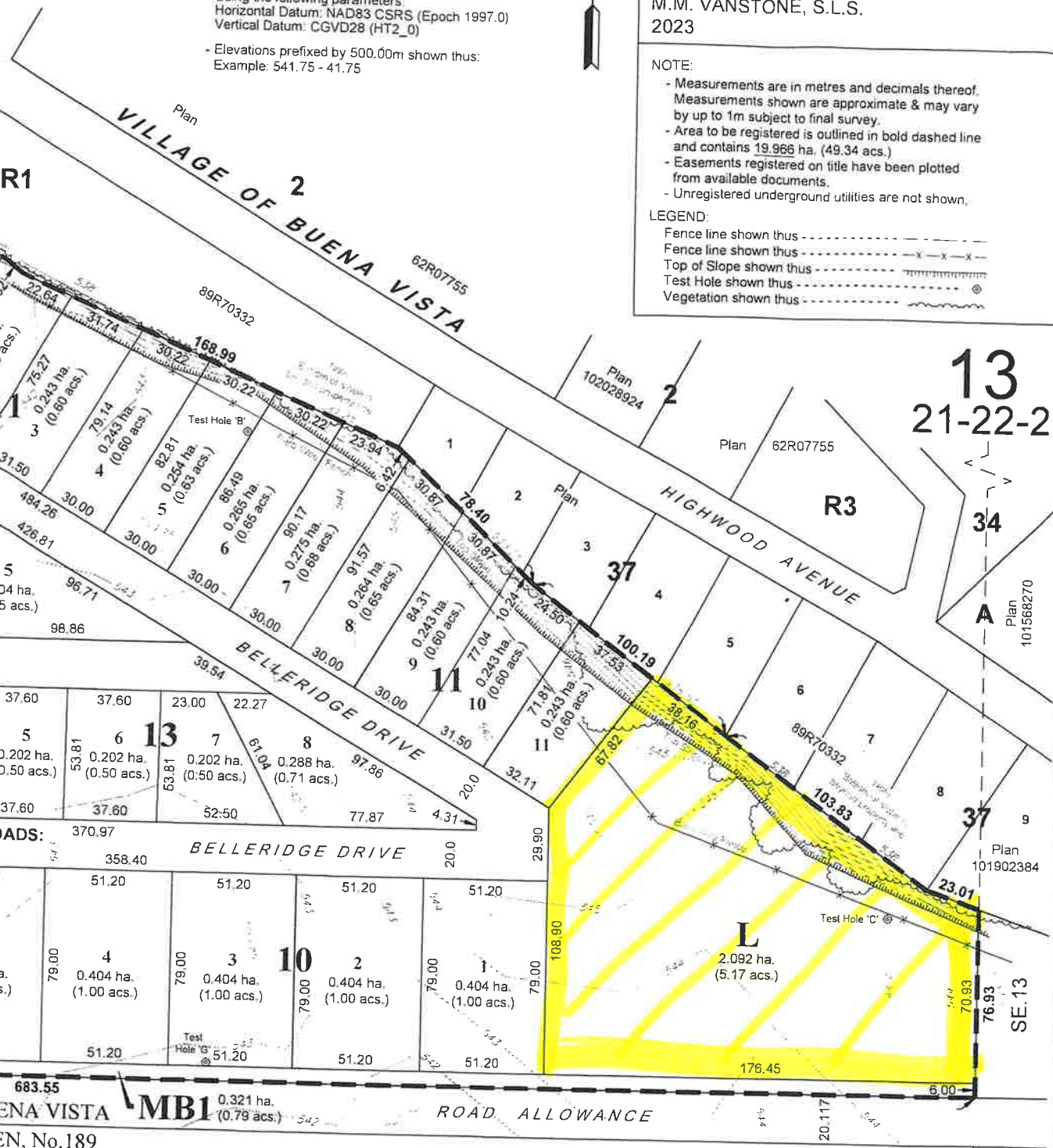
PLAN OF PROPOSED SUBDIVISION
OF PART OF
SW.1/4 SECTION 13
AND PART OF
PARCEL E, PLAN 102167748
WITHIN SW.1/4 SECTION 13
TWP.21 - RGE.22 - W.2Mer.
BUENA VISTA, SASKATCHEWAN
M.M. VANSTONE, S.L.S.
2023

NOTE:
- Elevations shown are in metric geodetic datum and were obtained by processing static base station data to the NRCAN PPP service.
Using the following parameters:
Horizontal Datum: NAD83 CSRS (Epoch 1997.0)
Vertical Datum: CGVD28 (HT2_0)
- Elevations prefixed by 500.00m shown thus:
Example: 541.75 - 41.75

NOTE:
- Measurements are in metres and decimals thereof.
Measurements shown are approximate & may vary by up to 1m subject to final survey.
- Area to be registered is outlined in bold dashed line and contains 19.966 ha. (49.34 acs.)
- Easements registered on title have been plotted from available documents.
- Unregistered underground utilities are not shown.

LEGEND:
Fence line shown thus - - - - -
Fence line shown thus - x - x - x -
Top of Slope shown thus - - - - -
Test Hole shown thus - ⊙ -
Vegetation shown thus - ~ - ~ - ~

R1



13
21-22-2

REVISION:



VILLAGE OF BUENA VISTA

Briefing Note

To:	Mayor and Council
Date:	October 22, 2024
Subject:	Draft Administration Bylaw No. 11/2024

PURPOSE:

The purpose of an administration bylaw is to establish the duties and powers of the municipality's administrator and designated officers. Although this bylaw is not required by *The Municipalities Act* (MA), council may choose to pass an administration bylaw because it:

- Provides a comprehensive list of the administrative duties required in the MA and any additional duties assigned by council;
- Distinguishes the operational role of administration from the policy-making role of council; and
- Provides continuity in the municipality's operations when a change of council or administration occurs.

As you will see in the draft bylaw, the duties of the administrator required by the MA form a part of the bylaw and should not be removed.

Council may wish to utilize the administration bylaw to specifically assign, appoint or authorize the administrator other responsibilities necessary to the municipality's operations. If they wish to allow the administrator to delegate duties to other employees, it would also be appropriate to include this authority within the bylaw.

The content can be modified and formatted to suit the needs of the Village as Council sees fit.

BACKGROUND

Section 6 - Duties of the CAO – This list are mandatory duties of the administrator as per the MA. This section should not be altered unless council chooses to be responsible for the hiring, suspension and dismissal of employees, then clause (q) must be removed.

Section 7 – Additional Duties of the CAO – This is where Council would specifically assign, appoint or authorize the administrator other duties, powers or functions. Council may also wish to include appointments or duties, powers or functions as required by other acts as applicable.

Council may delegate the authority for other matters, except those listed in MA 127 that must be dealt with by the Council.

Part IV Delegation of Authority – If Council does not authorize the CAO to delegate some or all of the duties, CAO's have no authority to delegate.

VILLAGE OF BUENA VISTA

BYLAW NO. 11/2024

A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF THE DUTIES AND POWERS OF THE ADMINISTRATOR AND DESIGNATED OFFICERS

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

SHORT TITLE

1. This Bylaw may be cited as the '*Administration Bylaw*.'

PART I PURPOSE AND DEFINITIONS

PURPOSE

2. The purpose of this Bylaw is to establish the powers, duties and functions of municipal officials and/or employees of the municipality.

DEFINITIONS

3. For the purpose of this Bylaw, the following words shall have the following meanings:
 - a. **Act** means *The Municipalities Act*;
 - b. **Acting Chief Administrative Officer** means the Assistant CAO, or other member of administration, appointed to act as CAO in the absence or incapacity of the CAO;
 - c. **Bylaw Enforcement Officer** means the person appointed as bylaw enforcement officer;
 - d. **Chief Administrative Officer (CAO)** means the Administrator of the Village appointed pursuant to Section 110 of *The Municipalities Act*;
 - e. **Council** means the mayor and councillors of the Village of Buena Vista that have been duly elected by *The Local Government Elections Act*; and
 - f. **Municipality** means the Village of Buena Vista.

PART II ADMINISTRATOR

ESTABLISHMENT OF POSITION

4. The position of Administrator is established pursuant to Section 110 of the *Act*.
 - a. Council shall by resolution appoint an individual to the position of Administrator.
 - b. Council shall establish the terms and conditions of employment of the Administrator.
 - c. The Administrator shall be the Chief Administrative Officer (CAO) of the municipality.
 - d. Any person appointed to the position of Administrator must be qualified as required by *The Urban Municipal Administrators Act*.

ASSIGNMENT OF RESPONSIBILITY

5. The CAO shall perform the duties and exercise the powers and functions that are assigned by *The Municipalities Act*, any other acts, this Bylaw, or any other bylaw or resolution of Council.

DUTIES OF THE CHIEF ADMINISTRATIVE OFFICER (CAO)

6. Without limiting the generality of Section 5 of this Bylaw, the CAO shall:
 - a. Take charge of and safely keep all books, documents and records of the municipality that are committed to his or her charge;
 - b. Produce, when called for by the Council, auditor, minister or other competent authority, all books, vouchers, papers and moneys belonging to the municipality;
 - c. On ceasing to hold office, deliver all books, vouchers, papers and moneys belonging to the municipality to their successor in office or to any other person that the Council may designate;
 - d. Ensure all minutes of Council meetings are recorded;
 - e. Record the names of all Council members present at Council meetings;
 - f. Ensure the minutes of each Council meeting are given to the Council for approval at the next regular Council meeting;
 - g. Ensure the safe keeping of the corporate seal, bylaws, minutes, funds, securities and any other records or documents of the municipality;
 - h. Advise the Council of its legislative responsibilities pursuant to *The Municipalities Act* or any other act;
 - i. Provide the minister with any statements, reports or other information that may be required by the *Act* or any other Act;
 - j. Ensure that the official correspondence of Council is carried out in accordance with Council's directions;
 - k. Maintain an indexed register containing certified copies of all bylaws of the municipality;

- l. Deposit cash collections that have accumulated to \$3,000, at least once a month, but no more than once a day, in the bank or credit union designated by Council;
- m. Disburse the funds of the municipality in the manner and to those directed by law or by the bylaws or resolutions of Council;
- n. Maintain an accurate account of assets and liabilities and all transactions affecting the financial position of the municipality in accordance with generally accepted accounting principles;
- o. Ensure that the financial statements and information requested by resolution are submitted to Council;
- p. Complete a financial statement for the preceding financial year in accordance with the generally accepted accounting principles for municipal governments recommended from time to time by the Chartered Professional Accountants of Canada on or before June 15th of each year;
- q. Be responsible for the hiring, suspension and dismissal of all employees of the municipality, unless otherwise provided by Council;
- r. Witness any oaths or affirmations required pursuant to *The Municipalities Act*;
- s. Send copies of bylaws for closing roads and leasing roads to the Minister of Highways;
- t. Bring to Council's attention any resignation(s) of elected officials;
- u. Record each abstention in the meeting minutes that may occur at the time of voting;
- v. At the first meeting in January of each year, provide all bond or equivalent insurance of employees to Council;
- w. Sign minutes of Council and committee meetings;
- x. Sign bylaws;
- y. Sign cheques and other negotiable instruments;
- z. Provide copies of public documents upon request or payment of fee;
- aa. Provide notice of first meeting of Council;
- bb. Call a special meeting when lawfully requested to do so;
- cc. Determine the sufficiency of a petition for a public meeting of voters;
- dd. Determine the sufficiency of a petition for a referendum;
- ee. Note any change reported on a Council member's annual declaration to the member's public disclosure statement, including the date that change was noted;
- ff. Make each public disclosure statement and declaration available for public inspection during regular business hours;
- gg. Provide copies of public disclosure statements to any designated officials when directed to do so by Council;
- hh. Record in the minutes every declaration of conflict of interest, including the general nature and material details of the disclosure and any abstention or withdrawal;
- ii. Provide information to the auditor;
- jj. Send amended tax notices when required and make necessary adjustments to the tax roll;
- kk. Provide for payment of writ of execution against the municipality;
- ll. Produce certain records upon request of inspector appointed by the Minister;

ADDITIONAL DUTIES OF THE CHIEF ADMINISTRATIVE OFFICER

7. The CAO shall:

- a. Act as the returning officer for all elections under *The Government Election Act, 2015*;
- b. Ensure that public notice is given as required in the *Act*, any other act, and/or as required by council in this Bylaw, any other bylaws or resolution;
- c. Ensure that the policies and programs of the Village are implemented, maintained, and enforced;
- d. Advise, inform, and make recommendations to Council on the:
 - i. Operations and affairs of the municipality;
 - ii. Policies and programs of the municipality; and
 - iii. The financial position of the municipality;
- e. Supervise all operations of the municipality, ensuring appropriate internal controls are in place and followed, and review the performance of all departments of the Municipality;
- f. Be responsible for the preparation and submission of the annual budget;
- g. Monitor and control spending within the budget established by Council;
- h. Make routine expenditures until the annual budget is adopted by Council;
- i. Call for tenders;
- j. Purchase goods, services, or work;
- k. Award contracts;
- l. Conduct negotiations for land purchases, annexations, etc.;
- m. Attend meetings of Council and other meetings as Council directs;
- n. Manage Village owned property;
- o. Maintain debenture register and other duties relating to debenture transactions;
- p. Certify the date on which tax notices are sent;
- q. Provide receipt for tax payment on request of taxpayer or agent;
- r. Apply partial tax payments on arrears first and if undesignated decide to which taxable property or properties the payment is to be applied;
- s. Prepare and send amended tax notices when required;
- t. Provide receipt for tax payment on request of taxpayer or agent
- u. Removal of tax lien if all arrears are compromised or abated;
- v. Issue tax certificates;
- w. Certify a true copy of the proof of taxes payable;
- x. Transfer special assessments to the tax roll; and
- y. Submit payroll deductions and Education Property Tax by all deadlines;
- z. Apply for grants and ensure grants are applied for in a timely manner;
- aa. Act as the Development Officer for the municipality to administer the Zoning Bylaw;
- bb. Restructure departments and delegate, and authorize the further delegation of any authority, function or responsibility granted to the CAO under this Bylaw or any other bylaw to any Village employee on such terms and conditions, subject to such limitations as the CAO may deem appropriate;
- cc. Have authority to temporarily close a road/street;
- dd. Act as the assessor for the Village:
 - i. Prepare the assessment roll on or before May 1st;
 - ii. Submit an accurate maintenance list to the assessment provider;

- ee. Appoint:
 - i. Building officials under *The Uniform Building and Accessibility Standards Act*;
 - ii. The Assessor of the municipality; and
 - iii. The secretary for the Development Appeals Board and Board of Revision; and
- ff. Undertake other matters Council has the authority to delegate (except those listed in the Act which must be dealt with by Council).

DISMISSAL

- 8. The CAO may only be dismissed by an affirmative vote of a majority of members of Council.

PART III OTHER POSITIONS

ACTING CHIEF ADMINISTRATIVE OFFICER

9. Establishment of Position

If the CAO is unable to act for any reason, or there is a vacancy in such position, Council will appoint a person within thirty (30) days to fill the position of CAO in an acting capacity. This appointment will be for a period of no longer than three (3) months. Should Council require to extend the appointment of the Acting CAO beyond three (3) months, they will need to obtain permission from the Board of Examiners.

10. Duties

The Acting CAO shall have all the powers and duties of the CAO while acting in the capacity of the CAO.

OTHER MUNICIPAL EMPLOYEES

11. Establishment of Positions

The CAO is permitted to hire employees necessary for the operations of the municipality subject to the approved municipal budget.

12. Duties

The CAO will determine the job description and list of duties for each position established. Council and/or Council committees may provide suggestions regarding municipal operations and duties to the CAO.

PART IV
DELEGATION OF AUTHORITY

13. Council hereby delegates authority to the Chief Administrative Officer (CAO) through the powers of authority granted to them under Section 110 of *The Municipalities Act*. Council retains the right to delegate all decisions other than those specified by Section 127 of the Act to the CAO.
14. While recognizing that Council has the ultimate responsibility for the operations of the Municipality, Council supports the principle of delegation of such responsibility to the CAO so that the Council is free from dealing with operational matters and it can focus solely on its legislated role.
15. Council governs by setting strategic direction and developing policy. Policies direct the CAO to achieve certain results and require the CAO to act within the boundaries defined by these policies.
16. The CAO shall not make or permit decisions to be made in any area that is defined by the Act, as not being appropriate for delegation. The CAO shall report to Council any instance where a decision has been taken in an area which cannot be lawfully delegated by Council.
17. The CAO shall not accept or assume delegated authority as outlined in Section 127 of the Act.

DELEGATION TO STAFF

18. Through the powers of authority granted to them under Section 110 of *The Municipalities Act*, Council hereby authorizes the Chief Administrative Officer to delegate any of his/her powers, duties or functions to another employee.
19. All Council authority delegated to staff is delegated to the CAO, so that all authority and accountability of staff, as far as Council is concerned, is considered to be the authority and accountability of the CAO.

**PART V
MUNICIPAL DOCUMENTS**

SIGNING AGREEMENTS

20. The Mayor and the CAO shall sign all agreements to which the municipality is party; or
- a. In the absence of the Mayor, the Deputy Mayor shall sign all agreements to which the municipality is party; and
 - b. In the absence of the CAO, the Acting CAO, shall sign all agreements to which the municipality is party.

CHEQUES AND NEGOTIABLE INSTRUMENTS

21. The Mayor and CAO shall sign all cheques and all other negotiable instruments, including securities, on behalf of the municipality; or
- a. In the absence of the Mayor, the Deputy Mayor shall sign all cheques and all other negotiable instruments, including securities, on behalf of the municipality; and
 - b. In the absence of the CAO, the Acting CAO, shall sign all cheques and all other negotiable instruments, including securities, on behalf of the municipality.

**PART VI
DESIGNATED OFFICERS**

ENFORCEMENT OF MUNICIPAL LAW

22. Council may appoint a bylaw enforcement officer to inspect, remedy or enforce any bylaw of the Act.

RIGHT OF ENTRY FOR PUBLIC UTILITY SERVICE

23. The CAO or their designate may enter a building for the purpose of a public utility service.

**PART VII
COMING INTO FORCE**

24. This Bylaw shall come into effect on the day of its final passing.

SEAL

Mayor

Chief Administrative Officer

INTRODUCED AND READ a first time this ____ day of _____, 2024.
READ a second time this ____ day of _____, 2024.
READ a third time and adopted this ____ day of _____, 2024.

TO THE COUNCIL OF THE VILLAGE OF BUENA VISTA

WEEKLY REPORT 2024-10-16

155 Lakeview Cres. – The office has sent the occupant a letter indicating that the NoV# 017 has not been paid and that the village will be seeking prosecution through the provincial courts.

738 Grand Ave. – Upon inspection, the pile of yard refuse remains in the utility trailer and there are piles of branches in the side yard. As there was a “Beware of Dog” sign at the entry gate, I did not proceed beyond the gate to talk to the occupant. I issued warning # 499 for service by regular mail and re-inspection Nov 13/24.

Bob Gourlay – Bylaw Officer - Regional Bylaw Services