



Village of Buena Vista

## Regular Council Meeting AGENDA

November 25, 2025 at 7:00 p.m.

Council Chambers 1050 Grand Ave Buena Vista, SK

Via Microsoft Teams Meeting ID: 251 582 361 042 5 Passcode: QY7Es9fU

1. **CALL TO ORDER**
2. **ADOPTION OF AGENDA**
  - 2.1 Regular Meeting of Council Agenda – November 25, 2025
3. **CONFLICT OF INTEREST DECLARATION**
4. **ADOPTION OF MINUTES**
  - 4.1 Draft Regular Meeting of Council Minutes – October 28, 2025
5. **BUSINESS ARISING FROM MINUTES**
6. **ANNOUNCEMENTS, RECOGNITIONS & COMMUNITY EVENTS**
  - 6.1 Regina Beach Primary Health Care Centre Lab – Online Booking now Available
  - 6.2 Kids Korner – November 29<sup>th</sup>
  - 6.3 Community Christmas Hampers – Last donation date of December 12<sup>th</sup>
7. **DELEGATION**
8. **FINANCIALS**
  - 8.1 List of Accounts for Approval 2025-00103 to 00108 and 2025-00109 to 00112
  - 8.2 Payroll – Public Works October 12 -25, 2025; and October 26 – November 8, 2025  
Administration October 16-31, 2025; and November 1 - 15, 2025;  
Council Remuneration October 1-31, 2025
  - 8.3 Financial Statement – January to October 2025
9. **REPORTS OF STAFF**
  - 9.1 Administration Report – October 19 – November 14, 2025
  - 9.2 Public Works Report – October 19 – November 14 , 2025
  - 9.3 Water Treatment Plant Daily Record – October 2025
10. **REPORTS OF COUNCIL**
11. **BOARDS & COMMITTEES**
  - 11.1 Buena Vista Parks & Recreation Board Minutes – November 7, 2025
12. **UNFINISHED BUSINESS**

13. **NEW BUSINESS**

- 13.1 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
- 13.2 Discretionary Use Application: SW 13-21-22 w2 – Seasonal Rotational Grazing of Small Herd of Cattle from May-October
- 13.3 Laneway Construction: SW 13-21-22 w2
- 13.4 Proposal to Village to Purchase Property
- 13.5 Dudley & Company LLP Engagement Letter
- 13.6 Professional Building Inspectors (PBI) Certificate of Appointment
- 13.7 December Regular Council Meeting Date
- 13.8 Preliminary Budget Meeting Date

14. **BYLAWS & POLICIES**

- 14.1 Policy No. 05-2025 Tax Abatement
- 14.2 Bylaw No. 01/2025 Parks, Recreation & Culture Board

15. **COMMUNICATIONS**

- 15.1 Regional Bylaw Services – October 29, November 5 & 19, 2025
- 15.2 Federation of Canadian Municipalities (FCM) – Letter Response
- 15.3 STARS Thank You and Information

16. **CLOSED SESSION**

17. **ADJOURNMENT**



Village of Buena Vista

**Regular Council Meeting MINUTES**

**October 28, 2025 at 7:00 p.m.**

**Council Chambers 1050 Grand Ave Buena Vista, SK**

**Via Microsoft Teams Meeting ID: 251 582 361 042 5 Passcode: QY7Es9fU**

**Present:** *Mayor Karen Smith, Councillor Bob Sax, Councillor Spence Miller*

**In Attendance fr 8:47 p.m.:** *Councillor Chris Duke*

**Absent:** *Councillor Steve Schultz*

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

**1. CALL TO ORDER**

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

**2. ADOPTION OF AGENDA**

2.1 RESOLUTION NO. 295/25

Moved by Councillor Sax

*That the October 28, 2025 Regular Meeting of Council Agenda be adopted as presented.*

CARRIED

**3. CONFLICT OF INTEREST DECLARATION**

No conflicts of interest were declared.

**4. ADOPTION OF MINUTES**

4.1 RESOLUTION NO. 296/25

Moved by Councillor Miller

*THAT the September 23 , 2025 Regular Meeting of Council Minutes be adopted as presented.*

CARRIED

**5. BUSINESS ARISING FROM THE MINUTES**

No business arising from minutes.

**6. ANNOUNCEMENTS, RECOGNITIONS & COMMUNITY EVENTS**

- Remembrance Day ceremony at South Shore School – November 6<sup>th</sup>
- Indoor Farmer's Market at South Shore School – December 7<sup>th</sup>
- Mature Driver Course – October 29<sup>th</sup>

**7. DELEGATION**

No delegation.

**8. FINANCIALS**

**8.1 LIST OF ACCOUNTS FOR APPROVAL**

RESOLUTION NO. 297/25

Moved by Councillor Miller

*THAT Council approves the following accounts for payment: AP Batches 2025-00096 to 2025-00098 in the amount of \$83,991.27 and 2025-00099 to 2025-00102 in the amount of \$17,503.97, which includes all cheques, credit card, automatic withdrawals, EFT and online payments for a total amount of \$101,495.24.*

CARRIED

**8.2 PAYROLL**

RESOLUTION NO. 298/25

Moved by Councillor Sax

*THAT Council approves the following payrolls:*

- *Public Works September 14-27, 2025 in the amount of \$6,345.30;*
- *Public Works September 28-October 11, 2025 in the amount of \$7,139.20;*
- *Administration September 16-30, 2025 in the amount of \$4,921.62;*
- *Administration October 1-15, 2025 in the amount of \$5,069.21; and*
- *Council Remuneration September 2025 in the amount of \$1,079.50.*

CARRIED

**8.3 FINANCIAL STATEMENT**

RESOLUTION NO. 299/25

Moved by Councillor Miller

*THAT Council accepts and files the Income Statement for January 1 – September 30, 2025.*

CARRIED

**9. REPORTS OF STAFF**

**9.1 ADMINISTRATION REPORT**

RESOLUTION NO. 300/25

Moved by Councillor Sax

*THAT Council has reviewed the Administration Report for the period of September 16 – October 22, 2025, received clarification on certain matters, and hereby accepts the report as information and files it accordingly.*

CARRIED

**9.2 PUBLIC WORKS REPORT**

RESOLUTION NO. 301/25

Moved by Councillor Sax

*THAT Council has reviewed the Public Works Report for the period of September 16 – October 22, 2025, received clarification on certain matters, and hereby accepts the report as information and files it accordingly.*

CARRIED

**9.3 WATER TREATMENT PLANT DAILY RECORD**

RESOLUTION NO. 302/25

Moved by Councillor Sax

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

CARRIED

**10. REPORTS OF COUNCIL**

Councillor Spence reported that the Library Board has received a new sign for the building, and two new directional signs, and the ongoing heating issues in the building has now been resolved.

There is an author reading on November 9<sup>th</sup> from 1-3:00 p.m.

**11. BOARDS & COMMITTEES**

**11.1 JOINT USE COMMITTEE MINUTES – September 29, 2025**

RESOLUTION NO. 303/25

Moved by Councillor Miller

*THAT Council approves and files the draft IMUC Minutes of September 29, 2025.*

CARRIED

Action: Council discussed having an alternative named to the Board and will implement this for next year's appointments.

**11.2 BUENA VISTA PARKS & RECREATION BOARD MINUTES – October 7, 2025**

RESOLUTION NO. 304/25

Moved by Councillor Sax

*THAT Council approves and files the Buena Vista Parks & Recreation Board Minutes of October 7, 2025.*

CARRIED

**12. UNFINISHED BUSINESS**

**13. NEW BUSINESS**

**13.1 RESOLUTION NO. 305/25**

Moved by Councillor Sax

*THAT the Council of the Village of Buena Vista support the application for a Canada Housing Infrastructure (CHIF) grant for Drinking Water & Drainage Infrastructure Expansion and Upgrades and Council agree to:*

- *Meet legislated standards;*
- *Meet the terms and conditions of the CHIF program;*
- *Commit to paying the applicant's share of the eligible costs and ongoing (operating and other) costs associated with the project; and*
- *Ensure legislative and regulatory requirements will or have been met including requirements for a federal environmental assessment process, provincial environmental assessment process, and requirements for Indigenous consultation or engagement.*

CARRIED

**13.2 RESOLUTION NO. 306/25**

Moved by Councillor Miller

*THAT Council decide to maintain that no road maintenance is provided on the private road of Lot B Plan 101339782; and FURTHER THAT Administration respond, in writing, to the property owner clarifying that the road is not municipally assumed and that the presence of signage does not confer responsibility; that municipal maintenance on a private road presents liability risks and is not recommended unless ownership is transferred which would be a significant cost to the property owner; municipal services funded through property taxation; maintenance plan for the highway ditch; that Administration will determine jurisdiction with Ministry of Highways Regional Office and request a road name for the purpose of civic addressing by following the Highway Naming Procedure Policy so the property owners can have a legal address for wayfinding, post office boxes, etc.*

CARRIED

**13.3 RESOLUTION NO. 307/25**

Moved by Councillor Sax

*THAT Council approve the municipal office and Public Works department annual holiday closure of December 24<sup>th</sup> through January 1<sup>st</sup>, reopening January 2<sup>nd</sup> (or next business day if lands on a weekend) each year; and THAT all employees are required to use vacation time for this closure; and FURTHER THAT Administration formally writes this closure into the Human Resources Policy Manual, thereby making it an ongoing, approved closure that does not require annual Council resolutions.*

CARRIED

13.4 RESOLUTION NO. 308/25

Moved by Councillor Miller

*THAT Council make the following resolution:*

**WHEREAS** all municipalities across Canada receive the same percentage of funding for large capital infrastructure projects being: 73.3% from the Federal and Provincial Governments and 26.7% from the municipality.

**WHEREAS** small municipalities with a population of under 2500 people that reside within an hour of a large urban center suffer from a limited business tax base because their residents enjoy the freedom of shopping in the city; thereby the revenue from the residents of small communities flows into the city to support its business tax base and in doing so, drains the small municipality of its business tax revenue;

**WHEREAS** in essence these small communities act as suburbs of the city and suffer with a limited tax base to support large capital infrastructure projects;

**THEREFORE BE IT RESOLVED THAT:** The infrastructure funding formula for small municipalities under 2500 in population and within an hour distance of a large urban center be changed to 45% Federal Funding, 45% Provincial Funding, and 10% Municipal Funding and THAT this resolution be distributed to small municipalities within Saskatchewan that share the aforementioned attributes.

CARRIED

13.5 RESOLUTION NO. 309/25

Moved by Councillor Sax

*THAT Council direct Administration to write a letter to the ask the Government to commit to a fully transparent, public process involving input and hearings from all stakeholders in all regions as it pertains to the Canada Post Corporation Review.*

CARRIED

13.6 RESOLUTION NO. 310/25

Moved by Councillor Miller

*THAT Council decide to include the question on whether or not golf carts should be allowed on the walking path in the upcoming community-wide survey so that all residents have the opportunity to share their input; and FURTHER THAT feedback collected will be carefully considered as part of the upcoming bylaw reviews and update process, giving consideration to community preferences and safety considerations.*

CARRIED

13.7 RESOLUTION NO. 311/25

Moved by Councillor Miller

*THAT Council direct Administration to respond with a letter to the property owner who raised concerns regarding correspondence they received from the office about the improper discharge of sewage, including an apology that a phone call was not made prior to the letter being sent, and explain that the letter was intended as a courtesy notice rather than a bylaw enforcement action; and FUTURE THAT administration put together an educational reminder in our communications to emphasize the impacts of improper sewage discharge and tips on how it can be prevented.*

CARRIED

13.8 RESOLUTION NO. 312/25

Moved by Councillor Sax

*THAT Council decide to reschedule the Board Development Workshop in the new year; and FURTHER THAT invites go out to all boards when rescheduled.*

CARRIED

**14. BYLAWS & POLICIES**

14.1 Policy No. 05-2025 Tax Abatement – Pending and will be brought back to next Council meeting

14.2 RESOLUTION No. 313/25

Moved by Councillor Miller

*THAT Council approve and adopt Policy No.06-2025 Discretionary Use Policy & Procedure as amended under Section 6.*

CARRIED

Councillor Duke was called into work before the start of the meeting and entered the meeting at 8:56 p.m. and was present for the remaining items.

14.3 RESOLUTION No. 314/25

Moved by Councillor Sax

*THAT Council read Bylaw No. 01/2025 A Bylaw of the Village of Buena Vista to Establish a Parks, Recreation & Culture Board a second time; and FURTHER THAT Administration incorporates the proposed amendments as it pertains to nominations, number of terms, grant administration, and financial records prior to third reading; and FURTHER THAT the revised bylaw will be discussed with to the Parks & Rec Board for final comment before Council discusses and considers 3<sup>rd</sup> Reading.*

CARRIED

**15. COMMUNICATIONS**

15.1 RESOLUTION NO. 315/25

Moved by Councillor Sax

*THAT Council receives and files the Regional Bylaw Services reports for September 24, October 8 and 22, 2025.*

CARRIED

**16. CLOSED SESSION**

**16.1 RESOLUTION NO. 316/25**

Moved by Councillor Duke

*THAT this meeting move to in camera at 9:11 p.m. to discuss a personnel matter involving an identifiable individual, as permitted under Section 120(2)(a) of The Municipalities Act and Section 16(1)(c) of The Local Authority Freedom of Information and Protection of Privacy Act.*

CARRIED

**16.2 RESOLUTION NO. 317/25**

Moved by Councillor Duke

*THAT this meeting return to open session at 9:46 p.m.*

CARRIED

**17. ADJOURNMENT**

**17.1** *THAT this meeting be adjourned by Mayor Smith at 9:47 p.m.*

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Mayor

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Acting Chief Administrative Officer

# Regina Beach Primary Health Care Centre Lab

## November 17, 2025

Book your Lab appointment online using the SHA Patient Booking System

### How do I access the website to book my appointment online?

You can access the website directly by:

- Scanning the QR code with your mobile device or visiting [www.saskhealthauthority.ca](http://www.saskhealthauthority.ca)



### What information will I need to book my appointment online?

You will need your health card, a cell phone number or an email address. If you do not have this information, call 1-833-727-5829.

### Why should I book online?

This is the fastest way to secure an appointment on a date and time that is convenient for you and is available 24/7.

**Contact 1-833-727-5829 between 8:45am and 4:45pm Mon—Fri for assistance.**

Closed all statutory holidays.



**Healthy People, Healthy Saskatchewan**

The Saskatchewan Health Authority works in the spirit of truth and reconciliation, acknowledging Saskatchewan as the traditional territory of First Nations and Métis People.



[saskhealthauthority.ca](http://saskhealthauthority.ca)

The RB Leisure Time Club and  
the United Church Present



# KIDS KORNER

Saturday November 29th

Memorial Hall 101 Centre St.  
Children shop for surprise gifts  
for Parents and Grandparents!

Shopping 10 am to 3 pm

You Can  
*Help!*



## **Community Christmas Hampers**

**Donations of non-perishable food - check expiration dates**

- Papa Geordie's
- Regina Beach Esso
- St. Jerome Roman Catholic Church
- Regina Beach United Church
- Pura Vida Hair Co.
- Christmas Trade Show - December 7

### **Gift Donations:**

The Home Hardware - Personal Care Items  
Christmas Bingo Dec.12- Socks, Mitts, Gloves, Scarfs

### **Donations of Money:**

- Round up at Papa Geordie's
- Cheques made out to - Regina Beach United Church ( with memo - Christmas Hampers). Give to a member of the churches

### **Contacts:**

306 535 7814      306 536 5381

**Last Donation Date: December 12**

**Village of Buena Vista**  
**List of Accounts**  
Batch: 2025-00103 to 2025-00108

Bank Code - ABW - ABW - Automatic Withdrawal

**AUTOMATIC WITHDRAWAL**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
112025 October	11/09/2025	RBC 510-290-100 - GG - Cont. - Banl	Int Fee -Oct 1	4.49	
		510-290-100 - GG - Cont. - Banl	Mon Fee -Oct 1	73.44	
		510-290-100 - GG - Cont. - Banl	Activity Fee -Oct 7	283.65	
		510-290-100 - GG - Cont. - Banl	Int Fee -Oct 31	5.21	
		510-290-100 - GG - Cont. - Banl	Mon Fee -Oct 31	110.14	476.93
			Total Automatic Withdrawal:		476.93
				Total ABW:	476.93

**Village of Buena Vista**  
**List of Accounts**  
Batch: 2025-00103 to 2025-00108

Bank Code - AP - AP-General Oper

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>11286</b> 8742	<b>11/11/2025</b>	<b>Hyvac Sewer Service Ltd.</b> 585-295-200 - SWR - Cont - Ser	Oct -Edgewood Septic Rerr	3,384.09	
		110-340-110 - GST Receivable	GST Tax Code	169.20	
		900-110-110 - GST Paid	GST Tax Code	169.20	NL 3,553.29
<b>11287</b> Oct 7-15	<b>11/11/2025</b>	<b>JRA Construction Services Ltd.</b> 530-600-220 - TS - Purch of Cap	Hydro Exc -Office Drain Proc	324.02	
		580-290-105 - UT - Cont - Curbs	C/S Valve Rplc-754Grand	3,748.43	
		580-290-105 - UT - Cont - Curbs	C/S Valve Rplc-225Woodla	4,036.05	
		580-290-105 - UT - Cont - Curbs	C/S Hydro Exc -SR#220,13	1,507.58	
		580-290-105 - UT - Cont - Curbs	C/S Hydro Exc -120 Pleasa	1,600.23	
		580-290-105 - UT - Cont - Curbs	C/S Rplc C/S&Rod -120 Ple	4,417.82	
		110-340-110 - GST Receivable	Both Tax Code	739.11	
		900-110-110 - GST Paid	Both Tax Code	739.11	NL 16,373.24
<b>11288</b> October	<b>11/11/2025</b>	<b>Papa Geordies Gas &amp; Grocery</b> 580-430-110 - UT - Supplies - B	Distilled Water 2x4L -WTP	5.64	
		580-430-110 - UT - Supplies - B	Distilled Water 2x4L -WTP	5.64	
		530-400-110 - TS - Supplies - Si	Coffee/Creamer -Shop	33.66	
		530-425-111 - TS - Supplies - Fi	Fuel -Oct	922.27	
		110-340-110 - GST Receivable	GST Tax Code	46.11	
		900-110-110 - GST Paid	GST Tax Code	46.11	NL 1,013.32
<b>11289</b> P08107	<b>11/11/2025</b>	<b>Redhead Equipment</b> 530-420-100 - TS - Supplies - Ve	Grader -Compressor for Se:	770.73	
		110-340-110 - GST Receivable	Both Tax Code	36.36	
		900-110-110 - GST Paid	Both Tax Code	36.36	NL 807.09
<b>11290</b> 854248	<b>11/11/2025</b>	<b>Regina Beach Service &amp; Repair</b> 530-420-100 - TS - Supplies - Ve	Tires x4 -2010 GMC	857.65	
		530-310-210 - TS - Cont - Vehicl	Labour Install Tires -2010 C	186.56	
		110-340-110 - GST Receivable	Both Tax Code	49.26	
		900-110-110 - GST Paid	Both Tax Code	49.26	NL 1,093.47
<b>11291</b>	<b>11/11/2025</b>	<b>REV - UMAAS</b>			
<b>11292</b> Nov	<b>11/18/2025</b>	<b>UMAAS</b> 510-240-100 - GG - Cont - Mem	UMAAS App for Standard C	210.00	210.00 ✓
				Total Computer Cheque:	23,050.41
				Total AP:	23,050.41

**Village of Buena Vista**  
**List of Accounts**  
Batch: 2025-00103 to 2025-00108

Bank Code - CC - CC - Credit Card

CREDIT CARD

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>112025</b> 52264088	<b>11/09/2025</b>	<b>Linde Canada Inc</b>			
		530-210-120 - TS - Cont - Equip	Cylinder Lease Oct9/25-Oct	172.87	
		120-110-100 - Prepaid Expense	Prepaid-Cylinder LeaseJan	460.75	
		110-340-110 - GST Receivable	Both Tax Code	29.88	
		900-110-110 - GST Paid	Both Tax Code	29.88 NL	663.50
<b>112025-001</b> Oct.	<b>11/10/2025</b>	<b>Amazon</b>			
		530-420-100 - TS - Supplies - Vt	Mower Deck Wheels -JD	52.99	
		580-430-100 - UT - Supplies - Vt	Rechargble AAA Batteries -	10.92	
		580-410-100 - UT - Supplies - Vt	Sticky Notes -WTP	9.53	
		510-410-140 - GG - Supplies - C	Pens -Office	9.15	
		580-430-100 - UT - Supplies - Vt	Battery Charger -WTP	33.84	
		580-410-100 - UT - Supplies - Vt	Sticky Notes -WTP	16.52	
		580-430-100 - UT - Supplies - Vt	Rechargble AA Batteries -V	16.52	
		580-410-100 - UT - Supplies - Vt	Pens -WTP	46.63	
		530-400-130 - TS - Supplies - H	Exit Glow Signs x2 -Shop	16.80	
		530-400-130 - TS - Supplies - H	Face Shield -Shop	27.05	
		580-400-110 - UT - Supplies - Vt	Eyewash Station x2 -WTP	76.48	
		580-410-100 - UT - Supplies - Vt	Window Curtains x2 -WTP	27.23	
		530-400-130 - TS - Supplies - H	MSDS Station -Shop	74.14	
		530-400-130 - TS - Supplies - H	Knee Pads x3 -Shop	117.21	
		580-410-100 - UT - Supplies - Vt	Note Pads -WTP	29.12	
		530-420-100 - TS - Supplies - Vt	Mower Belt -JD	56.12	
		530-420-100 - TS - Supplies - Vt	Mower Blades -Kubota	76.26	
		580-400-110 - UT - Supplies - Vt	Earplugs -WTP	77.30	
		580-400-110 - UT - Supplies - Vt	First Aid Kit -WTP	38.08	
		510-410-140 - GG - Supplies - C	First Aid Kit -Shop	38.08	
		530-420-100 - TS - Supplies - Vt	Mower Blades -JD	115.54	
		530-420-100 - TS - Supplies - Vt	Mower Blades -JD	84.25	
		110-340-110 - GST Receivable	Both Tax Code	45.61	
		900-110-110 - GST Paid	Both Tax Code	45.61 NL	1,095.37
<b>112025-002</b> Oct 28	<b>11/10/2025</b>	<b>Canadian Tire</b>			
		530-410-100 - TS - Supplies - Sl	Comm Ratchet Tie Down S	95.38	
		530-410-100 - TS - Supplies - Sl	Ratchet Tie Down Strap	39.21	
		530-410-100 - TS - Supplies - Sl	Tie Down Straps 4pk	84.78	
		580-440-110 - UT - Supplies - Vt	Scissors -WTP	6.34	
		530-410-140 - TS - Supplies - Vt	Refund WiperBlades-GMC	-52.99	
		110-340-110 - GST Receivable	Both Tax Code	8.15	
		900-110-110 - GST Paid	Both Tax Code	8.15 NL	180.87
<b>112025-003</b> 324553	<b>11/10/2025</b>	<b>Crestview Chrysler</b>			
		530-410-140 - TS - Supplies - Vt	Key Fob -Dodge Ram	158.58	
		110-340-110 - GST Receivable	Both Tax Code	7.48	
		900-110-110 - GST Paid	Both Tax Code	7.48 NL	166.06
<b>112025-004</b> 1531770	<b>11/10/2025</b>	<b>Fries Tallman Lumber</b>			
		570-600-130 - R&C - Purch of C	5/4x6-12' Lumbar x26 -Gart	352.49	
		570-600-130 - R&C - Purch of C	2x8-16 Lumbar x10 -Garbaç	378.53	
		530-425-113 - TS - Supplies - Bl	4x6-10' Lumbar -Cold Stora	70.23	
		530-420-100 - TS - Supplies - Vt	2x10-16 Lumbar-HiTec Utiliti	53.88	
		110-340-110 - GST Receivable	Both Tax Code	40.34	

**Village of Buena Vista**  
**List of Accounts**  
Batch: 2025-00103 to 2025-00108

**CREDIT CARD**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
		900-110-110 - GST Paid	Both Tax Code	40.34 NL	895.47
<b>112025-005</b> 227475	<b>11/10/2025</b>	<b>HBI Office Plus Inc.</b>			
		580-410-100 - UT - Supplies - V	WTP -Printer Paper	66.77	
		110-340-110 - GST Receivable	Both Tax Code	3.15	
		900-110-110 - GST Paid	Both Tax Code	3.15 NL	69.92
<b>112025-006</b> Oct 28	<b>11/10/2025</b>	<b>Home Depot</b>			
		530-425-113 - TS - Supplies - BI	Wall Panel -Shop Washroom	545.31	
		570-400-110 - R&C - Supplies -	Wall Panel -Shop Washroom	181.77	
		110-340-110 - GST Receivable	Both Tax Code	34.30	
		900-110-110 - GST Paid	Both Tax Code	34.30 NL	761.38
<b>112025-007</b> PV-2025-022	<b>11/10/2025</b>	<b>Operator Certification Board</b>			
		580-210-100 - UT - Cont - Oper	Warawa-Level 1 Water App	87.50	
		585-250-110 - SWR - Cont - Op	Warawa-Level 1 Wastewater	87.50	175.00
<b>112025-008</b> Oct 22	<b>11/10/2025</b>	<b>Southeast College</b>			
		510-210-170 - GG - Cont - Admi	MLDP-Comm Plng&Dev -C:	83.25	83.25
<b>112025-009</b> 2385710	<b>11/10/2025</b>	<b>Varsteel Regina</b>			
		580-210-100 - UT - Cont - Oper	Post Office-Metal Catch Ba:	29.65	
		110-340-110 - GST Receivable	Both Tax Code	1.37	
		900-110-110 - GST Paid	Both Tax Code	1.37 NL	31.02
				Total Credit Card:	4,121.84
				Total CC:	4,121.84

**Village of Buena Vista  
List of Accounts**

Date Printed  
11/18/2025 2:24 PM

Batch: 2025-00103 to 2025-00108

Page 5

Bank Code - EFT - EFT - Direct Deposit

**WIRE TRANSFER**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>107</b> 2508319	<b>11/09/2025</b>	<b>Professional Bldg. Insp. Inc.</b> 560-200-150 - P&D - Cont. - Bui	PBI Fees -Aug	960.00	
		110-340-110 - GST Receivable	GST Tax Code	48.00	
		900-110-110 - GST Paid	GST Tax Code	48.00	NL 1,008.00
<b>108</b> W38365, P0128	<b>11/09/2025</b>	<b>Bobcat of Regina</b> 530-310-220 - TS - Cont - Equip	Skidster Full Service & Rep.	2,329.62	
		530-420-100 - TS - Supplies - Vt	Mower Blades -Skidsteer At	644.99	
		530-420-100 - TS - Supplies - Vt	Mower Bearing -Skidsteer A	583.91	
		110-340-110 - GST Receivable	Both Tax Code	167.85	
		900-110-110 - GST Paid	Both Tax Code	167.85	NL 3,726.37
<b>109</b> 74207	<b>11/09/2025</b>	<b>DMM Energy</b> 530-410-110 - TS - Supplies - Si	Diesel Fuel Tank	5,251.24	
		110-340-110 - GST Receivable	Both Tax Code	247.70	
		900-110-110 - GST Paid	Both Tax Code	247.70	NL 5,498.94
<b>110</b> 1002332	<b>11/09/2025</b>	<b>Drop Solutions Inc.</b> 580-430-100 - UT - Supplies - Vt	Chlorine Tube 500' -WTP	275.94	
		110-340-110 - GST Receivable	Both Tax Code	13.11	
		900-110-110 - GST Paid	Both Tax Code	13.11	NL 289.05
<b>111</b> 110985	<b>11/09/2025</b>	<b>Fer-Marc</b> 537-420-130 - TS - Snow - Supp	Cylinder -Grader Wing	492.90	
		110-340-110 - GST Receivable	Both Tax Code	23.25	
		900-110-110 - GST Paid	Both Tax Code	23.25	NL 516.15
<b>112</b> 482, 483	<b>11/09/2025</b>	<b>Gourlay &amp; Associates</b> 520-260-100 - PS - Cont - Bylaw	Bylaw Enforce Services -Oc	498.47	
		510-210-170 - GG - Cont - Admi	Bylaw Training Mod 3 -CAC	152.64	
		110-340-110 - GST Receivable	Both Tax Code	30.71	
		900-110-110 - GST Paid	Both Tax Code	30.71	NL 681.82
<b>113</b> Oct 23&29	<b>11/09/2025</b>	<b>Gregg Distributors LP</b> 530-400-130 - TS - Supplies - H	Flammable Safety Cabinet	2,447.17	
		530-410-100 - TS - Supplies - Si	Utility Cart -Shop	332.49	
		530-410-100 - TS - Supplies - Si	Welding Cart -Shop	274.77	
		530-420-101 - TS - Supplies - Ti	Delineator Posts x10	353.94	
		530-420-101 - TS - Supplies - Ti	Delineator Base x10	280.79	
		580-440-110 - UT - Supplies - Vt	Utility Cart -WTP	554.47	
		580-430-100 - UT - Supplies - Vt	Flammable Safety Cabinet	332.49	
		110-340-110 - GST Receivable	Both Tax Code	215.86	
		900-110-110 - GST Paid	Both Tax Code	215.86	NL 4,791.98
<b>114</b> 7102188	<b>11/09/2025</b>	<b>Heidelberg Materials</b> 537-430-100 - TS - Snow - Supp	Salted Sand 30.77MT (33.5	1,365.89	
		110-340-110 - GST Receivable	GST Tax Code	68.29	
		900-110-110 - GST Paid	GST Tax Code	68.29	NL 1,434.18
<b>115</b> 808513	<b>11/09/2025</b>	<b>J D Industrial Supplies</b> 537-420-130 - TS - Snow - Supp	Blower Back Pack	980.50	
		537-420-130 - TS - Snow - Supp	Blower Oil	21.19	
		580-440-110 - UT - Supplies - Vt	Tool Box -WTP	116.60	
		110-340-110 - GST Receivable	Both Tax Code	52.75	

**Village of Buena Vista**  
**List of Accounts**  
Batch: 2025-00103 to 2025-00108

**WIRE TRANSFER**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
		900-110-110 - GST Paid	Both Tax Code	52.75 NL	1,171.04
<b>116</b>	<b>11/09/2025</b>	<b>Mainline Fleet Service</b>			
Oct		530-420-100 - TS - Supplies - Vt	Oxygen Sensor x2 -Chev25	241.52	
		530-420-100 - TS - Supplies - Vt	Spark Plugs x4 -Chev3500	68.39	
		530-420-100 - TS - Supplies - Vt	Spark Plugs x8 -Chev2500	143.06	
		530-420-100 - TS - Supplies - Vt	Spark Plugs x4 -Chev3500	68.39	
		110-340-110 - GST Receivable	Both Tax Code	24.59	
		900-110-110 - GST Paid	Both Tax Code	24.59 NL	545.95
<b>117</b>	<b>11/09/2025</b>	<b>Catherine McConnell</b>			
Sep 25		510-410-140 - GG - Supplies - C	Office -Halloween Decoratic	15.14	
		110-340-110 - GST Receivable	Both Tax Code	0.71	
		900-110-110 - GST Paid	Both Tax Code	0.71 NL	15.85
<b>118</b>	<b>11/09/2025</b>	<b>Professional Bldg. Insp. Inc.</b>			
2510319		525-230-110 - PS - Building Insp	PBI Fees -Oct	1,944.33	
		110-340-110 - GST Receivable	GST Tax Code	97.22	
		900-110-110 - GST Paid	GST Tax Code	97.22 NL	2,041.55
<b>119</b>	<b>11/09/2025</b>	<b>Town Of Regina Beach</b>			
2025-00123		210-700-810 - Long Term Debt	Lagoon Project Loan -Nov	3,306.64	
		580-700-110 - UT - Interest	Lagoon Proj Loan Int -Nov	2,389.67	5,696.31
			Total Wire Transfer:		27,417.19
			Total EFT:		27,417.19

**Village of Buena Vista  
List of Accounts  
Batch: 2025-00103 to 2025-00108**

Bank Code - OB - OB - Online Banking

**ONLINE BANKING**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>112025</b> Sep25-Oct29	<b>11/09/2025</b>	<b>SaskPower</b> 580-300-160 - UT - Cont - Well #	Well #2 Power -Sept 25-Oct	40.22	
		580-300-150 - UT - Cont - Well #	Well #1 Power -Sept 25-Oct	284.44	
		110-340-110 - GST Receivable	GST Tax Code	18.22	
		900-110-110 - GST Paid	GST Tax Code	18.22	NL 342.88
<b>112025-001</b> October2025	<b>11/10/2025</b>	<b>Gov of SK</b> 210-210-190 - School #1 - Remi	EPT -Oct	6,738.20	6,738.20
<b>112025-002</b> October 2025	<b>11/10/2025</b>	<b>Gov of SK</b> 210-200-100 - Payroll Deductior	PW Pyrl Ded RP0001 -Oct	6,691.60	
		210-200-100 - Payroll Deductior	PW Pyrl Ded RP0002 -Oct	2.50	
		210-200-100 - Payroll Deductior	Admin Pyrl Ded RP0001 -O	4,337.81	11,031.91
<b>112025-003</b> 8236637	<b>11/10/2025</b>	<b>Loraas Disposal South Ltd.</b> 540-200-130 - EH - Cont - Wast	Waste Collection Oct x4	7,020.21	
		540-210-300 - EH - Cont - Recy	Recycle Collection Oct x3	5,249.76	
		540-200-130 - EH - Cont - Wast	MMSW Rebate (8241218)	-5,235.50	
		530-290-100 - TS - Cont - Other	Shop Waste Bin Empty	101.88	
		110-340-110 - GST Receivable	GST Tax Code	618.59	
		900-110-110 - GST Paid	GST Tax Code	618.59	NL 7,754.94
<b>112025-004</b> October 2025	<b>11/10/2025</b>	<b>MEPP (PEBA)</b> 210-200-140 - MEPP Payable	Admin Oct1-15 -MEPP	1,326.14	
		210-200-140 - MEPP Payable	Admin Oct16-31 -MEPP	1,264.04	
		210-200-140 - MEPP Payable	PW Sep28-Oct11 -MEPP	1,535.62	
		210-200-140 - MEPP Payable	PW Oct12-25 -MEPP	1,535.62	5,661.42
<b>112025-005</b> 3516736/7229	<b>11/10/2025</b>	<b>Saskatchewan Health Authority</b> 580-290-100 - UT - Cont - Labor	Water Samp -Bstr Strn-Oct2	21.90	
		580-290-100 - UT - Cont - Labor	Water Samp -1050Grand-O	21.90	
		580-290-100 - UT - Cont - Labor	Water Samp -1050Grand-O	21.90	
		110-340-110 - GST Receivable	GST Tax Code	3.30	
		900-110-110 - GST Paid	GST Tax Code	3.30	NL 69.00
				Total Online Banking:	<u>31,598.35</u>
				Total OB:	<u>31,598.35</u>
				Grand Total:	<u><u>86,664.72</u></u>

Certified Correct This November 18, 2025

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Administrator

**Village of Buena Vista**  
**List of Accounts**  
Batch: 2025-00109 to 2025-00112

Bank Code - ABW - ABW - Automatic Withdrawal

**AUTOMATIC WITHDRAWAL**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>112025-001</b>	<b>11/20/2025</b>	<b>Munisoft</b>			
2025/26-03113		510-210-170 - GG - Cont - Admi	Utility Billing Training-Guille	132.09	132.09
2025/26-03057		510-410-140 - GG - Supplies - C	Office-Receipt Paper (2,000	135.93	
		110-340-110 - GST Receivable	Both Tax Code	6.44	
		900-110-110 - GST Paid	Both Tax Code	6.44	NL 142.37
			Payment Total:		<u>274.46</u>
<b>112025-002</b>	<b>11/20/2025</b>	<b>Pitney Bowes</b>			
3202660382		510-280-100 - GG - Cont - Office	Postage Machine Lease-Oc	251.03	
		110-340-110 - GST Receivable	Both Tax Code	11.84	
		900-110-110 - GST Paid	Both Tax Code	11.84	NL 262.87
			Total Automatic Withdrawal:		<u>537.33</u>
					<u>Total ABW: 537.33</u>

**Village of Buena Vista**  
**List of Accounts**  
Batch: 2025-00109 to 2025-00112

Bank Code - AP - AP-General Oper

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount	
<b>11293</b> PV-2025-027	<b>11/25/2025</b>	<b>May, Karen</b> 525-230-120 - PS - Developer	DDAB Appeal-R#150	75.00	75.00	
<b>11294</b> PV-2025-026	<b>11/25/2025</b>	<b>McLennan, Gary</b> 560-200-140 - P&D - Cont. - Dev	Council remuneration	75.00	75.00	
<b>11295</b> Nov	<b>11/25/2025</b>	<b>Muir Barber Ltd.</b> 530-600-220 - TS - Purch of Cap 570-600-130 - R&C - Purch of C 570-600-130 - R&C - Purch of C 530-425-113 - TS - Supplies - Bl 530-410-100 - TS - Supplies - Sl 530-410-100 - TS - Supplies - Sl 530-400-110 - TS - Supplies - Sl 580-430-140 - UT - Supplies - C 510-490-100 - GG - Supplies - C 537-420-130 - TS - Snow - Supp 530-600-220 - TS - Purch of Cap 537-420-130 - TS - Snow - Supp 530-400-110 - TS - Supplies - Sl 530-400-110 - TS - Supplies - Sl 530-400-110 - TS - Supplies - Sl 580-410-100 - UT - Supplies - V 530-410-100 - TS - Supplies - Sl 530-425-110 - TS - Supplies - D 530-410-100 - TS - Supplies - Sl 530-410-100 - TS - Supplies - Sl 110-340-110 - GST Receivable 900-110-110 - GST Paid	Tool Set - Office Drainage 2"x4" 12' x14 -Garbage Bin Garbage Cans x6 Screws - Cold Storage Drill Bit -Shop 7/16" Bit -Shop Shop Rags 1/4 Coupling - C/S Toilet Tank Lever -Office 3/8" Shackle Anchor -Sand Chalk Reel -Post Office Dra Bolts -Sander Brake Cleaner Glass Cleaner Paper Towel Broom -WTP Key Cut -Shop Diesel Oil Conditioner Caulking x2 Security Snap Keychain Both Tax Code Both Tax Code	9.53 160.12 171.66 5.38 8.58 9.53 18.11 4.47 11.44 15.14 11.91 2.09 14.41 7.62 11.91 10.48 3.81 11.60 19.06 3.61 24.06 24.06 NL		534.52
<b>11296</b> PV-2025-024	<b>11/25/2025</b>	<b>Nobert, Ronald</b> 110-320-140 - Utility Accounts F	WMD Refund -A#156	100.00	100.00	
<b>11297</b> PV-2025-025	<b>11/25/2025</b>	<b>Worman, Barry</b> 560-200-140 - P&D - Cont. - Dev	DDAB appeal-R#150	75.00	75.00	
Total Computer Cheque:					859.52	
				Total AP:	859.52	

**Village of Buena Vista**  
**List of Accounts**  
Batch: 2025-00109 to 2025-00112

Bank Code - CC - CC - Credit Card

**CREDIT CARD**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>112025-010</b> CA53C2MA3AC	<b>11/20/2025</b>	<b>Amazon</b> 510-440-100 - GG - Supplies - C	Ice Melt Spred-Office/Ice M	26.91	
		530-410-100 - TS - Supplies - SI	Ice Melt Spred-Office/Ice M	26.91	
		110-340-110 - GST Receivable	Both Tax Code	2.54	
		900-110-110 - GST Paid	Both Tax Code	2.54	NL 56.36
<b>112025-011</b> CA5RMH4C9FK	<b>11/20/2025</b>	<b>Amazon</b> 580-600-170 - UT- Purch of Cap	CA5RMH4C9FKI	29.56	
		110-340-110 - GST Receivable	Both Tax Code	1.40	
		900-110-110 - GST Paid	Both Tax Code	1.40	NL 30.96
<b>112025-012</b> CA5QYiETZ7II	<b>11/20/2025</b>	<b>Amazon</b> 510-410-140 - GG - Supplies - C	File Folders-Office	123.99	
		110-340-110 - GST Receivable	Both Tax Code	5.85	
		900-110-110 - GST Paid	Both Tax Code	5.85	NL 129.84
<b>112025-013</b> CA539ZLDYAC	<b>11/20/2025</b>	<b>Amazon</b> 580-600-170 - UT- Purch of Cap	Tablet-WTP	317.99	
		110-340-110 - GST Receivable	Both Tax Code	15.00	
		900-110-110 - GST Paid	Both Tax Code	15.00	NL 332.99
<b>112025-014</b> CA5Q15ETZ7II	<b>11/20/2025</b>	<b>Amazon</b> 580-410-100 - UT - Supplies - V	File Folders-WTP	41.33	
		110-340-110 - GST Receivable	Both Tax Code	1.95	
		900-110-110 - GST Paid	Both Tax Code	1.95	NL 43.28
<b>112025-015</b> RE-0004792085	<b>11/20/2025</b>	<b>Commercial Truck Equip.</b> 537-420-130 - TS - Snow - Supp	Engine Start Switch-Sander	213.10	
		110-340-110 - GST Receivable	Both Tax Code	10.05	
		900-110-110 - GST Paid	Both Tax Code	10.05	NL 223.15
Total Credit Card:					816.58
Total CC:					816.58

**Village of Buena Vista**  
**List of Accounts**  
Batch: 2025-00109 to 2025-00112

Bank Code - EFT - EFT - Direct Deposit

**WIRE TRANSFER**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>120</b> BD7543Y	<b>11/20/2025</b>	<b>DMM Energy</b> 537-440-100 - TS - Snow - Supp	Diesel Fuel 2000.7L-Nov 7	2,780.97	
		110-340-110 - GST Receivable	GST Tax Code	139.05	
		900-110-110 - GST Paid	GST Tax Code	139.05 NL	2,920.02
<b>121</b> 05XK0944	<b>11/20/2025</b>	<b>Mainline Fleet Service</b> 530-420-100 - TS - Supplies - Ve	Brake Rotors/Pads-GMC	680.13	
		110-340-110 - GST Receivable	Both Tax Code	32.08	
		900-110-110 - GST Paid	Both Tax Code	32.08 NL	712.21
			Total Wire Transfer:		3,632.23
				Total EFT:	3,632.23

## Village of Buena Vista List of Accounts

Date Printed  
11/21/2025 10:55 AM

Batch: 2025-00109 to 2025-00112

Page 5

Bank Code - OB - OB - Online Banking

### ONLINE BANKING

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>112025-006</b> 19258	<b>11/20/2025</b>	<b>SUMA</b>			
		530-120-120 - TS - Benefits - Fc	Arnold-Grup Benefits-Dec	360.60	
		510-140-330 - GG - Benefits - A	Guillemin-Group Benefits D	455.51	
		510-140-330 - GG - Benefits - A	McConnell Group Benefits [	440.43	
		530-130-130 - TS - Benefits - La	Neudeck Group Benefits De	404.90	
		510-130-230 - GG - Benefits - C	Pollock Group Benefits Dec	623.35	
		530-130-130 - TS - Benefits - La	Warawa Group Benefits De	326.53	
		510-120-120 - GG - Benefits - G	Admin Fee - Dec +GST	20.00	
		110-340-110 - GST Receivable	GST Tax Code	1.00	
		900-110-110 - GST Paid	GST Tax Code	1.00	NL
					2,632.32
<b>112025-007</b>	<b>11/20/2025</b>	<b>SaskEnergy</b>			
Oct10-Nov10		530-300-110 - TS - Cont - Shop	Shop Energy Oct 10-Nov10	18.75	
		110-340-110 - GST Receivable	GST Tax Code	6.59	
		900-110-110 - GST Paid	GST Tax Code	6.59	NL
					25.34
Oct 10 - Nov 10		510-300-110 - GG - Cont - Office	Office Energy Oct 10 Nov 1	68.55	
		110-340-110 - GST Receivable	GST Tax Code	3.43	
		900-110-110 - GST Paid	GST Tax Code	3.43	NL
					71.98
					Payment Total: 97.32
<b>112025-008</b>	<b>11/20/2025</b>	<b>SaskPower</b>			
1524-0097-448E		580-300-180 - UT - Cont - WTP	WTP Power-Oct 16-Nov 14	1,629.12	
		110-340-110 - GST Receivable	GST Tax Code	81.46	
		900-110-110 - GST Paid	GST Tax Code	81.46	NL
					1,710.58
2877-0079-3111		530-310-200 - TS - Cont - Edge	Edgewood Power-Oct 16-N	65.61	
		110-340-110 - GST Receivable	GST Tax Code	3.10	
		900-110-110 - GST Paid	GST Tax Code	3.10	NL
					68.71
2547-0083-739E		580-300-170 - UT - Cont - Boos	Bstr Stn Power Oct 16-Nov	133.74	
		110-340-110 - GST Receivable	GST Tax Code	6.31	
		900-110-110 - GST Paid	GST Tax Code	6.31	NL
					140.05
1392-0097-1857		570-340-110 - R&C - Cont - Con	Concession Power Oct 16-N	76.12	
		110-340-110 - GST Receivable	GST Tax Code	3.59	
		900-110-110 - GST Paid	GST Tax Code	3.59	NL
					79.71
1392-0097-1847		530-300-120 - TS - Cont - Shop	Shop Power Oct 16-Nov 10	172.90	
		110-340-110 - GST Receivable	GST Tax Code	8.16	
		900-110-110 - GST Paid	GST Tax Code	8.16	NL
					181.06
1128-0097-5141		510-300-120 - GG - Cont - Office	Office Power Oct 16-Nov 10	98.89	
		110-340-110 - GST Receivable	GST Tax Code	4.66	
		900-110-110 - GST Paid	GST Tax Code	4.66	NL
					103.55
					Payment Total: 2,283.66
<b>112025-009</b>	<b>11/20/2025</b>	<b>SaskTel</b>			
Nov13-Dec12		510-300-140 - GG - Cont - Office	Office Fax -Nov13-Dec12	45.21	
		580-300-195 - UT - Cont - WTP	WTP Internet -Nov13-Dec12	55.90	
		580-300-195 - UT - Cont - WTP	WTP Phone -Nov13-Dec13	69.45	
		510-300-155 - GG - Cont - Office	Office Security -Sep23-Oct2	29.95	
		510-300-140 - GG - Cont - Office	Office Security -Sep23-Oct2	278.11	
		110-340-110 - GST Receivable	Both Tax Code	21.17	
		900-110-110 - GST Paid	Both Tax Code	21.17	NL
					499.79
<b>112025-010</b>	<b>11/20/2025</b>	<b>Saskatchewan Health Authority</b>			
3518236		580-290-100 - UT - Cont - Labor	Water Sample 1050 Grand	21.90	
		110-340-110 - GST Receivable	GST Tax Code	1.10	

**Village of Buena Vista**  
**List of Accounts**  
Batch: 2025-00109 to 2025-00112

**ONLINE BANKING**

<b>Payment #</b>	<b>Date</b>	<b>Vendor Name</b>	<b>GL Transaction Description</b>	<b>Detail Amount</b>	<b>Payment Amount</b>
<b>Invoice #</b>		<b>GL Account</b>			
		900-110-110 - GST Paid	GST Tax Code	1.10 NL	23.00
				Total Online Banking:	<u>5,536.09</u>
				Total OB:	<u>5,536.09</u>
				Grand Total:	<u><u>11,381.75</u></u>

Certified Correct This November 20, 2025

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator

**Deposit Register**

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

Pay period : **22 (12Oct2025 to 25Oct2025)**

Cheque date : **31Oct2025**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	31Oct2025	020	Neudeck, Joel	004	2321.12
00000002	31Oct2025	024	Warawa, Lorne D	004	2090.13
00000003	31Oct2025	50	Arnold, Ian C.	003	2174.20

**Pay Group Totals :**

Number of Deposits:3  
 Total Amount of Deposits:6585.45

### Deposit Register

Pay group : 002 (Public Works)

Pay period : 23 (26Oct2025 to 08Nov2025)

Cheque date : 14Nov2025

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Institute / Transit / Account			Amount
00000001	14Nov2025	020	Neudeck, Joel	004	003	00008	5215256	2333.91
00000002	14Nov2025	024	Warawa, Lorne D	004	001	06758	3887678	1961.91
00000003	14Nov2025	50	Arnold, Ian C.	003	002	40378	0332984	2165.25

**Pay Group Totals :**

Number of Deposits:3  
Total Amount of Deposits:6461.07

### Deposit Register

Pay group : 004 (CAO & Assistant)

Pay period : 20 (16Oct2025 to 31Oct2025)

Cheque date : 31Oct2025

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	31Oct2025	026	Guillemin, Karen	002	915.42
00000002	31Oct2025	040	Pollock, Melissa D.	001	2254.06
00000003	31Oct2025	047	McConnell, Catherine M.	002	1640.06

**Pay Group Totals :**

Number of Deposits:3

Total Amount of Deposits:4809.54

**Deposit Register**

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

Pay period : **21 (01Nov2025 to 15Nov2025)**

Cheque date : **14Nov2025**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	14Nov2025	026	Guillemin, Karen	002	915.42
00000002	14Nov2025	040	Pollock, Melissa D.	001	2306.92
00000003	14Nov2025	047	McConnell, Catherine M.	002	1640.06

**Pay Group Totals :**

Number of Deposits:3  
 Total Amount of Deposits:4862.40

### Deposit Register

Pay group : **003 (Council)**

Pay period : **10 (01Oct2025 to 31Oct2025)**

Cheque date : **31Oct2025**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	31Oct2025	051	Smith, Karen L.	005	150.00
00000002	31Oct2025	052	Duke, Christopher	005	130.00
00000003	31Oct2025	053	Miller, Spence	005	130.00
00000004	31Oct2025	054	Sax, Robert G.	005	130.00
00000005	31Oct2025	055	Schultz, Steven D.	005	130.00

**Pay Group Totals :**

Number of Deposits:5  
Total Amount of Deposits:670.00

**Village of Buena Vista**  
**Income Statement**  
January 1, 2025 to October 31, 2025

	<b>Current Actual</b>	<b>Current Budget</b>
<b>Revenues</b>		
General Government - Taxes	1,173,450.68	1,169,314.00
General Government - Fees & Charges	1,169.00	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	7,493.19	3,818.00
Protective Services - Fees & Charges		700.00
Planning & Development - Fees & Charges	18,338.60	5,930.00
UT Water - Fees & Charges	308,963.16	362,700.00
UT Sewer - Fees & Charges	42,952.12	48,570.00
Recreation & Culture - Fees & Charges	25,500.00	32,570.00
<b>Total Revenues:</b>	<b>1,802,727.88</b>	<b>1,892,962.00</b>
<b>Expenses</b>		
General Government - Wages/Benefits	197,381.50	270,970.00
General Government - Contracted Services	113,910.58	145,420.00
General Government - Materials & Supplies	7,907.15	14,150.00
Protective Services - Contracted	44,781.69	105,360.00
Transportation Services - Wages & Benefits	173,441.35	261,000.00
Transportation Services - Contracted Serv	46,899.89	91,930.00
Transportation Services - Supplies	48,622.22	121,300.00
TS - Snow Removal - Wages & Benefits	8,229.67	95,000.00
TS - Snow Removal - Supplies	7,385.12	19,100.00
Environmental Health - Contracted Services	96,043.81	232,720.00
Health & Wellness - Contracted Services	3,516.78	4,690.00
Planning & Dev - Contracted Services	4,961.46	3,330.00
Recreation & Culture - Wages & Benefits	11,354.55	12,800.00
Recreation & Culture - Contracted Services	37,902.55	48,460.00
Recreation & Culture - Supplies	1,492.40	2,150.00
Recreation & Culture - Grants & Contribut	7,074.00	7,070.00
UT Water - Wages & Benefits	52,573.47	109,000.00
UT Water - Contracted Services	58,463.31	211,450.00
UT - Interest	9,558.68	53,120.00
UT Water - Materials & Supplies	39,410.39	57,750.00
UT Sewer - Wages & Benefits	8,440.75	6,100.00
UT Sewer - Contracted Services	32,253.47	51,300.00
UT Sewer - Materials & Supplies	47.95	1,500.00
<b>Total Expenses:</b>	<b>1,011,652.74</b>	<b>1,925,670.00</b>
<b>Surp(Def) Rev over Exp before Oth Cap Contr</b>	<b>791,075.14</b>	<b>(32,708.00)</b>
<b>Change in Surplus</b>	<b>791,075.14</b>	<b>(32,708.00)</b>
Accum. Surplus (Deficit), Beginning of Yr	5,701,778.75	
<b>Capital Expenditures</b>		

Village of Buena Vista  
Income Statement  
January 1, 2025 to October 31, 2025

	<b>Current Actual</b>	<b>Current Budget</b>
General Government - Capital Expenditures	7,842.80	10,400.00
Transportation - Capital Expenditures	50,570.63	53,500.00
Recreation & Culture - Capital Expenditures	2,141.49	3,500.00
UT Water - Capital Expenditures	1,598.96	20,500.00
<b>Total Capital Expenditures:</b>	<b>62,153.88</b>	<b>87,900.00</b>
<b>Long Term Debt</b>		
UT - Long Term Debt - Utilities	(19,839.84)	
UT - Long Term Debt - Lagoon - RB	(27,564.58)	
<b>Total Long Term Debt:</b>	<b>(47,404.42)</b>	<b>0.00</b>
<b>Accum. Surplus(Deficit), End of Year</b>	<b>776,325.68</b>	<b>(120,608.00)</b>



## ADMINISTRATION REPORT TO COUNCIL November 25, 2025 Council Meeting

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**October 19 – November 14, 2025**

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### **Updates:**

- Office Audit completed
- UMAAS application for Standard Certificate submitted - CAO
- Bylaw Training Module 3 – CAO
- Planner Training (MEPP pension platform) – *How to do Normal Contributions/Retro/Adjustments* - CAO

### **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.
- CHIF Grant Application work
- Collected quote for energy to the water treatment plant for 2026 budget considerations
- PW payroll allocations finished
- Create to do list for admin staff – process to make task
- Contact with engineer of Adair Street
- Change of ownership (2)
- Discretionary Use Applications work
- Work on Civic Address Registry
- October water billing
- Monthly reconciliation of building permits / correspondence with PBI & permittees on building permits
- October bank reconciliation
- Submitted Public Works labourer's water certification application
- Sent year end outstanding property tax notices / tax enforcement work
- Ministry of Highways Road naming – Tower Road is now officially a legal road name, as well as Heritage Lane (Heritage Park / Ball Diamond)
- Met with Parks & Rec chairperson and treasurer about the draft Board bylaw
- Observed the Lakeshore appeal hearing
- Work on Tax Abatement Policy
- Work on Parks & Rec Board Bylaw
- Bylaw warnings/order to remedies
- Completed PW time allocations

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

- 2026 Budget work
- November 25<sup>th</sup> PBI Webinar – CAO/Assistant CAO
- Tree 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 updated
- 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 November 25, 2025 Council Meeting**

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**October 19 – November 14, 2025**

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### **Updates:**

- Damon vacation – Oct 29, Nov 6 – 14
- Joel vacation – November 17-25
- Damon's application for Level 1 Water/Wastewater Certificate submitted

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

- Operations Coordinator meetings with CAO / 2026 Budget work/collecting quotes, etc. & work on Asset Management Plan
- Clean culverts
- Cleaning shop yard / moving dirt, gravel, etc. to try to get it all organized and make it look more appealing
- Mount new diesel fuel tank
- Speed sign put away for the winter
- Cut trees for drainage work – drainage work completed on 100 block Woodland Ave
- Fix holes at dog park
- Winter maintenance/service on equipment
- Change spark plugs in truck
- New tires purchased and installed on 2 trucks

### **Water Treatment Plant**

- Meter Reading for October billing
- Water Turn Off's for seasonal properties
- Curbstop locating & mapping
- Regular maintenance
- Well checks
- Curbstop repairs /locates (1)
- Budget list for WTP

### **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.*

6.4 gallons per 77 gallons (of 6% Javex) or 3.2 gallons per 77 gallons of water if using 12% Chlorine Notes: \*Test results in mg/L or ppm \*Well water depth - depth in feet below top of Pitless Unit \*Non-pumping depth December, 2001 = 117.65 feet

Day	Time	Chlorine Usage (M <sup>3</sup> )	Raw Water Readings (M <sup>3</sup> )	Water Meter Readings (M <sup>3</sup> )	Volume (M <sup>3</sup> )	Tests		Well Water Depth (feet)		Tn max 1.0 NTU	Tn Raw	Iron max 0.12 mg/L	Iron Raw	MIN max 0.12 mg/L	Well Hours	Read by
						CI Free 0.1 - 2.0 mg/L	CI Total 0.5 - 2.0 mg/L	Non-Pumping	Pumping							
						0.00	0.00	0.00	0.00							
Forward Prev Reading																
1/Oct/25	6:45 am	4.25	320666	280454	104	1.13	1.35	0.00	0.00	0.00	0.00	0.00	0.00	0.000	2141.44	ICA
2/Oct/25	6:30 am	1.97	320769	280556	102	1.19	1.32	0.00	0.00	0.00	0.00	0.00	0.00	0.000	2145.44	ICA
3/Oct/25	6:30 am	2.41	320885	280669	123	1.19	1.31	0.00	0.00	0.00	0.00	0.00	0.00	0.000	2149.95	ICA
4/Oct/25	6:30 am	2.86	321021	280797	128	1.23	1.33	0.00	0.00	0.00	0.00	0.00	0.00	0.000	2155.20	LDW
5/Oct/25	8:15 am	2.08	321119	280914	117	1.37	0.36	0.00	0.00	0.00	0.00	0.00	0.00	0.000	2159.20	LDW
6/Oct/25	7:00 am	1.94	321213	280018	104	1.13	1.38	0.00	0.00	0.00	0.37	0.00	0.00	0.034	2162.80	LDW
7/Oct/25	6:45 am	2.56	321335	281127	109	1.33	1.43	0.00	0.00	0.00	0.00	0.00	0.00	0.000	2167.50	LDW
8/Oct/25	7:30 am	1.81	321428	281234	107	1.42	1.50	0.00	0.00	0.00	0.00	0.00	0.00	0.000	2171.20	LDW
9/Oct/25	7:00 am	2.58	321543	281320	86	1.41	1.49	0.00	0.00	0.00	0.00	0.00	0.00	0.000	2175.40	LDW
10/Oct/25	7:00 am	1.70	321624	281439	119	1.45	1.54	0.00	0.00	0.00	0.00	0.00	0.00	0.000	2178.80	LDW
11/Oct/25	8:00 am	1.66	321702	281547	108	1.39	1.54	0.00	0.00	0.00	0.00	0.00	0.00	0.000	2181.78	ICA
12/Oct/25	8:30 am	3.84	321887	281728	181	1.40	1.55	0.00	0.00	0.00	0.00	0.00	0.00	0.000	2184.98	ICA
13/Oct/25	8:00 am	1.93	321981	281822	94	1.37	1.50	0.00	0.00	0.00	0.00	0.00	0.00	0.000	2188.59	ICA
14/Oct/25	7:15 am	1.88	322070	281919	97	1.34	1.50	0.00	0.00	0.00	0.45	0.00	0.55	0.046	2192.99	ICA
15/Oct/25	6:30 am	1.85	322157	282004	85	1.32	1.50	0.00	0.00	0.00	0.00	0.00	0.00	0.000	2195.99	ICA
16/Oct/25	7:30 am	1.92	322249	282103	99	1.41	1.50	0.00	0.00	0.00	0.00	0.00	0.00	0.000	2199.60	ICA
17/Oct/25	8:00 am	1.49	322319	282187	84	1.38	1.50	0.00	0.00	0.00	0.22	0.00	0.39	0.047	2203.30	LDW
18/Oct/25	9:00 am	1.87	322407	282270	83	1.37	1.46	0.00	0.00	0.00	0.00	0.00	0.00	0.000	2206.20	LDW
19/Oct/25	7:15 am	1.66	322486	282355	85	1.38	1.46	0.00	0.00	0.00	0.00	0.00	0.00	0.000	2209.80	LDW
20/Oct/25	7:45 am	2.01	322583	282454	99	1.38	1.50	0.00	0.00	0.00	0.00	0.00	0.00	0.000	2212.90	LDW
21/Oct/25	6:45 am	1.70	322663	282540	86	1.28	1.45	0.00	0.00	0.00	0.00	0.00	0.00	0.000	2216.90	LDW
22/Oct/25	7:00 am	1.87	322752	282628	88	1.34	1.45	0.00	0.00	0.00	0.00	0.00	0.54	0.000	2220.20	LDW
23/Oct/25	7:15 am	1.70	322833	282705	77	1.33	1.44	0.00	0.00	0.00	0.00	0.00	0.00	0.000	2223.80	LDW
24/Oct/25	7:00 am	1.62	322908	282792	87	1.41	1.45	0.00	0.00	0.00	0.00	0.00	0.00	0.000	2227.10	LDW
25/Oct/25	8:15 am	1.70	322991	282878	86	1.33	1.43	0.00	0.00	0.00	0.00	0.00	0.00	0.000	2230.23	ICA
26/Oct/25	6:30 am	1.81	323076	282964	86	1.20	1.39	0.00	0.00	0.00	0.00	0.00	0.00	0.000	2233.50	LDW
27/Oct/25	6:30 am	1.70	323157	283051	87	1.24	1.38	0.00	0.00	0.00	0.00	0.00	0.00	0.000	2237.00	LDW
28/Oct/25	7:00 am	0.76	323198	283140	84	1.31	1.42	0.00	0.00	0.00	0.97	0.00	0.55	0.028	2240.20	ICA
29/Oct/25	6:30 am	2.62	323317	283216	76	1.20	1.35	0.00	0.00	0.00	0.00	0.00	0.00	0.000	2243.0	ICA
30/Oct/25	7:15 am	1.78	323401	283301	85	1.27	1.37	0.00	0.00	0.00	0.00	0.00	0.00	0.000	2246.64	ICA
31/Oct/25	7:00 am	1.46	323470	283382	85	1.27	1.44	0.00	0.00	0.00	0.68	0.00	0.53	0.044	2250.10	LDW
TOTALS																
MIN VALUE																
MAX VALUE																
AVG VALUE																
						#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	CAO Signature
						#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	Mayor Signature

## **BUENA VISTA P & R**

### **MINUTES**

Nov 4th, 2025

**Present:** Peg Frey, , Donna Hall, Gary McLennan, Jeff Jacobs, Nancy Koszman, Ruebi Erfle ,  
Cathy Klemm, Bob Sax

**Absent,** Jan Franklin Mark Percy, Sharon Mitemmayr

Meeting called to order 7:02 pm.

Motion to adopt the agenda Kathy, 2<sup>nd</sup> Peg carried

Motion to adopt August minutes- Ruebi 2<sup>nd</sup> Jeff carried

Sympathies were expressed for Jan Franklin

Congratulations to the Percy's on the birth of their son.

#### **Old Business**

**FIM-** Peg advised no ne

**Street signs for Path-** Mark was absent, but if we go ahead with this we have to submit a plan to council.

**Pump track-** Mark not present therefore tabled to next meeting.

**Art for Alex-** motion by Ruebi 2<sup>nd</sup> by Nancy that we raise the limit to \$300.00 carried.

**Pumpkin Carving-** There was a tie for first place so the 2<sup>nd</sup> place money was added to the 1<sup>st</sup> and split between the winners. There was also a tie for 3<sup>rd</sup>. Some of the winners still have not picked up their prizes

**Evenden Will-** Donna talked with the lawyers and apparently it is being held up by CRA.

**Playground -** Ruebi would like to do the research around playgrounds and report back.

#### **FINANCIAL**

Nancy advised that we have \$6,198.27 in our account and \$816.45 in our Heritage account.

We got \$129.80 from the bottles and \$544.45 from the cans.

#### **NEW BUSINESS**

**Christmas Party-** Will be either Dec. 2<sup>nd</sup> or 3<sup>rd</sup> depending on caterer and location. Donna will check into this.

**Bus Trip Scheduled for Feb 12<sup>th</sup>.** It will involve a visit to the Tunnels or Yvette Moore.

**Winter Carnival0 Schedule for Jan. 3, 2026.** The following is required:

Horses- Gary

Food- Chips, coffee, hot chocolate, cider, hot dogs etc. - Jan/Donna

Firewood- Jeff

Games etc.- Donna / Ruebi

Music- Mark

Prior to adjourning Bob Sax stated that if P & R are going to put up street signs on the path that they will have to ensure that the access from the path to the street will have to be cleared and passable. P & R reacted to this comment and stated that if the Village wants these access paths to be clear then that should be a job of the Village crew not P & R. Also, if the Village wants that to be done then they should take the responsibility and cost to erect the signs and clear the access.

It was then brought up that P & R were not allowed to use the Quonset to sort bottles, but were allowed to use the cold storage shed, which cause a great deal of inconvenience to P & R. P & R is an arm of council and therefore would be covered by insurance. P & R have been using the Quonset for over 20 years for bottle sorts and bottle drives and have never encountered a problem. The same risk would occur when P & R used the cold storage shed.

We are supposed to be working in concert with the Village but it feels as if the Village is dictating to P & R as to what they can do.

Meeting adjourned at 7:45pm. Next meeting is December 2<sup>nd</sup> or 3<sup>rd</sup>- Christmas dinner. 6pm.



# VILLAGE OF BUENA VISTA

## Briefing Note

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<b>To:</b>	Mayor and Council
<b>Date:</b>	November 17, 2025
<b>Subject:</b>	BV 25-020 Laneway Construction SW 13-21-22 w2

### **PURPOSE:**

To inform Council of a proposal to construct a road onto the parcel of land identified as SW 13-21-22 w2, to provide immediate year-round access.

### **BACKGROUND:**

The property owner has submitted a Discretionary Use application (BV 25-023), for a personal dwelling. If approved, access would be required and therefore, the applicant is proposing road construction as follows:

Enter off the approach currently off Tower Road heading east, then north, then east to proposed yard site. (see attached) The proposal is presented in a location and manner which could be expanded to a residential-grade road in the future.

Ministry of Highways requires permitting for any work within 90 meters/295 ft. of the property line of a provincial highway. Permitting responsibilities to be determined.

### **Costs**

**Access/Approach:** As per the Ministry of Highways permitting process, the applicant for the permit (the Permittee) is responsible for all associated costs. This includes being responsible for the construction, maintenance, and repair of the access/approach only. The 210m easterly portion from Tower Road, identified in the property owners proposed RFP, is the access/approach and road allowance belonging to the Village of Buena Vista and therefore costs would need to be identified and defined through a servicing agreement.

All costs associated with the laneway portion on the owners' parcel will be the responsibility of the owner.

### **Construction**

The property owner is proposing to undertake the entire construction project through the RFP process, to include the access and road allowance portion from Tower Road. Construction of the 210-meter portion are required to be constructed according to standards set by the Ministry of Highways. (attached)

## **Maintenance:**

The Village would be responsible for the year-round maintenance of the access portion (210 meters from Tower Road) of the constructed road/laneway or, Council could enter into agreement with applicant to maintain it for a defined period of time. As the road/laneway beyond the access would be a private lane, the property owner would be responsible for all maintenance required to the laneway. (Snow removal, repairs, mowing of ditches.)

## **OPTIONS FOR COUNCIL CONSIDERATION:**

**Option 1: Approve the applicant to complete the entire project from Tower Road access to owners' property.**

- A service agreement is signed upon approval, outlining responsibilities of permit, cost, and maintenance.
- All construction built to standards approved by Ministry of Highways and certified by qualified engineer.
- Village will obtain all necessary permits through the Ministry of Highways.

**Option 2: Approve the applicant to only complete the portion of the laneway on the property owner's property and the Village to undertake the 210-meter portion from Tower Road to the owner's parcel.**

- The Village will undertake the construction of the access/approach and road allowance and will obtain all necessary permits through the Ministry of Highways.
- All costs associated with this portion are the responsibility of the Village.
- All maintenance of this portion is the sole responsibility of the Village.
- All construction built to standards approved by Ministry of Highways and certified by qualified engineer.
- 

**Option 3: Maintenance Agreement**

- Council to define maintenance through an agreement for the 210-meter portion of the Village access and road allowance or define the sole responsibility of the Village public works to maintain the 210-meter portion up to but not including the property owner's laneway.

## **RECOMMENDATION:**

That Council approve the application and allow the applicant to undertake the complete construction of the laneway to include the access/approach and road allowance from Tower Road upon completion of a Service/Road Agreement with the endorsement of a qualified road construction engineer. The 210-meter portion of the access/approach, road allowance must be completed to standards set by the Ministry of Highways.

**Heritage Resource Review** (attached) no Heritage concerns

Prepared by:

Melissa Pollock-Chief Administrative Officer

**VILLAGE OF BUENA VISTA**  
 1050 Grand Avenue  
 Buena Vista, Sask. S2V 1A2  
 Phone: 306 729-4386 Fax: 306 729-4518

**APPLICATION FOR DEVELOPMENT**

Project Value: \_\_\_\_\_ Fee \$100.00 Receipt # 250043-033

1. Registered Owner(s) - Name(s) Anchor Point Development  
 - Address Matthew Butz  
SW 13 21 22 W2  
 - Phone Numbers: 306 726 8123 Home Work

Contractor/Applicant: Name: TBD  
 Address: \_\_\_\_\_  
 Phone Numbers: \_\_\_\_\_ Home Work

2. Name and address of agent, solicitor, surveyor or planning consultant (if applicable):  
TBD for road, SK Power for power

3. Legal Land Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_  
 Or Parcel \_\_\_\_\_

4. Civic Address: \_\_\_\_\_

5. Existing Land Use: Agricultural

6. Existing Zoning: FUD

7 (a) Proposed development involves: New Building   
 Accessory Building  Deck  Addition   
 Structural Renovation  Move a Building   
 Demolish a Building  Other Laneway Construction + Power

(b) Intended Use: Private

8. Specific description of proposed development: Laneway for access to yardsite to build home  
(provide attachment if necessary)  
and installation of power

9. Estimated dates of development - Commencement Oct 2025  
- Completion May 2026

10. Other Comments in Support of Application: \_\_\_\_\_  
\_\_\_\_\_

11. Sewage Disposal - Do you propose to install a sewage disposal system? In most cottage and residential subdivisions the only system is a pump out vault. The system must meet bylaw requirements and the regulations of the Department of Public Health.  
If Yes - Type \_\_\_\_\_

12. Do you require installation of services by:  
SaskPower Yes  No \_\_\_\_\_  
SaskEnergy Yes  No \_\_\_\_\_  
SaskTel Yes \_\_\_\_\_ No

13. Give a complete written description of the proposed development and include the amount of excavation, fill, leveling and clearing that will be undertaken. Any cut or fill greater than a 4:1 slope, requires retaining.  
See attached RFP for laneway details  
See attached SKPower proposal for power

14. Site Plan: Please provide a plan on the attached sheet showing:  
(a) North directional arrow  
(b) Scale  
(c) Dimensions and Lot lines of parcels & lots  
(d) Dimensions and locations of all structures (existing and proposed) including septic tank - show distance from lot lines  
(e) Proposed development clearly outlined (in red if possible)  
(f) Location of power, gas, telephone lines, roads, etc.

15. Edgewood Estates  
All new housing starts must have sump pits with sump pumps to be pumped to the exterior of the home and not into the sewer system (weeping tile must drain into sump pits and sewer lines to have their own pit, with back-up valve and clean out). No ground water shall be pumped into or have access to the domestic sewage system.

16. **DECLARATION OF APPLICANT:**

I Matthew Burtz

of Regina  
in the Province of Saskatchewan, solemnly declare that all the above statements contained within the application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effects as if made under oath, and by virtue of "The Canada Evidence Act".

I also have no objection to any entry upon the described property herein by the persons authorized by the Village of Buena Vista for the purpose of site inspections required for reviewing the application.

Date: Aug 26

Signature: 

Telephone: \_\_\_\_\_ Home

\_\_\_\_\_ Work

306 726 8123 Cellular

R1 - Minimum 1,200 sq ft home  
Setbacks: 20ft from front and back  
5ft on each side

R2 - Minimum 1,000 sq ft home  
Setbacks: 20ft from front and 25ft from back  
5ft on each side

R3 - Minimum 1,000 sq ft home  
Setbacks: 20ft from front and back  
5ft on each side

R4 - Edgewood 1,300 sq ft - Bungalow & Bi-level } Basement or walkout NOT to be included  
1,500 sq ft - 2 story }  
Setbacks 42ft from front  
20ft from rear (or valley wall for home on north side of subdivision)  
10ft on each side



Ministry of Parks, Culture and Sport  
Heritage Conservation Branch  
2<sup>nd</sup> Floor, 3211 Albert Street  
Regina, Canada S4S 5W6

Phone: 306.787.5774

Email: [brent.kevinsen@gov.sk.ca](mailto:brent.kevinsen@gov.sk.ca)

June 6, 2023

Our file: 22-474

Matthew Butz  
102150233 SK Ltd.  
2728 McAra Street  
REGINA SK S4N2X1

Dear Matthew Butz:

**RE: Village of Buena Vista – Proposed Residential Subdivision  
SW 13-21-22 W2M – (49.34 ha)  
HERITAGE RESOURCE REVIEW**

Thank you for submitting this project to our office for heritage resource review. This heritage review is based on the 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, dated May 15, 2023. Any alterations to the external boundaries of this subdivision will require resubmission to the HCB for review.

In determining the need for, and scope of, Heritage Resource Impact Assessment (HRIA) pursuant to s.63 of The Heritage Property Act, the following factors were considered: the presence of previously recorded heritage sites, the area's overall heritage resource potential, the extent of previous land disturbance, and the scope of new proposed land development.

**No Heritage Concerns: Proposed Residential Subdivision SW 13-21-22 W2M – (49.34 ha)**

There are no known archaeological sites in potential conflict with this proposed subdivision. The proposed subdivision contains areas either disturbed by previous cultivation or that are steeply sloping. The risk to impact intact heritage resources from this subdivision is considered low. As such there are no heritage concerns regarding the subdivision 49.34 ha subdivision of SW 13-21-22 W2M under the *Heritage Property Act 1980*.

Although this project is not in conflict with any known archaeological sites or burials and the project is either in a disturbed or heavily sloping area, this region around the project is known to contain numerous burials. In the event human remains are encountered during construction, stop work in the vicinity and notify the Police immediately.

If other possible heritage objects such as stone tools, pottery, animal bone or features such as hearths/fireplaces, are discovered during construction, stop work in the vicinity of the find and immediately notify a heritage consultant and/or the Heritage Conservation Branch (306-787-2817).

If you have any questions regarding this review, heritage sensitivity or future heritage reviews,

Matthew Butz  
Page 2  
June 6, 2023

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please do not hesitate to contact me.

Sincerely,

A handwritten signature in dark ink, appearing to read "Brent Kevinsen", with a horizontal line extending to the right.

Brent Kevinsen  
Archaeologist

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## REQUEST FOR PROPOSAL (RFP)

Project: Farm Laneway Construction

Location: SW 13-21-22-W2, Buena Vista, SK

### 1. Project Overview

Anchor Point Developments is seeking bids for the construction of a farm laneway designed to provide immediate year-round access while remaining prepared for a future upgrade.

This is Phase One of a multi-stage build:

- Now (Phase One): Build a farm lane with a compacted gravel base to provide durable, all-weather access for residential construction traffic.
- Later (Phase Two): Upgrade options will depend on the subdivision outcome:
  1. Subdivision Scenario – Widen to 8m finished surface, and hard surface the full laneway.
  2. Private Use Scenario – Hard cap the 5 m wide section and dust control the 6 m section.

The Phase One build must be upgrade-ready — stable shoulders, consistent base depth, proper drainage, and clean surface preparation to allow topping without reworking the entire lane.

### 2. Scope of Work

#### a) Laneway 1

- Length: 685 m (East 210 m, North 105 m, East 370 m)
- Width: 6 m driving surface, 10m disturbed surface
- Structure: 150 mm (6 in) compacted depth of ¾" minus gravel, placed in two lifts and compacted with a vibratory steel drum roller.
- Crown: 2–3% for drainage.
- Ditching as required. North and west sides to be prepared as a utility corridor
- Utility Corridor Definition: an area adjacent to the laneway reserved for future installation of underground services, such as natural gas. Power will be brought overhead via an alternate route, but gas may be buried in this corridor before expansion of the laneway to 8m in Phase 2, so corridor should be wide enough to allow burial without requiring future revision. The area should be smoothed and leveled, but not compacted, to facilitate easy trenching.

b) Laneway 2

- Length: 145 m, extending East / Southeast from the end of Laneway 1
- Width: 5 m driving surface, 9 m disturbed surface
- Purpose: Access to a single residential home (primary residence)
- Ditches: Both sides required as a utility corridors
- Gravel depth: 4–6 inches

c) Laneway 3

- Length: 30 m
- Width: 5 m
- Same build standard as main laneway.

d) Storage Yard Area

- Dimensions: 25 m × 35 m
- Entire area to be compacted, graveled
- Purpose: to serve as a general storage area
- Gravel depth: 3–4 inches

3. General Requirements

- All laneways and yard to be constructed using onsite clay fill as necessary
- Road base and surface to be constructed to the specified gravel depths
- Finished to-grade with smooth driving surfaces and proper ditching where specified
- Contractor is responsible for hauling gravel and ensuring proper compaction
- Work must be completed in a manner that facilitates potential future roadway upgrades

4. Timeline

- Completion before Spring 2026
- Fall 2025 completion preferred
- Bid submissions required by Sept 12, 2025
- Project awarded by Sept 19, 2025

5. Payment Terms

- Payment will be made on Net 30 terms from the date of invoicing
- A 10% statutory holdback will be applied, to be released upon satisfactory completion of the work, in accordance with the *Saskatchewan Builders' Lien Act*.

6. Bid Submission

Contact [info@anchorpoint.ltd](mailto:info@anchorpoint.ltd), or Matthew Butz 306 726 8123

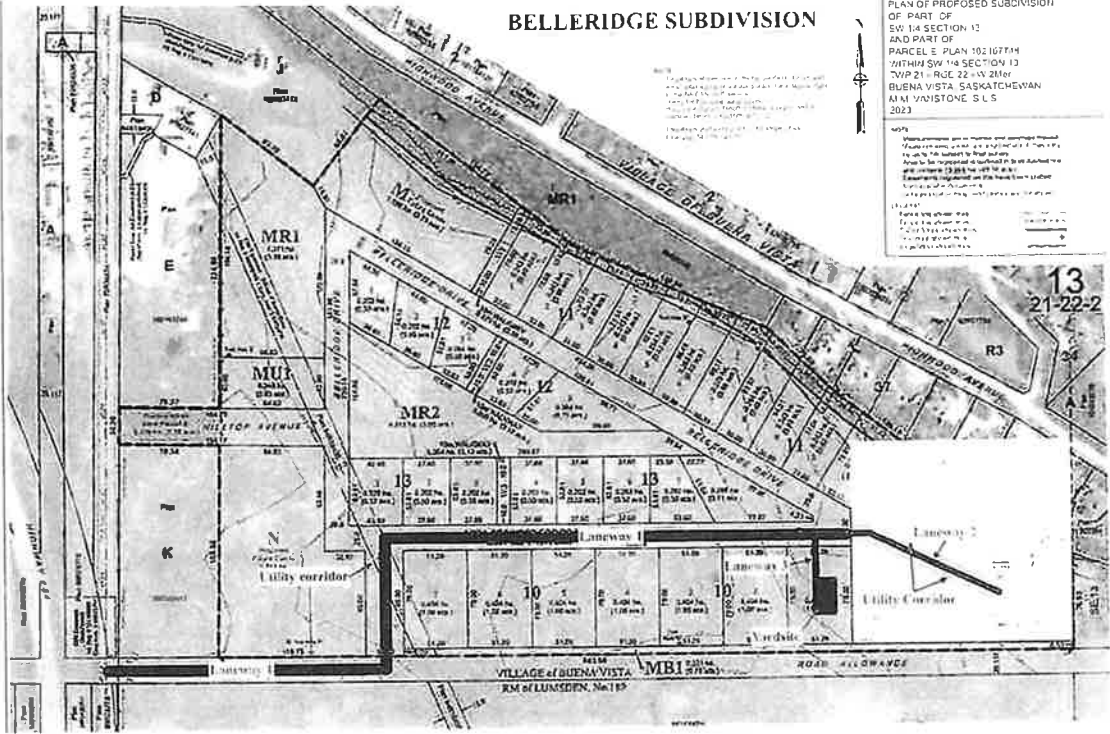
Bids should include:

- Itemized pricing (mobilization, gravel, compaction, ditching, etc.)
- Estimated construction timeframe

# BELLERIDGE SUBDIVISION

PLAN OF PROPOSED SUBDIVISION  
 OF PART OF  
 SW 14 SECTION 13  
 AND PART OF  
 PARCEL S, PLAN 192/10714  
 WITHIN SW 14 SECTION 13  
 TWP 21 - RGE 22 - W 21E  
 BUENA VISTA SASKATCHEWAN  
 RM of WINSTONE S.L.S.  
 2023

NOTES:  
 1. All dimensions are in metres and rounded to the nearest millimetre.  
 2. The area shown on this plan is subject to the provisions of the Planning Act and the Planning Regulations.  
 3. The area shown on this plan is subject to the provisions of the Planning Act and the Planning Regulations.  
 4. The area shown on this plan is subject to the provisions of the Planning Act and the Planning Regulations.  
 5. The area shown on this plan is subject to the provisions of the Planning Act and the Planning Regulations.



306-726-8173

info@anchorpoint.ltd



**MISC. NOTES:**

- THESE WILL NOT BE 100% SERVICED LOTS DUE TO THEIR SIZE. SASKPOWER WILL ONLY INSTALL THE PRIMARY CABLE AND THE JOINT USE PARTIES (SASKTEL + ACCESS CABLE) AS THEY INDICATE. THIS CABLE WILL BE PLACED 1.5m ON ROAD ALLOWANCE (APPROX. 1600m OF PRIMARY CABLE)
- COSTS DO NOT INCLUDE SASKTEL OR ACCESS CABLE
- SASKENERGY IS NOT INCLUDED IN THIS DESIGN. THEY HAVE TO BE CONTACTED FOR THEIR OWN DESIGN/NOTES TO ENSURE THIS DESIGN IS TO ENSURE THERE ARE NO ALIGNMENT CONFLICTS BETWEEN THE TWO PARTIES
- TRANSFORMERS ARE NOT INCLUDED DUE TO SIZE OF LOTS. EACH OWNER WILL BE RESPONSIBLE TO CONTACT SASKPOWER ON THEIR OWN TO DETERMINE SERVICE SIZE AND COSTS
- DOES NOT INCLUDE ANY STREET LIGHTING. A SEPARATE NOTIFICATION/PERMITATION IS REQUIRED FOR THIS

**NOTES:**

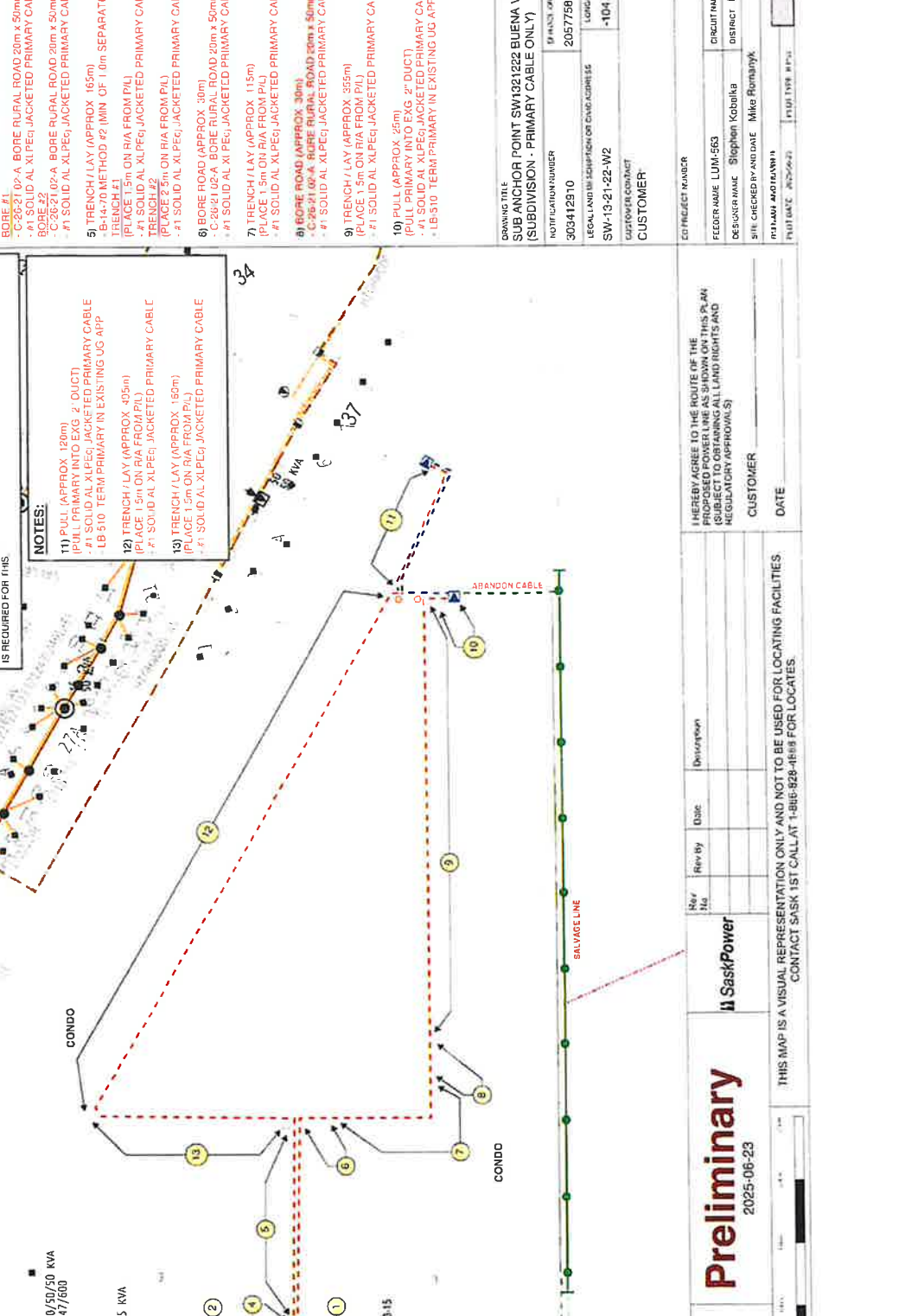
11) PULL (APPROX 120m)  
(PULL PRIMARY INTO EXG 2' DUCT)  
- #1 SOLID AL ALPEq JACKETED PRIMARY CABLE  
- LB 510 TERM PRIMARY IN EXISTING UG APP  
(PLACE 1.5m ON RIA FROM P/L)

12) TRENCH / LAY (APPROX. 40.5m)  
(PLACE 1.5m ON RIA FROM P/L)  
- #1 SOLID AL ALPEq JACKETED PRIMARY CABLE

13) TRENCH / LAY (APPROX. 160m)  
(PLACE 1.5m ON RIA FROM P/L)  
- #1 SOLID AL ALPEq JACKETED PRIMARY CABLE

**NOTES:**

- INSTALL (ON TAG #8087142)
  - B-12-10 RURAL TO PRIMARY TAKE OFF STR
  - B-03-01 TYPE A GROUND GRID SINGLE
- INSTALL (ON TAG #8016239)
  - B-12-10 RURAL TO PRIMARY TAKE OFF STR
  - B-03-01 TYPE A GROUND GRID SINGLE
- TRENCH / LAY (APPROX. 37m)
  - PLACE 1.5m ON RIA FROM P/L
  - #1 SOLID AL ALPEq JACKETED PRIMARY CABLE
- BORE GRID (APPROX. 20m)
  - BORE #1
  - C-26-21 02-A BORE RURAL ROAD 20m x 50mm (LB300 - extra)
  - C-26-21 02-A BORE RURAL ROAD 20m x 50mm (LB300 - extra)
  - #1 SOLID AL ALPEq JACKETED PRIMARY CABLE
- TRENCH / LAY (APPROX. 165m)
  - B-14-70 METHOD #2 (MIN OF 1.0m SEPARATION)
  - TRENCH #1
  - PLACE 1.5m ON RIA FROM P/L
  - #1 SOLID AL ALPEq JACKETED PRIMARY CABLE
  - PLACE 2.5m ON RIA FROM P/L
  - #1 SOLID AL ALPEq JACKETED PRIMARY CABLE
- BORE ROAD (APPROX. 30m)
  - C-28 #21 02-A BORE RURAL ROAD 20m x 50mm (LB300 - extra)
  - #1 SOLID AL ALPEq JACKETED PRIMARY CABLE
- TRENCH / LAY (APPROX. 115m)
  - PLACE 1.5m ON RIA FROM P/L
  - #1 SOLID AL ALPEq JACKETED PRIMARY CABLE
- BORE ROAD (APPROX. 30m)
  - C-26 #1 02-A BORE RURAL ROAD 20m x 50mm (LB300 - extra)
  - #1 SOLID AL ALPEq JACKETED PRIMARY CABLE
- TRENCH / LAY (APPROX. 255m)
  - PLACE 1.5m ON RIA FROM P/L
  - #1 SOLID AL ALPEq JACKETED PRIMARY CABLE
- PULL (APPROX. 25m)
  - PULL PRIMARY INTO EXG 2' DUCT
  - #1 SOLID AL ALPEq JACKETED PRIMARY CABLE
  - LB 510 TERM PRIMARY IN EXISTING UG APP



303412910	NOTIFICATION NUMBER
20577581	FRANCHISE AGREEMENT NUMBER
SW-13-21-22-W2	LEGAL LAND DESCRIPTION OR CABLE ADDRESS
-104 93557, 50 777335	LONG/LAT OF AREA
	CUSTOMER CONTACT
	CUSTOMER
	PROJECT NUMBER
LUM-563	FEEDER NAME
Stephen Kobelka	DESIGNER NAME
Mike Romanyuk	SITE CHECKED BY AND DATE
2025-06-23	ISSUE DATE
	REV

**DRAWING TITLE**  
SUB ANCHOR POINT SW1321222 BUENA VISTA  
(SUBDIVISION - PRIMARY CABLE ONLY)

I HEREBY AGREE TO THE ROUTE OF THE CABLES SHOWN ON THIS PLAN SUBJECT TO OBTAINING ALL LAND RIGHTS AND REGULATORY APPROVAL(S)

CUSTOMER: \_\_\_\_\_ DATE: \_\_\_\_\_

**SaskPower**

2025-06-23

THIS MAP IS A VISUAL REPRESENTATION ONLY AND NOT TO BE USED FOR LOCATING FACILITIES. CONTACT SASK 1ST CALL AT 1-800-828-4888 FOR LOCATES.

303412910	NOTIFICATION NUMBER
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Mike Romanyuk	SITE CHECKED BY AND DATE
2025-06-23	ISSUE DATE
	REV

**3 SHEET 1**

## Cate McConnell

---

**From:** matt@anchorpoint.ltd  
**Sent:** August 26, 2025 10:04 AM  
**To:** Cate McConnell  
**Subject:** Development Application

[Download full resolution images](#)  
[Available until Sep 25, 2025](#)

Good morning!

Thanks for your help finding the right forms in the office yesterday. I've attached the completed forms, as well as relevant appendices.

I decided to not include the house construction on this development application, as there are still a few details in the design that we haven't figured out yet. I will submit that at a later date. Also, the discretionary use application for the cattle will follow shortly, as I have a few things to organize there as well.

For now, the development application is for the road, and saskpower, as those are ready to go. I e-transferred the \$100 fee this morning to admin@buenavista.ca

A few words on each of the portions:

- The road - is a laneway to access our future yard site. Enters off Tower Road at the current approach (where I see there is fresh gravel, thank you!), heads East, then North, then East to our yard site. It is laid out in a location and manner which could be expanded to a residential-grade road in the future, if desired. I have attached the RFP I plan to distribute as soon as you have provided approval which details the specifications of the road as well as includes a map.
- SK Power - the attached map includes drawings for what both current and future use may include. Relevant to this application is the *green line along the bottom moving East-West*, the *green line moving North (labelled "abandon cable")*, and the *blue line showing underground access*. The general challenge with power and service provision is that nothing can be completed until the land is finished to-final-grade. They don't want to be burying, then digging up, moving, reburying, etc. Fair enough. So to avoid this, SKPower's plan is to bring power *overhead* along the road allowance as shown. From the end of the line, it will be *buried* underground in the yard site (hence having to abandon that cable eventually) to lot 10-1. From there - because we'll hopefully have the laneway done to-grade by this point - it can be buried underground as marked in *blue*. If the subdivision does go ahead, the *red* line would be completed at a later date, once the subdivision has been completed to-grade, and the *red* line would be installed and buried at that point, while the *green* line (overhead) is abandoned and salvaged - the poles are taken down, the wire is taken down - and the entire subdivision is fed by underground cables as shown.

Thanks,  
Matt



# VILLAGE OF BUENA VISTA

## Briefing Note

---

<b>To:</b>	Mayor and Council
<b>Date:</b>	November 25, 2025
<b>Subject:</b>	Proposed to Village to purchase property- Lot A Plan 101405450

### **PURPOSE:**

To inform Council of a letter from a property owner proposing that the Village purchase the property.

### **BACKGROUND:**

The property owner submitted a proposal for consideration that the Village purchase their 0.61-acre property, Lot A Plan 101405450, citing that its proximity next to a Village road up to a stop sign would “be a good purchase for the Village”.

### **CONSIDERATION:**

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.

**Municipal Purpose:** The primary consideration will be whether acquiring the property serves a public or municipal purpose, such as:

- Providing a new service or facility
- Supporting a future development or infrastructure project (e.g., roads, utilities) as part of an official community plan or zoning bylaw.
- Fostering economic, social, or environmental well-being.
- Addressing a specific community need, like affordable housing options.

**Best Interests of Residents:** The council must determine if the purchase is in the best overall interest of the municipality’s residents and ratepayers.

**Financial Implications:** consider if the purchase is a responsible use of public funds.

**Planning and Development Alignment:** The proposal’s consistency with the municipality’s existing Official Community Plan and Zoning Bylaws should be considered.

**Transparency and Fairness:** All municipal land transactions must be conducted transparently. While the sale of municipal land usually requires public notice and public hearing, the acquisition process still needs to be defensible and free from conflicts of interest.

**OPTIONS FOR COUNCIL CONSIDERATION:**

- 1.) The municipality has the legal authority and discretion to consider a resident's proposal. Request that the resident formally re-submit their proposal to Council, outlining the intended proposed use of the land and how it might benefit the community, which the council can then review through the appropriate administrative and legal channels.

**RECOMMENDATION:**

That council decline the proposal as the proposed purchase would not be in the best overall interest of the municipality's residents and ratepayers and would not provide any new services or facilities.

Prepared by:

Melissa Pollock-Chief Administrative Officer

RECEIVED

NOV 03 2025

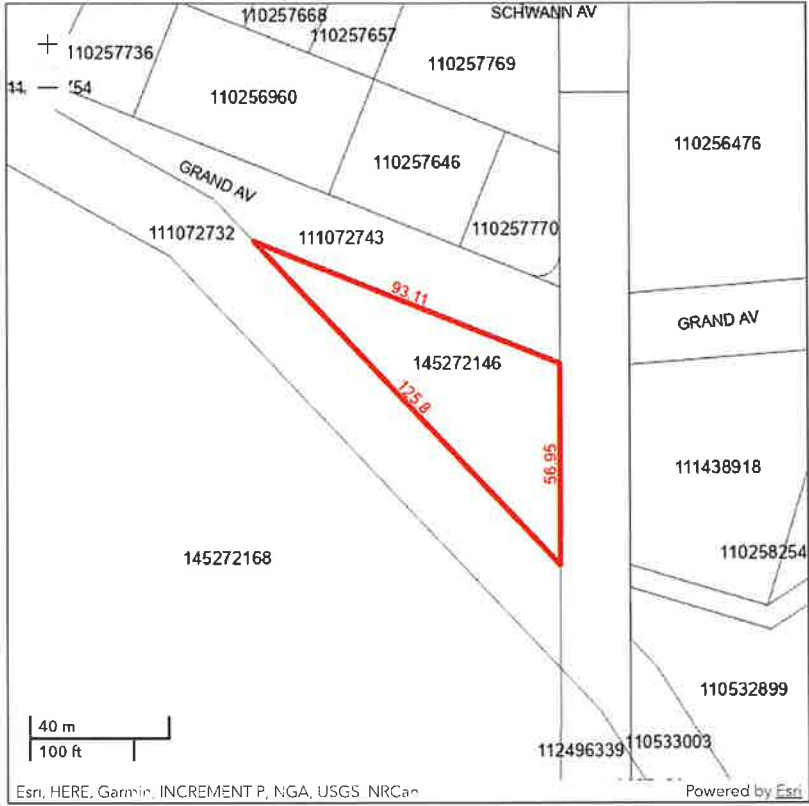
1. TO TOWN OF BUBHAUSTA  
FOR ADMINISTATOR
- 2 OFFER OF PURCHASE  
FOR TOWN COUNCEL APPROVAL  
1/2 ACRE 1001 GRAND AVE
3. NEXT TO ROAD. | NO NEED  
UP TO STOP SIGN | WOULD GOOD  
PURCHASE FOR  
TOWN
4. KEITH STANOW  
- 306-729-2057

306-729-4385  
(900-500)



**Surface Parcel Number: 145272146**

Request Date: Tue Oct 28 10:41:24 GMT-06:00 2025



Esri, HERE, Garmin, INCREMENT P, NGA, USGS, NRCan

Powered by Esri

Scale: 1:2257  
 Owner Name(s): SNOW, MARION FAY, SNOW, WILLIAM KEITH  
 Municipality: VILLAGE OF BUENA VISTA  
 Title Number(s): 129583930  
 Parcel Class: Parcel (Generic)  
 Land Description: Blk/Par A-Plan 101405450 Exl 47  
 Source Quarter Section: SE-14-21-22-2  
 Commodity/Unit: Not Applicable

Area: 0.246 hectares (0.61 acres)  
 Converted Title Number: 01SE11606  
 Ownership Share: 1:1



# DUDLEY & COMPANY LLP

*Chartered Professional Accountants*

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

**Phone:** 306-757-5555

**Fax:** 306-525-3236

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

**Phone:** 306-453-5555

**Fax:** 306-453-0101

Client Number: 2344

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

Attention: Melissa Pollock, Administrator

Dear Melissa:

Re: Engagement letter

## **The Objective and Scope of the Audit**

You have requested that we audit the financial statements of Village of Buena Vista, which comprise the balance sheet as at December 31, 2025 and the statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements (including a summary of significant accounting policies), as well as a summary (synopsis) of the above financial statements.

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

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

## **The Responsibilities of the Auditor**

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

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

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

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

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

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

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

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

\* Denotes Professional Corporation

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

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

### **Form and Content of Audit Opinion**

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

To the council of Village of Buena Vista

#### *Opinion*

We have audited the financial statements of Village of Buena Vista (the Municipality), which comprise the statement of financial position as at December 31, 2025 and the statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Municipality as at December 31, 2025 and the results of its operations and its cash flow for the year then ended in accordance with Canadian Public Sector Accounting Standards.

#### *Basis for Opinion*

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

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

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

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

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

#### *Auditor's Responsibilities for the Audit of the Financial Statements*

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

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

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

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

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

### **The Responsibilities of Management**

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

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

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

As part of the audit process:

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

### **Confidentiality**

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

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

### **Communications**

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

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

## **Use of Information**

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

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

## **Use and Distribution of Our Report**

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

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

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

## **Reproduction of Auditor's Report**

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

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

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

## **Preparation of Schedules**

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

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

## **Ownership**

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

## **File Inspections**

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

## **Accounting Advice**

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

## **Governing Legislation**

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

## **Indemnity**

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

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

## **Time Frames**

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

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

## **Concerns**

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

## **Fees at Regular Billing Rate**

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

## **Billing**

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

## **Termination**

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

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

## **Survival of Terms**

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

## **Conclusion**

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

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

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

Yours truly,

*Dudley & Company*

Dudley & Company LLP

Chartered Professional Accountants

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

\_\_\_\_\_

\_\_\_\_\_

Date signed

\_\_\_\_\_

\_\_\_\_\_

Date signed

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

November 12, 2025

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

To the Council

We have been engaged to audit the financial statements of Village of Buena Vista for the year ending December 31, 2025. Canadian auditing standards require that we communicate the following information with you in relation to your audit.

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

**Our Responsibility as Auditors**

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

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

Our audit includes:

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

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

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

**Council Members' Responsibilities**

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

The Council's responsibilities include:

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

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

### **Audit Approach**

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

### **Illegal Acts, Fraud, Intentional Misstatements and Errors**

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

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

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

### **Related Party Transactions**

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

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

### **Risk-based**

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

### **Audit Procedures**

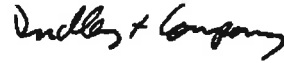
In responding to our risk assessment, we will use a combination of tests of controls, tests of details and substantive analytical procedures. The objective of the tests of controls is to evaluate whether certain controls operated effectively. The objective of the tests of details is to detect material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

### **Independence**

Firm policies on independence require that we communicate with you regarding all relationships between the village and our firm that, in our professional judgement, may reasonably be thought to bear on our independence in the context of the Rules of Professional Conduct of the Institute of Chartered Professional Accountants of Saskatchewan. Making journal entries required to prepare the financial statements and the preparation of the financial statements are the only relationships that in our professional judgement may be thought to bear on our independence. The journal entries were based on information provided by the administrator, or were based on independent third party information, and the entries were approved by the administrator prior to entry into the accounting system by the administrator. The financial statements were reviewed and approved by the administrator and council prior to finalization and release. This eliminates any management decision-making involved in our services and limits any impact on our independence. Accordingly, we hereby confirm that we are independent with respect to the village within the meaning of the Rules of Professional Conduct of the Institute of Chartered Professional Accountants of Saskatchewan for the period ending November 12, 2025.

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

Yours truly,



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Dudley & Company LLP  
Chartered Professional Accountants

**ACKNOWLEDGED BY COUNCIL:**

Signed: \_\_\_\_\_

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

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Appendix - Risk of Fraud:

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

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

- Fraud perpetrated by the village?  YES  NO

2. Are there subsidiary locations, business segments, types of transactions, accounts balances, or financial statement categories where fraud risk exists or may be more likely to exist? If yes, provide details.  YES  NO

3. Does Council believe there is a high level of risk of fraud being perpetrated against or by the village? If yes, provide details.  YES  NO

4. How is village addressing the risk of fraud? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REVIEWED AND COMPLETED BY COUNCIL:**

Signed: \_\_\_\_\_

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

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

**BANK CONFIRMATION**

(Areas to be completed by client are marked §, while those to be completed by the financial institutions are marked †)

<b>FINANCIAL INSTITUTION</b> <b>Royal Bank of Canada</b> Box 250 Lumsden, Saskatchewan S0G 3C0  CONFIRMATION DATE § <b>December 31, 2025</b>  (All information to be provided as of this date)  (See Bank Confirmation Completion Instructions)	<b>CLIENT Village of Buena Vista</b>  The financial institution is authorized to provide the details requested herein to the below-noted firm of accountants  § _____ Client's authorized signature  Please supply copy of the most recent credit facility agreement (initial if required) §
---	---

**1. LOANS AND OTHER DIRECT AND CONTINGENT LIABILITIES (If balances are nil, please state)**

NATURE OF LIABILITY/ CONTINGENT LIABILITY †	INTEREST (Note rate per contract) RATE †      DATE PAID TO †	DUE DATE †	DATE OF CREDIT FACILITY AGREEMENT †	AMOUNT AND CURRENCY OUTSTANDING †
All loans, loan commitments, loan guarantees				

**ADDITIONAL CREDIT FACILITY AGREEMENT(S)**

Note the date(s) of any credit facility agreement(s) not drawn upon and not referenced above †

**2. DEPOSITS/OVERDRAFTS**

TYPE OF ACCOUNT §	ACCOUNT NUMBER §	INTERES T RATE §	ISSUE DATE (If applicable)§	MATURITY DATE (If applicable)§	AMOUNT AND CURRENCY (Brackets if Overdraft) †
Chequing	04298-123-215-6				
Investment account	04298-100-011-6				

**EXCEPTIONS AND COMMENTS**

(See Bank Confirmation Completion Instructions) †

**STATEMENT OF PROCEDURES PERFORMED BY FINANCIAL INSTITUTION †**

The above information was completed in accordance with the Bank Confirmation Completion Instructions.

Authorized signature of financial institution \_\_\_\_\_

BRANCH CONTACT - Name and telephone number \_\_\_\_\_

Please FAX this form directly to our chartered accountant at 306-525-3236, email to [travis.herback@dudleyllp.ca](mailto:travis.herback@dudleyllp.ca) or mail to the address below.

Name: Dudley & Company LLP Address: Suite 100 – 2255 13 <sup>th</sup> Avenue Regina, Saskatchewan S4P 0V6	Telephone: 306-757-5555 Fax: 306-525-3236
--	--

Developed by the Canadian Bankers Association and The Canadian Institute of Chartered Accountants

**CERTIFICATE OF APPOINTMENT**

*THIS IS TO CERTIFY THAT*

<b>Nathan Brodner</b>	<b>Class 1 Licensed Building Official, Saskatchewan</b>	<b>BOL880</b>
-----------------------	---	---------------

Residents of the Province of Saskatchewan, who are employed by

PROFESSIONAL BUILDING INSPECTIONS, INC.  
5 GREGORY AVENUE EAST – UNIT 5  
BOX 517 STN MAIN  
WHITE CITY, SASKATCHEWAN

*HAVE BEEN APPOINTED AS LICENSED BUILDING OFFICIALS*

BY THE COUNCIL OF THE Village of Buena Vista

*UNDER THE AUTHORITY OF SUBSECTIONS 16(2) AND 16(3) OF*

*THE CONSTRUCTION CODES ACT*

The Municipal Official below is hereby authorized to issue Certificates of Appointment for the above noted Licensed Building Officials.

**(MUNICIPAL SEAL)**

\_\_\_\_\_  
(Signature of Authorized Municipal Official)

\_\_\_\_\_  
(Name of Municipal Official – Please Print)

\_\_\_\_\_  
(Title of Municipal Official)

\_\_\_\_\_  
(Date of Resolution)

\_\_\_\_\_  
(Resolution Number)

## BYLAW NO. 01/2025

### **A BYLAW OF THE VILLAGE OF BUENA VISTA TO ESTABLISH A PARKS, RECREATION AND CULTURE BOARD**

WHEREAS the Council of the Village of Buena Vista recognizes the importance of providing quality parks, recreation, and cultural programs and facilities to enhance the well-being of its residents; and

WHEREAS it is deemed appropriate to establish a Parks, Recreation and Culture Board to advise Council and assist in planning, development, and promotion of such services; and

WHEREAS the Council wishes to provide for the composition, duties, responsibilities, and governance of the Board;

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

1. **SHORT TITLE**

This Bylaw may be cited as the *Parks & Recreation Board Bylaw*.

2. **DEFINITIONS**

Whenever in this Bylaw the following words or terms are used, they shall, unless the context provides otherwise, be held to have the following meanings:

2.1. **Board** means the Parks, Recreation & Culture Board established and appointed pursuant to this bylaw;

2.2. **Council** means the Mayor and Councilors of the Village of Buena Vista that have been duly elected by *The Local Government Elections Act*;

2.3. **Member** means a duly appointed member of the Parks, Recreation & Culture Board;

2.4. **Municipality** means the corporation the Village of Buena Vista and the area of land over which it has jurisdiction;

2.5. **Municipal Property** means any land or facility owned or controlled by the Village of Buena Vista;

2.6. **Program** means any organized activity, event, educational or initiative related to parks, recreation, sport, culture or community well-being that is developed, coordinated, or supported by the Board;

2.7. **Recreation Facilities** includes parks, playgrounds, sports fields, trails, community centers, and any other facilities designated for recreational use;

2.8. **Saskatchewan Lotteries Grant** refers to funding provided through the Saskatchewan Lotteries Community Grant Program, which supports local sport, culture, and recreation initiatives; and

- 2.9. **Volunteer** means a person who participates in Parks, Recreation & Culture Board activities but is not an appointed member.

### 3. COMPOSITION AND APPOINTMENT OF THE BOARD

- 3.1. The Board shall consist of a minimum of seven (7) members, and no more than nine (9), to be appointed by resolution of Council, annually in December including:
- a) Two (2) members of Council, appointed by resolution, to serve on an alternating delegation basis; and
  - b) Persons with an interest in recreation, sport, culture and community development.
- 3.2. Appointments to the Board shall be made in December of each year, with new terms commencing January 1. *[The Board is asking if this could be March instead, as it coincides with the Sask Lotteries Grant]*
- 3.3. Council shall annually issue a public notice calling for nominations.
- a) The notice shall include:
    - i. Number of vacancies;
    - ii. Qualifications for membership;
    - iii. Instructions on how to submit applications; and
    - iv. Deadline for submissions.
  - b) Applications must be submitted to the municipal office.
  - c) At its first regular meeting following the nomination period, Council shall:
    - i. Review Applications; and
    - ii. Make appointments by resolution and majority vote.
  - d) If vacancies remain unfilled after the appointment process, Council may re-open the nomination period or fill the position at its discretion.
- 3.4. The term of office for Board members shall be three (3) years, with initial appointments to be staggered to allow for continuity of experience on the Board. To maintain continuity of experience on the Board, initial appointments shall be staggered so that approximately one-third of the Board positions expire each year. After the initial staggering, all subsequent appointments shall be for full three (3)-year terms.
- 3.5. Council may, by resolution, extend the term of a Board member beyond three (3) years where necessary to maintain continuity or in the event of difficulty obtaining sufficient volunteers. A Board member may serve no more than two (2) consecutive three(3)-year terms, for a maximum of six (6) consecutive years of service.

- 3.6. Council may, by resolution, extend the term of a Board member beyond their regular term or term limit when necessary to:
  - a) Maintain continuity of Board operations; or
  - b) Address difficulty in obtaining a sufficient number of qualified volunteers. Any extension granted under this Section shall not count as an additional term for the purpose of applying term limits.
- 3.7. After serving two (2) consecutive three(3)-year terms, a Board member shall be required to take a one(1)-year break before being eligible for reappointment to the Board.
- 3.8. Board members shall continue to serve until their successors are appointed.
- 3.9. In the event a vacancy occurs, Council may appoint a new member to serve the remainder of the unexpired term. The seat of a member of the board shall become vacant upon the receipt of a written notice of resignation to the secretary.
- 3.10. The secretary shall bring to the attention of the Council at its next regular meeting, any vacancies as they arise.
- 3.11. Individuals who wish to contribute but are not appointed as official Board members may participate as volunteers, but shall not have voting rights or count toward quorum.
- 3.12. At its first meeting each year, the Board shall elect from among its members the following officers:
  - a) Chairperson;
  - b) Vice-Chairperson;
  - c) Secretary; and
  - d) Treasurer.

#### 4. MEETINGS AND REPORTING RESPONSIBILITIES

- 4.1. The Board shall meet at least four (4) times per year, with additional meetings as required at a time and place, as set by resolution, of the Board at the first meeting of the Board each year.
- 4.2. A majority of the appointed members of the Board shall constitute a quorum for the transaction of business.
- 4.3. The secretary shall at the request of the Chairperson or one-third of the members call a special meeting at a date specified in the request.
- 4.4. All members of the Board present shall vote on each question.

- 4.5. The Chairperson shall preside at all meetings.
- 4.6. If the Chairperson should be unable to attend a meeting, the Vice-Chairperson shall preside.
- 4.7. All actions of the Board shall be entered in a minute book, to be kept for that purpose and signed by the presiding officer and the secretary.
- 4.8. Copies of the minutes shall be presented to Council, at the first meeting, following the Board meeting. Those items that require the action of Council or require a decision shall be submitted on the proper request forms.
- 4.9. The Treasurer shall make a financial report at each Board meeting and reports forwarded to Council.
- 4.10. The Council-appointed representative shall present the Board's meeting minutes, provide updates to Council and answer any questions regarding the Board's minutes.

## 5. POWERS AND DUTIES OF THE BOARD

- 5.1. The Board shall:
  - a) Advise Council on matters related to parks, recreation, sport and culture;
  - b) Develop, plan, promote and implement programs and initiatives to enhance community recreation, sport and culture;
  - c) Establishing partnerships with community groups, schools, and local organizations to enhance recreational, cultural or educational offerings;
  - d) Identifying opportunities for facility improvements, and new recreational spaces;
  - e) Facilitating volunteer opportunities and community engagement in recreational activities;
  - f) Providing input into the Municipality's long-term recreation and parks planning
  - g) Submit a copy of its assessment of the recreation needs and its yearly goals and objectives to Council by December 1<sup>st</sup> of each year;
  - h) Prepare a budget, being an estimate of its proposed revenues and expenditures for the next calendar year operations for review and approval by Council; and
  - i) Seek and apply for grants, sponsorships, and donations for parks, recreation, sport and cultural projects.
- 5.2. Needs Assessment and Planning
  - a) The Board shall conduct an ongoing assessment of the recreation needs of the municipality's residents for the current year.
  - b) Additionally, the Board shall develop a five-year recreation plan and projection, which includes proposed improvements, program expansions, and facility development.
  - c) The assessment and five-year plan must be presented to Council for review and approval reporting process.

5.3. Advisory Role and Recommendations

- a) The Board may provide advice or make recommendations to Council regarding improvements, extensions, or enhancements to municipal recreation facilities and services.
- b) All recommendations shall be based on the needs assessments and community feedback.

5.4. Council Approval for Municipal Property Actions

- a) The Board shall not undertake, authorize, or commence any construction, modification, repairs, new installation, landscaping, purchase, or development activities on municipal property without prior written approval from Council.
- b) The Board shall not enter into agreements with third parties for work, maintenance, or funding without prior written approval from Council.
- c) All proposed expenditures, building projects, or purchases related to recreation facilities and parks must be formally submitted to Administration in writing for review and approval by Council before proceeding.

6. FINANCIAL ADMINISTRATION & REPORTING

6.1. The fiscal year of the Board shall coincide with the fiscal year of the Village.

6.2. Budget Preparation and Submission

- a) Prior to December 1<sup>st</sup> annually, the Board shall prepare and submit to Council an annual operating and capital budget outlining the Board's proposed revenue and expenditures for the upcoming fiscal year.
- b) This budget shall include all anticipated costs associated with the Board's activities, programs, and maintenance or development of recreational facilities under its purview.
- c) The proposed budget shall be submitted to Council for review and approval in accordance with the municipality's budget process. The budget shall not take effect until it has been reviewed and approved by Council as part of the Municipality's overall budgeting process.

6.3. No expenditure shall be made that exceed the approved budget without prior authorization from Council. The Board shall not enter into any financial commitment, contract, or obligation that exceeds the approved budget or that commits future municipal funding without prior Council approval.

6.4. Any unbudgeted expenditure must receive written approval from Council before funds are committed. The Board may authorize unbudgeted expenditures up to a maximum of \$ \_\_\_\_\_ per occurrence and \$ \_\_\_\_\_ per fiscal year, provided the expense is necessary, cannot be reasonably delayed, and is reported to Council at the next regular meeting. Any expenditure exceeding this limit requires prior Council approval.

- 6.5. All revenues generated by the Board – including program fees, fundraising proceeds, donations, and grants – shall be deposited and recorded by the Municipality in accordance with the municipal financial procedures.
- 6.6. The municipality retains ultimate responsibility for ensuring compliance with applicable audit standards, accounting policies, and financial controls.
- 6.7. Bank Account Authorization
- a) The Board is authorized to establish and maintain a bank account for the management of all funds related to parks, recreation and culture activities.
  - b) The bank account shall be held at a recognized financial institution within Saskatchewan.
- 6.8. Signing Authority
- a) All financial transactions from the Board’s account shall require a minimum of two (2) signing authorities
    - i. One (1) of whom shall be the Chief Administrative Officer (CAO) of the municipality, with the Mayor being backup signing authority.
    - ii. One (1) of whom shall be Treasurer of the Board, with the Chairperson being backup signing authority.
  - b) Signing authorities shall be reviewed annually or upon any change in Board membership or municipal administration.
- 6.9. Financial Management Practices
- a) All funds received by the Board shall be deposited promptly into the authorized bank account.
  - b) Disbursements shall be made only for authorized purposes consistent with the Board’s mandate and approved budget.
  - c) The Board shall adhere to the municipality’s financial management and procurement policies where applicable.
  - d) All financial records of the Board shall be maintained by the Municipality. The Board shall provide the Municipality with all information, receipts, reports, and documentation necessary for accurate record keeping in accordance with municipal financial policies.
  - e) The Board shall ensure that all funds are managed in accordance with municipal financial policies and any applicable legislation, and that accurate financial records are maintained and made available for audit or review as required.
  - f) Only one (1) audit shall be performed for the Municipality each fiscal year. The Board’s financial information shall be included within this single audit and shall form part of the Municipality’s annual financial statements, and shall not be audited or reported as a separate standalone financial statement.
  - g) The Boards’ revenues, expenditures, assets, and liabilities shall be recorded as part of the Municipality’s financial accounts. All financial transactions of the Board shall comply with the Municipality’s established accounting procedures and reporting requirements.

~~Financial records shall be maintained and subject to audit by the Municipality or an external auditor appointed by Council.~~

- 6.10. ~~The Board shall maintain accurate and up-to-date financial records, including receipts, disbursements, and supporting documentation.~~
- 6.11. The Board shall at minimum submit quarterly financial statements to the Council for review, **to monitor its budget and financial position.**
- 6.12. The Board shall submit a year-end financial report to Council within thirty (30) days of the fiscal year-end.
- 6.13. All funds allocated to, raised by, or intended for the Board in excess of **\$20,000** shall be held in trust by the Municipality in a designated reserve account; however, where there is an approved operational or capital plan for the fiscal year, Council may, by resolution, authorize the Board to retain funds in excess of this amount.
- 6.14. Any reserve funds must be accessed through submitting a Reserve Funding Request Form, to be submitted by the Board and approved by Council.
- 6.15. Similarly, the Board may request that surplus or dedicated funds be deposited into the municipal reserve account by submitting a Reserve Funding Request Form to the Municipal Office.

## 7. ~~SASKATCHEWAN LOTTERIES GRANT ADMINISTRATION~~ **GRANTS & EXTERNAL FUNDING**

- 7.1. ~~The Board shall be responsible for applying for the Saskatchewan Lotteries Community Grant on behalf of the Municipality.~~
- 7.2. ~~The Board shall:~~
  - a) ~~Complete and submit the application in accordance with the Saskatchewan Lotteries guidelines and deadlines;~~
  - b) ~~Ensure that funding is allocated to eligible sport, culture, and recreation programs in compliance with grant requirements;~~
  - c) ~~Maintain detailed records of grant expenditures and ensure proper financial accountability;~~
  - d) ~~Submit a final report to Saskatchewan Lotteries as required, detailing the use of funds and program outcomes; and~~
  - e) ~~Provide Council with an annual report on the administration and impact of the grant.~~
- 7.3. ~~The Municipality shall receive the Saskatchewan Lotteries grant funds and issue a cheque to the Board upon receipt.~~
- 7.4. **The Board is authorized to identify, pursue, and apply for grants, donations, sponsorships, and other external funding opportunities that support the development, enhancement, and maintenance of parks, recreation programs, facilities, and related community services.**

- 7.5. Municipal administration shall assist the Board in identifying, researching and pursuing grant opportunities and other external funding sources relevant to parks and recreation services.
- 7.6. Municipal administration shall share available grant opportunities with the Board in a timely manner and collaborate on the preparation of applications, subject to capacity and municipal priorities.
- 7.7. All grant applications requiring financial commitment, matching funds, or in-kind contributions from the municipality must receive prior approval from Council.
- 7.8. The Board may independently apply for grants or funding opportunities that do not obligate municipal resources, provided the applications align with approved strategic goals.
- 7.9. All funds received through grants or external sources shall be administered in accordance with municipal financial policies, applicable laws, and requirements set by the funding agency.
- 7.10. The Board shall ensure proper tracking, reporting, and documentation of all expenditures associated with externally funded projects.
- 7.11. The Board may recommend allocation of such funds to specific programs, capital projects, equipment, or services, subject to Council approval.
- 7.12. All grant funds shall be deposited into the Board's bank account and used solely for Council approved recreation programs and services.

**8. ~~ENFORCEMENT AND COMPLIANCE~~ Moved to section 10**

- 8.1. ~~Failure to comply with this Bylaw may result in Council taking corrective action, including:~~
  - a) ~~Suspension or revocation of the Board's authority to conduct projects or financial transactions;~~
  - b) ~~Requiring any unapproved modifications to be removed or restored to their original condition at the Board's expense.~~
- 8.2. ~~The Municipality reserves the right to review and audit the Board's financial and operational records at any time.~~

**9. DISSOLUTION**

- 9.1. If the Board is dissolved, all remaining assets, funds, and liabilities shall be transferred to the Municipality.

## 10. COMPLIANCE AND LEGISLATIVE ALIGNMENT

- 10.1. The Board, in collaboration with Administrative staff, shall ensure that all Board activities, procedures, and decisions:
- a) Comply with all applicable legislation, *The Municipalities Act*;
  - b) Adhere to all relevant municipal policies, bylaws, and regulations; and
  - c) Follow recognized best practices in municipal governance, transparency, and accountability.
- 10.2. The Board shall:
- a) Seek advice from Administrative staff where necessary to ensure compliance;
  - b) Maintain accurate records to demonstrate compliance with legislative and Bylaw requirements; and
  - c) Report any identified issues or non-compliance to Council promptly.
- 10.3. Council and Administrative staff shall ensure that any changes in legislation, regulations, or municipal policies that affect the Board are communicated to the Board promptly, and that the Board updates its procedures accordingly.
- 10.4. Failure to comply with this Bylaw may result in Council taking corrective action, including:
- a) Suspension or revocation of the Board's authority to conduct projects or financial transactions;
  - b) Requiring any unapproved modifications to be removed or restored to their original condition at the Board's expense.
- 10.5. The Municipality reserves the right to review and audit the Board's financial and operational records at any time.

*This makes compliance proactive, not just reactive during a 3-year bylaw review. It also assigns responsibility to the both the Board and municipal staff, requires record-keeping and reporting and ensures Council supports the Board with legal/policy updates.*

## 11. BYLAW REVIEW

- 11.1. Council shall review this Bylaw every three (3) years or as needed to ensure:
- a) The Bylaw continues to meet the needs of the municipality and the Board;
  - b) The Bylaw complies with all applicable legislation, regulations, and municipal policies;
  - c) Any procedural, administrative, or governance improvements are incorporated; and
  - d) Best practices for municipal boards and committees are followed.

*This addition makes it explicit that the bylaw review isn't just a formality but is intended to keep the bylaw legally compliant, align it with current municipal practices and incorporate governance best practices.*

**12. TRANSITIONAL, REPEAL AND COMING INTO FORCE**

12.1. Bylaw No. 1/89 and Bylaw No. 6/11 are hereby repealed.

12.2. This Bylaw shall come into force on the day of its final passing.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator

INTRODUCED AND READ a first time this \_\_\_\_ day of \_\_\_\_\_, 2025.

READ a second time this \_\_\_ day of \_\_\_\_\_, 2025.

READ a third time and adopted this \_\_\_ day of \_\_\_\_\_, 2025.



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## NOMINATION FORM

### BUENA VISTA PARKS, RECREATION & CULTURE BOARD

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The following questionnaire is intended to provide the Council of the Village of Buena Vista with background information on your skills and experience to assist in confirming candidate qualifications. The information you provide will be treated confidentially and will be used solely to assist in the nominee selection process. This information is an expression of your interest to be considered for nomination to the Buena Vista Parks and Recreation Board.

#### APPLICANT INFORMATION

Full Name: *Click or tap here to enter text.*  
Address: *Click or tap here to enter text.*  
Phone Number: *Click or tap here to enter text.*  
Email: *Click or tap here to enter text.*  
Preferred Method of Contact:  Email  Phone

#### ELIGIBILITY

Are you a resident of the Village area?  Yes  No  
If yes, how long have you lived here? *Click or tap here to enter text.*  
Are you currently employed by a Parks & Recreation department?  Yes  No  
Have you previously served on any community boards?  Yes  No  
If yes, please list: *Click or tap here to enter text.*

#### BACKGROUND & EXPERIENCE

Relevant Experience (recreation, sports, youth programs, planning, etc.): *Click or tap here to enter text.*  
Certifications or special training (if any): *Click or tap here to enter text.*

#### INTERESTS & MOTIVATION

Why are you interested in serving on the Parks & Recreation Board? *Click or tap here to enter text.*  
What strengths or perspectives would you bring to the Board? *Click or tap here to enter text.*  
Areas of interest (check all that apply):  
 Youth programs  
 Adult recreation  
 Sports / Athletics  
 Parks Planning & Development  
 Community Events  
 Other (please specify): *Click or tap here to enter text.*

**AVAILABILITY**

Board meetings are typically held monthly at Property Village of Buena Vista Office:

Are you able to attend regular meetings?  Yes  No

Are you able to attend occasional special meetings or events?  Yes  No

**REFERENCES (optional)**

Reference 1: *Click or tap here to enter text.*

Name: *Click or tap here to enter text.*

Relationship: *Click or tap here to enter text.*

Phone/Email: *Click or tap here to enter text.*

Reference 2: *Click or tap here to enter text.*

Name: *Click or tap here to enter text.*

Relationship: *Click or tap here to enter text.*

Phone/Email: *Click or tap here to enter text.*

**SIGNATURE:**

I certify that the information provided in this nomination form is accurate to the best of my knowledge.

Signature:

Date: *Click or tap here to enter text.*

---

**MUNICIPAL OFFICE USE ONLY**

Date Received: *Click or tap here to enter text.*

Reviewed By: *Click or tap here to enter text.*

Eligible for appointment:  Yes  No

Council Meeting Date: *Click or tap here to enter text.*

Council Decision:  Approved  Not Approved

Date of Council Decision / Motion: *Click or tap here to enter text.*

Term Start Date: *Click or tap here to enter text.*

Term End Date: *Click or tap here to enter text.*

Notes / Comments: *Click or tap here to enter text.*



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## BOARD REQUEST FORM

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### BOARD CONTACT INFORMATION

Board Member Name: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Date of Submission: Click or tap here to enter text.

### REQUEST TITLE / DESCRIPTION

Title of Request: Click or tap here to enter text.

Brief Description of Proposal: Click or tap here to enter text.

### TYPE OF REQUEST (Check all that apply)

- Use of municipal property / facility
- Installation of new equipment / structure
- Renovation or maintenance project
- Program or event requiring municipal support
- Other (please specify) Click or tap here to enter text.

### LOCATION / PROPERTY DETAILS

Property / Facility Name: Click or tap here to enter text.

Existing Use / Condition: Click or tap here to enter text.

Proposed Use / Change: Click or tap here to enter text.

### PURPOSE / BENEFIT

Describe the intended purpose and benefit to the community. Click or tap here to enter text.

### TIMELINE

Requested Start Date: Click or tap here to enter text.

Estimated Completion Date: Click or tap here to enter text.

Is Timing Flexible?  Yes  No

### RESOURCES / SUPPORT REQUESTED FROM MUNICIPALITY

- Municipal staff assistance
- Equipment
- Materials / Supplies
- Funding / Grant support
- Other: Click or tap here to enter text.

If Staff assistance is requested:

Type of support required: Click or tap here to enter text.

Estimated staff time (hours/days): Click or tap here to enter text.

**BUDGET / FUNDING OVERVIEW**

Estimated Total Cost: \$ Click or tap here to enter text.  
Board Contribution / Fundraising: \$ Click or tap here to enter text.  
Municipal Contribution Requested: \$ Click or tap here to enter text.  
Other Funding Sources: \$ Click or tap here to enter text.

Ongoing / Maintenance Costs:

Estimated annual maintenance or operating costs: \$ Click or tap here to enter text.  
Responsible party for ongoing maintenance:  Board  Municipality  Shared

**COMPLIANCE & PERMISSIONS**

Has the Board checked that this request complies with applicable municipal bylaws and policies?  Yes  No  
Are additional permits or approvals required?  Yes  No  
If yes, please specify: Click or tap here to enter text.

**ATTACHMENTS / SUPPORTING DOCUMENTATION**

Project plans / site map / sketches  
Budget details  
Risk assessment / safety plan  
Letters of support / community consultation results  
Other: Click or tap here to enter text.

**BOARD APPROVAL**

Board Motion / Resolution Number: Click or tap here to enter text.  
Date of Motion / Approval: Click or tap here to enter text.

**CHAIR / AUTHORIZED SIGNATURE**

I certify that this request has been reviewed and approved by the Board.

Name: Click or tap here to enter text.  
Title: Click or tap here to enter text.  
Signature: Click or tap here to enter text.  
Date: Click or tap here to enter text.

---

**MUNICIPAL OFFICE USE ONLY**

Date Received:  
Reviewed By:  
Council Meeting Date:  
Council Decision:  Approved  Approved with Conditions  Denied  
Comments / Conditions:



# Regional Bylaw Services

Enforcement – Training – Consulting

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## TO THE COUNCIL OF THE VILLAGE OF BUENA VISTA

### WEEKLY REPORT 2025-10-29

**Roll #554** – Upon inspection, no one answered the door when I knocked (video on file). I met onsite with contractor to examine the deck on the rear of the premises. The decking was of plywood that was badly deteriorated (photos on file).

The office brought to my attention that application has been made to the Safer Communities and Neighborhood Task Force (SCAN)<sup>1</sup>. I spoke to the Lumsden RCMP, and they have provided me with the point person on this file. I will be following up with the SCAN authorities regarding the status of their activities. In the meantime, I am recommending a stay on the Building Inspector's order to remove the deck, until such time it is clear what action that SCAN will be taking. It is my intention to follow up with SCAN in this week.

**Roll 349** – I observed a dilapidated travel trailer, with no plates and flat tires stored on the RoW in front of this lot. There was all manner of household and other discarded items strewn about the front yard and RoW. There was an RV trailer set up in the driveway, with wooden steps leading to access door. No one answered the door when I knocked, but I could hear a dog barking inside (video and photos on file). I issued Warning 013e regarding the unauthorized storage of the ice fishing trailer in the RoW. Service by regular mail and posting on trailer. Compliance by Nov 5/25.

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<sup>1</sup> The Safer Communities and Neighborhoods (SCAN) Act authorizes a task force of provincial prosecutors and police to intervene when a property is being used for criminal activities.



# Regional Bylaw Services

**Enforcement – Training – Consulting**

I issued OTR #106e regarding the unsightliness of the property and the unauthorized occupancy of the RV trailer. Service by registered mail and compliance by Nov 16/25.

Bob Gourlay – Bylaw Officer - Regional Bylaw Services



# Regional Bylaw Services

Enforcement – Training – Consulting

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## TO THE COUNCIL OF THE VILLAGE OF BUENA VISTA

### WEEKLY REPORT 2025-11-05

**Lot 3/Blk1/PI101897983** - I spoke with the point person at SCAN regarding the status of this property. He told me that at this point in his investigation, there is nothing that would warrant SCAN from taking possession of the property. He saw no reason to delay any bylaw enforcement activities (audio on file). I spoke with the office and will await their decision as to move forward on enforcement of the dilapidated deck order.

**Lot 29/Blk2/PI62R07755** – Upon inspection, the dilapidated trailer has been removed from the RoW and placed into the driveway. I will reinspect on OTR 106e after the Nov 16/25 compliance date. Keep file open.

**Lot17A/Blk2/PI62R07755** – All vehicles except one appear plated. The boat trailers remain questionable. Significant scrap metal and materials remain stored throughout the front lot. I spoke with the owner and told him that the village would be taking imminent steps to bring the property into compliance (video on file). I have approached two local clean up contractors, who are not interested in taking on the clean up work at this property. I have yet to approach To D Dump, who come out of Regina. I will discuss this further with the office.

Bob Gourlay – Bylaw Officer - Regional Bylaw Services



# Regional Bylaw Services

Enforcement – Training – Consulting

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## TO THE COUNCIL OF THE VILLAGE OF BUENA VISTA

### WEEKLY REPORT 2025-11-19

**Roll #349** – The office received a report of vehicles and items left on the RoW at this property. Upon inspection, there was an unplatd ½ ton truck, and two other plated vehicles in the RoW. There were also, car parts and assorted tools in the RoW along side of the unplatd truck. I spoke to the owner of the unplatd truck, and directed him to remove the truck, car parts, tools and related items from the RoW, no later than 8:00 AM, Thursday, Nov 20/25, or they would be seized and impounded at his expense. I also inquired as to the occupancy of the RV trailer. He told me it was his father's, and it was going to be removed so that he could place his ½ ton truck in the driveway. I reemphasized that the RoW was not to be used to work on vehicles and that any future reoccurrence of unauthorized use of the RoW or occupancy of the RV trailer would result in the RV trailer and vehicles being removed and impounded at the owner's expense. I also cautioned him that vehicles parked on the RoW must be well off the driving surface and parallel to the traffic (video on file).

**Roll 327** – I observed a basketball net on the RoW adjacent to the driving surface. I spoke with the property owner and requested that it be removed to accommodate space in the RoW for snow removal. The occupant indicated that her husband would be home on Friday, and they would make sure it was removed off the RoW (video on file).

**Roll 406** (property along entrance from Hwy 54) – The office received a report of a vehicle exhibited for sale on this property. Upon inspection, there was an unplatd, red Hyundai Accent with a For Sale sign on this lot (photo on file). I will verify this use with the Development Officer to determine if a discretionary use permit has been issued.

Bob Gourlay – Bylaw Officer - Regional Bylaw Services

**From:** Rachel Rizzuto <[rrizzuto@fcm.ca](mailto:rrizzuto@fcm.ca)>  
**Sent:** November 14, 2025 2:13 PM  
**To:** Cate McConnell <[admin@buenavista.ca](mailto:admin@buenavista.ca)>  
**Subject:** Canada Post letter

Good afternoon Melissa,

Thank you for including FCM in your communication to Minister Lightbound.

We've been actively communicating to the federal government on this issue as well, and having on-the-ground realities to draw from brings more depth to that advocacy.

Most recently, our Advocacy Manager appeared before the Standing Committee on Government Operations and Estimates on this matter. We communicated the importance of Canada Post to rural communities, ways Canada Post could expand revenue generation, and of course, the need for municipalities to be **meaningfully engaged** in the future of Canada Post.

I'm happy to chat more about this issue – let me know.

Rachel

**Rachel Rizzuto** | [she/her/elle](#)

Rural and Northern Policy Officer | Policy and Public Affairs  
Agente des Politiques des Régions Rurales et du Nord | Politique et affaires  
publiques  
T. 1-343-655-1998



As we move forward with our commitment to reconciliation, FCM acknowledges that our head offices are located on the unceded, unsurrendered territory of the Anishinaabe Algonquin Nation whose presence here reaches back to time immemorial. We recognize and honour the historic and ongoing contributions of Indigenous peoples across the country. [Full Statement](#)

Dans le cadre de son engagement pour favoriser la réconciliation, la FCM tient à reconnaître que ses sièges sociaux sont situés sur le territoire non cédé de la Nation anichinabée algonquienne, présente en ces lieux depuis des temps immémoriaux. Nous reconnaissons également les contributions passées et présentes des peuples autochtones au pays. [Déclaration complète](#)

**From:** Shari Lemon <[slemon@stars.ca](mailto:slemon@stars.ca)>  
**Sent:** October 27, 2025 10:29 AM  
**To:** Cate McConnell <[admin@buenavista.ca](mailto:admin@buenavista.ca)>  
**Subject:** Thank you STARS Donation

Thank you for support STARS!

We are deeply grateful for your generous donation to STARS. Your ongoing support each year makes it possible for us to be there when Saskatchewan needs us most. Because of you, STARS can continue providing life-saving care and rapid emergency response across the province.

Your commitment helps ensure that no matter where someone is — on a remote highway, in a rural community, or in the heart of the city — STARS is ready to fly.

You're not just donors – you're apart of our STARS family.

Thank you for being part of our mission. Together, we're not just saving lives – we're saving futures. [At STARS, we're not just saving lives — we're saving futures.](#)

If you have any questions or concerns, please don't hesitate to reach out.

Thanks,

Shari

**SHARI LEMON**

Donor Relations & Development Officer

**t:** [+1 306-514-0049](tel:+13065140049)

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



STARS operates in the spirit of truth and reconciliation, acknowledging our Alberta, Saskatchewan, and Manitoba bases are located on traditional territory of First Nations and Metis People, including those in Treaties 1, 4, 6, 7, and 8. We honour the deep connection Indigenous communities have to the land and waters where we serve, always guided by our belief that everyone deserves equitable access to lifesaving care no matter who or where they are.



DATE September 25, 2025

**STARS**

PAY TO THE ORDER OF

\$ 500.00

XX/100 DOLLARS

Five Hundred

MEMO SUPPORTING CRITICAL CARE, ANYWHERE

Village of Buena Vista

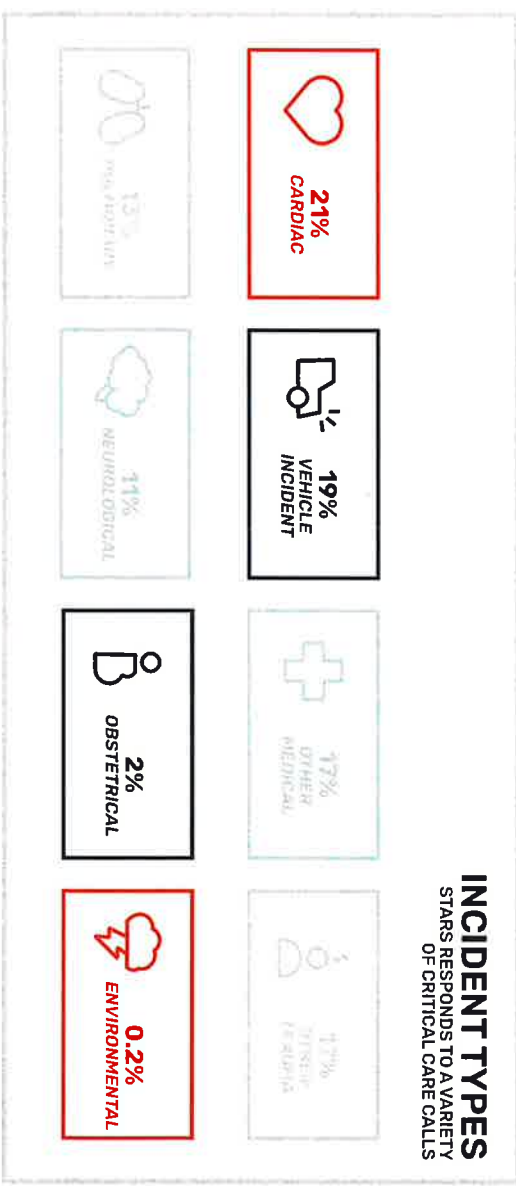


**STARS EMERGENCY  
LINK CENTRE**

**38,420**  
EMERGENCY REQUESTS HANDLED

**105**  
AVERAGE EMERGENCY REQUESTS A DAY

**63K+**  
MISSIONS TO DATE SINCE 1985



STARS 40

# ALLY IMPACT REPORT



You make critical care,  
anywhere, possible

## 40 Years: Then and Now

**Forty years ago**, STARS began as a visionary solution to a critical challenge. People living in rural and remote areas faced long delays in accessing emergency health care when they needed it most. STARS has grown into a trusted lifeline, bringing timely, expert life-saving care, all because of allies like you.

- **In 1985**, STARS operated out of Calgary with **one leased helicopter**, serving approximately **1.4 million people in Alberta**.



# 2025



Donors have been the backbone of our organization from the very beginning. Your contribution has not only saved lives but also instilled hope. Your generosity has given families and loved ones a second chance to make memories and grow together.

With you by our side, we have thrived with passion, perseverance and the belief that the next patient is never too far.

## Thank you!

Today, STARS' fleet of **10 Airbus H145 helicopters** rotate between **six bases** across Alberta, Saskatchewan and Manitoba serving approximately

**7 million people across Western Canada.**



**It's the power of collaboration and community."**

Dr. Greg Powell, STARS FOUNDER

1947-2025



# 40 Years of Hope

Theo Konidas (centre) with his parents and siblings.



**"I think about it all the time, that he's had a second chance."**  
Lee Konidas, THEO'S DAD

## Your support funds equipment that can help patients like Theo:

FIBROPTIC BRONCHOSCOPE for intubation of difficult airways \$5,000 each + \$450/use.

IV WARMERS \$3,000 each + \$50/use.

LUCAS AUTOMATED CPR MACHINE \$21,395 each

WINTER PATIENT STRETCHER PACK \$2,300 each

CREW WINTER JACKETS \$1,000 each

# Theo's Story

**On a sunny**, yet cold New Year's Day, teenager Theo Konidas was enjoying snowmobiling with his siblings. A patch of ice resulted in a crash that nearly took his life. With his face turning blue, Theo's parents fought desperately to keep him alive by performing CPR until local emergency crews arrived. In a race against time, and Theo's chance of survival at less than 10 per cent, STARS responded.

The air medical crew intubated him and worked tirelessly to retain his blood pressure and airway during his 18-minute flight to the hospital. Amazingly, Theo made a full recovery. His parents shared their gratitude describing STARS as essential, life-saving and life-changing.

"I think about it all the time," said Theo's dad, Lee Konidas. "That he's had a second chance."

**Your support gave Theo this second chance at life.**

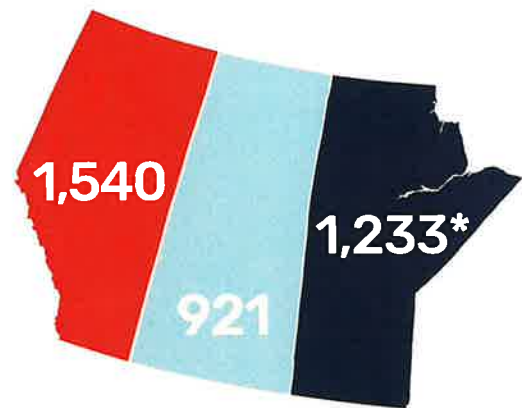


Scan the code to see Theo's full story.

## YOUR IMPACT THIS YEAR

### MISSIONS:

TOTAL: **3,694** YEARLY











AVERAGE DAILY: **10** 



*\*Includes fixed-wing and helicopter missions*

### INCIDENT TYPES:

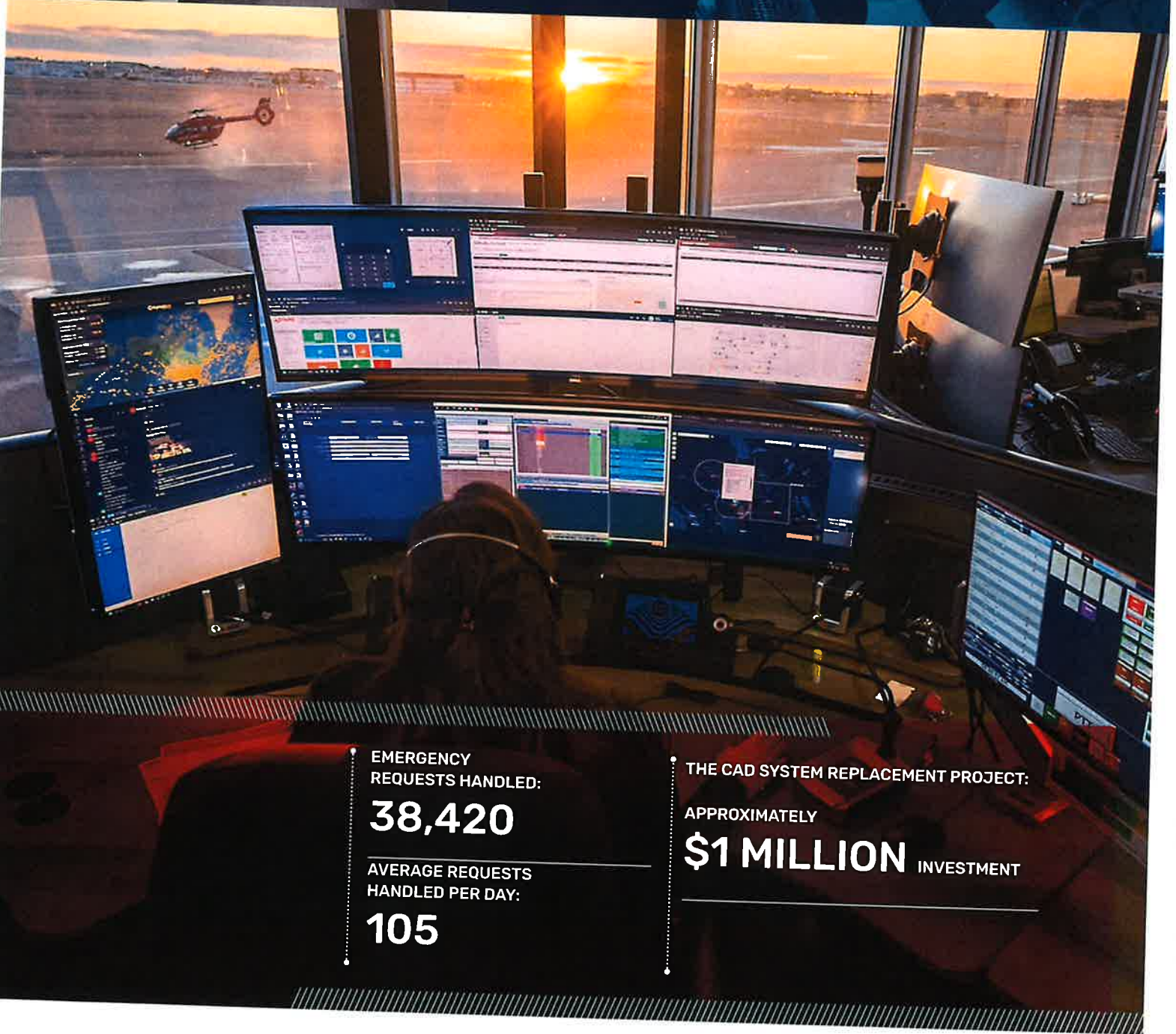
-  **CARDIAC: 21.09%**
-  **ENVIRONMENTAL: 0.22%**
-  **NEUROLOGICAL: 11.19%**
-  **OBSTETRICAL: 1.71%**
-  **PULMONARY: 12.09%**
-  **VEHICLE INCIDENT: 18.62%**
-  **OTHER MEDICAL: 17.23%**
-  **OTHER TRAUMA: 17.04%**



# 40 Years of Innovation



The STARS ELC has undergone transformative changes and upgrades over its three decades of operation.



EMERGENCY  
REQUESTS HANDLED:

**38,420**

AVERAGE REQUESTS  
HANDLED PER DAY:

**105**

THE CAD SYSTEM REPLACEMENT PROJECT:

APPROXIMATELY

**\$1 MILLION** INVESTMENT

# Beyond the Helicopter

**Support from our allies** has made it possible for STARS to stand at the forefront of critical care by allowing us to invest in new technologies, equipment and advanced specialized training for our crew.

The STARS Emergency Link Centre (ELC) opened in 1996 and has been part of some of the largest innovative transformations the organization has seen to date. Today, the ELC dispatches STARS helicopters for all missions in Alberta and Saskatchewan.\*

Technology advancements have helped us better partner with health authorities, mitigate human error, implement virtual care options in certain provinces, and win global awards.

With your help, the ELC has gone from paper mapping and handwriting records to using custom-built geographic information system (GIS) maps to more precisely pinpoint mission locations and computer-aided dispatch (CAD) software that securely and accurately tracks mission information. Importantly, these advancements help accurately pinpoint the location of our patients.

\*STARS helicopters in Manitoba are dispatched by Manitoba's Medical Transportation Coordination Centre, per our provincial agreement.

## IMPROVING PATIENT OUTCOMES

STARS takes part in pre-hospital care research because of the support we receive from our generous community:

- **STARS VIRTUAL CARE & TRANSPORT DECISIONS**  
A multi-province study that investigates how STARS Virtual Care influences patient care and transport.
- **MASSIVE HEMORRHAGE PROTOCOL IN AIR MEDICAL TRANSPORT** This study evaluates patient outcomes before and after implementing a pre-hospital massive hemorrhage protocol to improve emergency blood transfusion strategies.
- **URBAN VS. RURAL TRANSPORTS – A 36-YEAR REVIEW** A newly published study reviewed over three decades of STARS data. It revealed that over 10 per cent of transported patients resided in urban areas. This research reinforces the impact of STARS in both urban and rural communities.



“They found us in the middle of nowhere and now somebody’s going to be able to help us and hopefully save our child.”  
Korin Konidas, THEO’S MOM



# 40 Years of Community

500+

STARS TEAM MEMBERS

6,000

COLLECTIVE CREW TRAINING HOURS IN THE YEAR

529

ACTIVE VOLUNTEERS

760

COMMUNITIES CARED FOR LAST YEAR



“Every call, every mission, we just want to make a difference for our patients. Knowing that Theo is thriving is the reason why we do what we do.”

Marla Tabler, THEO'S FLIGHT NURSE

Air medical crew members, like Theo's **FLIGHT NURSE MARLA TABLER**, complete many hours of training every year through The Susan Ramsay Advanced Skills Institute to keep up and enhance their skills. Training simulation topics like airway management, ventilation techniques and pediatric care prepare our crews for when real emergencies happen.

# Your Support Makes a Difference

**STARS** has relied on community support since day one. As we've grown, so has our funding model. Today, STARS operates 24/7, 365 days per year thanks to dedicated individual donations, community fundraising, corporate support and government funding.

We're built by the community, for the community. Your impact goes beyond donations – it's the support from first responders, hospitals, medical staff, Very Important Patients and volunteers who fuel STARS' missions. Thank you for making 40 years of hope and life-saving care possible.

## HOW WE'RE FUNDED



**\$12.2M**  
APPROXIMATE ANNUAL  
COST PER BASE\*

**36,571**  
ANNUAL DONORS

## FUNDING SOURCES



\*based on STARS most recent audited financials

## BEST-IN-CLASS TEAM

In the beginning, STARS relied on a volunteer crew to get to the next patient. Today, you have allowed us to invest in a world-class team of flight nurses, paramedics, pilots and transport physicians.



## The Next 40 Years



### A message from Dr. John Froh, President and CEO, STARS

**For 40 amazing years**, STARS has provided critical care and hope to people in need. Every day, we strive to be more innovative, efficient and forward-thinking to provide the best possible care for our patients – all of which is only possible with the support of allies like you.

Your generosity has enabled us to fly more than **63,000 missions** over the last four decades, saving countless

lives and giving families and friends more time with the ones they love. You have allowed us to invest in the best team members, equipment and training. You help us save lives.

As we look to the next 40 years and beyond, medicine and prehospital response will inevitably evolve. Thanks to allies like you, we will continue to innovate, grow and, most importantly, provide critical care, anywhere.



Kelly Waldron  
(centre) with  
her husband,  
Tyler, and their  
daughters.



**If STARS wasn't here, I definitely wouldn't be here. I wouldn't have done anything at all with my life. My parents wouldn't have watched their daughter grow up. They wouldn't have been grandparents."**

Kelly Waldron, STARS' FIRST VERY IMPORTANT PATIENT



**STARS<sup>®</sup> 40**



**Stay In  
Touch**

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