

**AGENDA**  
**Village of Buena Vista**  
**Regular Council Meeting on January 28, 2025 at 7:00 p.m.**  
**1050 Grand Avenue,**  
**Buena Vista, Saskatchewan**

**CALL TO ORDER**

**APPROVAL OF AGENDA**

**ADOPTION OF MINUTES**

- Minutes of Regular Council Meeting – January 14, 2025
- Minutes of Public Hearing – January 14, 2025

**APPROVAL OF ACCOUNTS PAYABLE**

- List of Accounts for Approval – Batch 2025-00005 to 2025-00008
- Payroll – Public Works January 5-18, 2025; Administration January 1 – 15, 2025

**REPORTS OF STAFF**

- Administration Report
- Public Works Report
- Water Compliance Inspection Report
- Delco Service Report
- 2024 Water Use & Water Level Reporting
- SUMAssure 2024/25 Renewal

**UNFINISHED BUSINESS**

- Auditor Engagement Letter
- Waterworks Assessment & Cost Sharing Agreement

**NEW BUSINESS**

- Last Mountain Lake Cultural Centre Donation Request
- Lumsden & District Heritage Home Inc. Letter
- Councillor Benefits
- Watershed Conservation & Management Letter for support
- FCM Membership Renewal
- 2023 Tax Enforcement Authorization to Proceed with Next Phase

**CORRESPONDENCE**

**IN CAMERA**

**OVERVIEW OF MEETING**

**ADJOURNMENT**

**Village of Buena Vista  
PUBLIC HEARING MEETING  
JANUARY 14, 2025  
1050 Grand Ave, Buena Vista, SK**

**PRESENT:** Deputy Mayor Chris Duke, Councillor Bob Sax, Councillor Steven Schultz, Councillor Spence Miller

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

**ABSENT WITH REGRETS:** Mayor Karen Smith

**CALL TO ORDER:**

A quorum being present, Deputy Mayor Duke called the meeting to order at 6:40 p.m.

**APPROVAL OF AGENDA:**

THAT the agenda be adopted as presented.

**Moved by Councilor Schultz  
Seconded by Councilor Miller**

**CARRIED**

**NEW BUSINESS:**

**PROPOSED BYLAW NO. 09/24 TO AMEND BYLAW NO. 07/16 THE ZONING BYLAW**

Deputy Mayor Duke opened the floor for comments at 6:42 p.m.

Acting Chief Administrative Officer provided a summary on the rezoning proposal. Council previously approved, under motion 281/24, the rezoning from Residential to Cottage Industrial in order to bring the planned building of a shop into compliance. First reading of Bylaw No. 09//24 was completed under motion 335/24.

Acting Chief Administrative Officer reported that no correspondence in support of the application was received, and no correspondence in opposition of the application was received.

Deputy Mayor Duke called for comments a 2<sup>nd</sup> time at 6:45 p.m.

Deputy Mayor Duke called for further comments at 6:47 p.m.

Deputy Mayor Duke called for comments a third and final time at 6:49 p.m. There were none, and no speakers were present.

**ADJOURNMENT:**

THAT the meeting be adjourned at 6:50 p.m.

**Moved by Councilor Schultz  
Seconded by Councilor Miller**

**CARRIED**

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Mayor

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Acting Chief Administrative Officer

**Village of Buena Vista  
MINUTES OF REGULAR MEETING  
JANUARY 14, 2025  
1050 Grand Ave, Buena Vista, SK**

**PRESENT:** Deputy Mayor Chris Duke, Councillor Bob Sax, Councillor Steven Schultz, Councillor Spence Miller

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

**ABSENT WITH REGRETS:** Mayor Karen Smith

**CALL TO ORDER:**

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

**ADOPTION OF AGENDA:**

**001/25** THAT the January 14, 2025 agenda be adopted as presented.

**Moved by Councilor Schultz  
Seconded by Councilor Sax**

**CARRIED**

**002/25** THAT Council move to dispense of Seconders for the remainder of this meeting.

**Moved by Councilor Sax  
Seconded by Councilor Schultz**

**CARRIED**

**ADOPTION OF MINUTES:**

**003/25** THAT the Minutes of the Regular Meeting of Council of December 10, 2024 be adopted as presented.

**Moved by Councilor Sax**

**CARRIED**

**FINANCIAL STATEMENTS:**

**004/25** THAT Council acknowledge and file the financial statements as presented.

**Moved by Councilor Schultz**

**CARRIED**

**APPROVAL OF ACCOUNTS PAYABLE:**

**005/25** THAT Council approves the following accounts for payment: AP Batches 2024-00104 to 2024-00111, which includes all cheques, credit card, automatic withdrawals and online payments for a total amount of \$125,757.77 and AP Batches 2025-00001 to 2025-00004, which includes all cheques, credit card, and online payments for a total amount of \$4,477.98.

**Moved by Councilor Schultz**

**CARRIED**

**006/25** THAT Council approves the following payrolls:  
Public Works November 24 – December 7, 2024 in the amount of \$10,239.52  
Public Works December 8 – 21, 2024 in the amount of \$10,065.76  
Public Works December 22, 2024 – January 4, 2025 in the amount of \$5,057.20  
Administration December 1 - 15, 2024 in the amount of \$4,833.27  
Administration December 16 – 31, 2024 in the amount of \$7,340.74

**Moved by Councilor Schultz**

**CARRIED**

**REPORTS OF STAFF:**

**007/25** THAT Council accept and file the Administration report as presented.

**Moved by Councilor Sax**

**CARRIED**

**008/25** THAT Council accept and file the Public Works report as presented.

**Moved by Councilor Schultz**

**CARRIED**

**009/25** THAT Council accept and file the Water Treatment Plant Daily Record for December 2024 as presented.

**Moved by Councilor Miller**

**CARRIED**

**OLD BUSINESS:**

**010/25** THAT Council having held a Public Hearing, and having previously approved, in principle, the application to rezone Parcel K, Plan 10238412 and having authorized administration to proceed with the Zoning Bylaw Amendment, approve the rezoning and proceed with the second and third reading of Bylaw No. 09/24; and FURTHER THAT the proposed shop be subject to the conditions and approval of a Development Applications and Building Permit.

**Moved by Councilor Schultz**

**CARRIED UNANIMOUSLY**

**011/25** THAT Council read BYLAW NO. 09/24 A BYLAW TO AMEND BYLAW NO. 07/16 THE ZONING BYLAW a second time.

**Moved by Councilor Schultz**  
**Seconded by Councilor Miller**

**CARRIED**

**012/25** THAT Council read BYLAW NO. 09/24 A BYLAW TO AMEND BYLAW NO. 07/16 THE ZONING BYLAW a third time, adopted and attached hereto.

**Moved by Councilor Schultz**  
**Seconded by Councilor Sax**

**CARRIED**

**013/25** THAT Council approve the Wyatt Engineering Waterworks Assessment Proposal submitted by Andrew Hickey, Waterworks Consultant, at a fixed rate of \$11,500 plus applicable taxes to be included in the 2025 budget; and FURTHER THAT Council authorize Acting Chief Administrative Officer to sign the agreement in Section 6.1 of the Proposal; and FURTHER THAT Administration draft a cost sharing agreement with the developer of the proposed Belleridge Subdivision to present at the next Council meeting, to include a fifty percent cost sharing for the Waterworks Assessment proposal, and that ownership of the Assessment is that of the Village.

**Moved by Councilor Schultz**

**CARRIED**

**NEW BUSINESS:**

**014/25** THAT Council approve and authorize the Mayor and Chief Administrative Officer to annually sign the Notice of Planned Procurement; and FURTHER that administration publishes the notices as required annually.

**Moved by Councilor Schultz**

**CARRIED**

**015/25** THAT Council approves the Request for Proposal (RFP) for Village Curb Stop & Water Line Repairs and/or Maintenance; and FURTHER authorizes Administration to issue the RFP January 15, 2024 with a submission deadline of February 14, 2025.

**Moved by Councilor Schultz**

**CARRIED**

**016/25** THAT Council having read, acknowledged and agrees to the Dudley & Company LLP Engagement Letter and authorizes Council to sign and complete the Appendix Risk of Fraud section at the next meeting all are in attendance.

**Moved by Councilor Sax**

**CARRIED**

**017/25** THAT Council Authorize TAXervice under s22(1) of *The Tax Enforcement Act*, on or after January 26, 2025, to commence proceedings to request title with respect to the following described lands:

LOT 2-BLK/PAR 2-PLAN 63R13489 EXT 3  
BLK/PAR 18-PLAN CI627 EXT 29  
LOT 1-BLK/PAR 22-PLAN CI627 EXT 0  
LOT 1-BLK/PAR 29-PLAN 84R18410 EXT 0  
LOT 15-BLK/PAR 2-PLAN 62R07755 EXT 0

**Moved by Councilor Schultz**

**CARRIED**

**018/25** THAT Council re-appoint Barry Worman as Buena Vista's representative on the Board of Revision for 2025.

**Moved by Councilor Miller**

**CARRIED**

**019/25** THAT Council re-appoint Barry Worman and appoint Gary McLennan as Buena Vista's representatives on the District Development Appeal Board for 2025.

**Moved by Councilor Schultz**

**CARRIED**

**020/25** THAT Council appoints the following members to the Buena Vista Parks & Recreation Board:  
Councillor Sax, Councillor Schultz, Donna Hall, Gary McLenna, Cathy Klemm, Peg Frey, Jeff Jacobs, Alex Neuls, Reubi Erfle, Jan Franklin, Mark Percy, Sharon Mittermayr, and Nancy Koszman

**Moved by Councilor Schultz**



**CARRIED**

**021/25** THAT Council appoints the following Local Library Board as members of the Regional Library Board:

Gord Wilson (Chair), Darlene Freitag (Treasurer), Laura Davis (Secretary/Librarian), Joan Cobler (Assistant Librarian), Shannon Waugh (Advertising Coordinator), Donna Gliddon (Member), Virginia Percy (member), Sandi Metz (Regina Beach Council Representative), and Councillor Spence Miller (Buena Vista Representative).

**Moved by Councilor Miller**

**CARRIED**

**022/25** THAT Council appoint Mayor Smith as the Primary Health Care Committee representative for Buena Vista.

**Moved by Councilor Sax**

**CARRIED**

**023/25** THAT Council confirms and authorizes the Adequate Bonding and Equivalent Insurance for Employees 2025.

**Moved by Councilor Sax**

**CARRIED**

**024/25** THAT Council approve and update the previous appointment of building officials (resolution No. 353/24) with the removal of Amanda Kaufman, Class 3 Licensed Building Official.

**Moved by Councilor Sax**

**CARRIED**

**CORRESPONDENCE:**

**025/25**

THAT Council receives and files the following communications:

- Regional Bylaw Services Report of December 12, 2024
- Regional Bylaw Services Report of December 27, 2024
- Regional Bylaw Services Report of January 8, 2025

**Moved by Councilor Miller**

**CARRIED**

**ADJOURNMENT:**

**026/25**

THAT the meeting be adjourned at 9:05 p.m.

**Moved by Councilor Schultz**

**CARRIED**

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Mayor

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Acting Chief Administrative Officer

**Village of Buena Vista  
MINUTES OF REGULAR MEETING  
JANUARY 14, 2025  
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**ADMINISTRATION:** Acting Chief Administrative Officer Melissa Pollock

**ABSENT WITH REGRETS:** Mayor Karen Smith

**CALL TO ORDER:**

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

**ADOPTION OF AGENDA:**

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**Moved by Councilor Schultz  
Seconded by Councilor Sax**

**CARRIED**

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**CORRESPONDENCE:**

**025/25**      THAT Council receives and files the following communications:

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**ADJOURNMENT:**

**026/25**      THAT the meeting be adjourned at 9:05 p.m.

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Mayor

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Acting Chief Administrative Officer

**Village of Buena Vista  
PUBLIC HEARING MEETING  
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**ADMINISTRATION:** Acting Chief Administrative Officer Melissa Pollock

**ABSENT WITH REGRETS:** Mayor Karen Smith

**CALL TO ORDER:**

A quorum being present, Deputy Mayor Duke called the meeting to order at 6:40 p.m.

**APPROVAL OF AGENDA:**

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**Moved by Councilor Schultz  
Seconded by Councilor Miller**

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**NEW BUSINESS:**

**PROPOSED BYLAW NO. 09/24 TO AMEND BYLAW NO. 07/16 THE ZONING BYLAW**

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Acting Chief Administrative Officer provided a summary on the rezoning proposal. Council previously approved, under motion 281/24, the rezoning from Residential to Cottage Industrial in order to bring the planned building of a shop into compliance. First reading of Bylaw No. 09//24 was completed under motion 335/24.

Acting Chief Administrative Officer reported that no correspondence in support of the application was received, and no correspondence in opposition of the application was received.

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Deputy Mayor Duke called for further comments at 6:47 p.m.

Deputy Mayor Duke called for comments a third and final time at 6:49 p.m. There were none, and no speakers were present.

**ADJOURNMENT:**

THAT the meeting be adjourned at 6:50 p.m.

**Moved by Councilor Schultz**  
**Seconded by Councilor Miller**

**CARRIED**

---

Mayor

---

Acting Chief Administrative Officer

**AGENDA**  
**Village of Buena Vista**  
**Regular Council Meeting on January 28, 2025 at 7:00 p.m.**  
**1050 Grand Avenue,**  
**Buena Vista, Saskatchewan**

**CALL TO ORDER**

**APPROVAL OF AGENDA**

**ADOPTION OF MINUTES**

- Minutes of Regular Council Meeting – January 14, 2025
- Minutes of Public Hearing – January 14, 2025

**APPROVAL OF ACCOUNTS PAYABLE**

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**REPORTS OF STAFF**

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- Delco Service Report
- 2024 Water Use & Water Level Reporting
- SUMAssure 2024/25 Renewal

**UNFINISHED BUSINESS**

- Auditor Engagement Letter
- Waterworks Assessment & Cost Sharing Agreement

**NEW BUSINESS**

- Last Mountain Lake Cultural Centre Donation Request
- Lumsden & District Heritage Home Inc. Letter
- Councillor Benefits

**CORRESPONDENCE**

- Primary Health Care Committee Minutes – Jan 16, 2025

**IN CAMERA**

**OVERVIEW OF MEETING**

**ADJOURNMENT**

Date Printed  
01/23/2025 4:46 PM

**Village of Buena Vista**  
**List of Accounts**  
Batch: 2025-00005 to 2025-00008

Page 1

Bank Code - ABW - ABW - Automatic Withdrawal

**AUTOMATIC WITHDRAWAL**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
012025	01/15/2025	Munisoft			
02983 / 03100	Accrual	510-410-140 - GG - Office/Clear	Office Laptop	1,720.54	
		580-410-100 - UT - WTP Office/	WTP -Backup Drive	126.14	
		510-410-190 - GG - Office - Soft	IT Services -Nov	218.32	
		110-340-110 - GST Receivable	Both Tax Code	97.41	
		900-110-110 - GST Paid	Both Tax Code	97.41	NL 2,162.41
2024/25-02983	Accrual	510-410-140 - GG - Office/Clear	IT Services -Nov	218.36	
		510-410-140 - GG - Office/Clear	Office Laptop	1,846.64	
		110-340-110 - GST Receivable	Both Tax Code	97.41	
		900-110-110 - GST Paid	Both Tax Code	97.41	NL 2,162.41
				Payment Total:	4,324.82
				Total Automatic Withdrawal:	4,324.82
				Total ABW:	4,324.82

**Bank Code - AP - AP-General Oper**

## COMPUTER CHEQUE

Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
11211	01/28/2025	UMAAS			
SI-1981		510-240-100 - GG - Membership	CAO 2025 UMAAS Member	238.10	
		110-340-110 - GST Receivable	GST Tax Code	11.90	
		900-110-110 - GST Paid	GST Tax Code	11.90 NL	250.00
			Total Computer Cheque:		250.00
				Total AP:	250.00

Date Printed  
01/23/2025 4:46 PM

**Village of Buena Vista**  
**List of Accounts**  
Batch: 2025-00005 to 2025-00008

Page 3

Bank Code - CC - CC - Credit Card

**CREDIT CARD**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>012025-002</b> Jan 13/25	<b>01/14/2025</b>	<b>Last Mountain Times</b>			
		560-210-100 - P&D - Cont. - Adv	Rezoning-Public Notice-Par	269.80	
		110-340-110 - GST Receivable	GST Tax Code	13.49	
		900-110-110 - GST Paid	GST Tax Code	13.49 NL	283.29
<b>012025-003</b> Jan 15/25	<b>01/14/2025</b>	<b>Operator Certification Board</b>			
		580-250-100 - UT - Water - Merr	Neudeck, J-Oper Cert Mar2	175.00	175.00
<b>012025-004</b> Jan 10/25	<b>01/14/2025</b>	<b>Yola</b>			
		510-240-110 - GG - Web Site	Website Ann Rnwl -2025	491.40	491.40
Total Credit Card:					949.69
Total CC:					949.69

**Village of Buena Vista**  
**List of Accounts**  
Batch: 2025-00005 to 2025-00008

Bank Code - OB - OB - Online Banking

**ONLINE BANKING**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>012025-001</b> 2024	<b>01/14/2025</b>	<b>Gov of SK</b>			
	<b>Accrual</b>	210-210-190 - School #1 - Remi	EPT -Notice to File	72.47	72.47
<b>012025-002</b> 15819	<b>01/14/2025</b>	<b>SUMA</b>			
		510-140-330 - GG - Benefits - A:	Guillemin-Group Ben -Feb	449.06	
		510-140-330 - GG - Benefits - A:	McConnell-Group Ben -Feb	433.98	
		530-130-130 - TS - Benefits - La	Neudeck,C-Group Ben -Feb	487.24	
		530-120-120 - TS - Benefits - Fc	Neudeck,J-Group Ben -Feb	398.45	
		510-130-230 - GG - Benefits - A:	Pollock-Group Ben +Admin	638.90	
		530-130-130 - TS - Benefits - La	Warawa-Group Ben -Feb	320.08	
		110-340-110 - GST Receivable	GST Tax Code	1.10	
		900-110-110 - GST Paid	GST Tax Code	1.10 NL	2,728.81
INV-000105169		580-410-110 - UT - Water Posta	Water Postage	1,368.75	
		110-340-110 - GST Receivable	GST Tax Code	68.44	
		900-110-110 - GST Paid	GST Tax Code	68.44 NL	1,437.19
			Payment Total:		4,166.00
<b>012025-003</b> Jan 2025	<b>01/14/2025</b>	<b>SaskEnergy</b>			
		530-300-110 - TS - Workshop - I	Shop Energy -Jan	571.34	
		510-300-110 - GG - Office - Hea	Office Energy -Jan	147.46	
		110-340-110 - GST Receivable	GST Tax Code	35.95	
		900-110-110 - GST Paid	GST Tax Code	35.95 NL	754.75
<b>012025-004</b> Nov 27-Dec 27	<b>01/14/2025</b>	<b>SaskPower</b>			
	<b>Accrual</b>	580-300-150 - UT - Well #1 - Po	Well #1 Power Nov 27-Dec:	409.73	
		580-300-160 - UT - Well #2 - Po	Well #2 Power Nov 27-Dec:	98.45	
		110-340-110 - GST Receivable	GST Tax Code	25.41	
		900-110-110 - GST Paid	GST Tax Code	25.41 NL	533.59
Jan		510-300-120 - GG - Office - Pow	Office Power Dec13-Jan15	124.80	
		530-300-120 - TS - Workshop - I	Shop Power Dec13-Jan15	243.53	
		570-340-110 - R&C - Utility - Po	Concession Power Dec13-J	43.65	
		580-300-170 - UT - Booster Stat	Booster Stn Power Dec13-J	300.94	
		530-310-200 - TS - Power - Edg	Edgewood Power Dec13-Ja	43.65	
		580-300-180 - UT - WTP - Powe	WTP Power Dec13-Jan15	2,781.53	
		110-340-110 - GST Receivable	GST Tax Code	176.06	
		900-110-110 - GST Paid	GST Tax Code	176.06 NL	3,714.16
			Payment Total:		4,247.75
<b>012025-005</b> Jan13-Feb13	<b>01/14/2025</b>	<b>SaskTel</b>			
		580-300-195 - UT - WTP - Telep	WTP Phone Jan13-Feb13	56.82	
		530-300-130 - TS - Workshop -	Shop Phone Jan13-Feb13	59.76	
		580-300-195 - UT - WTP - Telep	WTP Internet Jan13-Feb13	55.90	
		510-300-140 - GG - Office - Tele	Office Fax Jan13-Feb13	58.24	
		510-300-155 - GG - Office Secu	Office Phone Jan 13-Feb13	29.95	
		510-300-140 - GG - Office - Tele	Office Phone Jan 13-Feb13	276.63	
		110-340-110 - GST Receivable	Both Tax Code	25.34	
		900-110-110 - GST Paid	Both Tax Code	25.34 NL	562.64
<b>012025-006</b> Jan	<b>01/14/2025</b>	<b>Saskatchewan Health Authority</b>			
		580-290-100 - UT - Water - Labr	Water Samp-1050Grand-Ja	21.90	
		580-290-100 - UT - Water - Labr	Water Samp-Booster Stn-Ja	21.90	
		110-340-110 - GST Receivable	GST Tax Code	2.20	
		900-110-110 - GST Paid	GST Tax Code	2.20 NL	46.00



**Village of Buena Vista**  
**List of Accounts**  
Batch: 2025-00005 to 2025-00008

Bank Code - EFT - EFT - Direct Deposit

**WIRE TRANSFER**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>4</b>	<b>01/28/2025</b>	<b>Heidelberg Materials</b>			
6994595	<b>Accrual</b>	530-440-110 - TS - Sand	Salted Sand 65.65 MT(71.8	2,956.25	
		110-340-110 - GST Receivable	Both Tax Code	141.48	
		900-110-110 - GST Paid	Both Tax Code	141.48 NL	3,097.73
<b>5</b>	<b>01/28/2025</b>	<b>Aon Reed Stenhouse Inc</b>			
2025		510-230-100 - GG - Cont. - Insu	Insurance Prem 2025	30,270.00	30,270.00
<b>5</b>	<b>01/28/2025</b>	<b>Town Of Regina Beach</b>			
2025-00001		540-200-115 - EH- Lagoon Proj	Lagoon Proj Loan -Jan	5,696.31	5,696.31
<b>6</b>	<b>01/28/2025</b>	<b>McDougall Gauley LLP</b>			
737519	<b>Accrual</b>	510-200-110 - GG - Cont. - Lega	Employment Matter	787.05	
		110-340-110 - GST Receivable	Both Tax Code	37.13	
		900-110-110 - GST Paid	Both Tax Code	37.13 NL	824.18
<b>7</b>	<b>01/28/2025</b>	<b>Heidelberg Materials</b>			
7001444		530-440-110 - TS - Sand	Salted Sand -61.09MT(66.8	2,701.30	
		110-340-110 - GST Receivable	Both Tax Code	129.18	
		900-110-110 - GST Paid	Both Tax Code	129.18 NL	2,830.48
Total Wire Transfer:					42,718.70
Total EFT:					42,718.70

Date Printed  
01/23/2025 4:46 PM

**Village of Buena Vista**  
**List of Accounts**  
Batch: 2025-00005 to 2025-00008

Page 6

**ONLINE BANKING**

Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
Total Online Banking:					9,849.61

Total OB:	<u>9,849.61</u>
Grand Total:	<u><u>58,092.82</u></u>

Certified Correct This January 22, 2025

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator

***Deposit Register***Pay group : **002 (Public Works)**Pay period : **02 (05Jan2025 to 18Jan2025)**Cheque date : **24Jan2025**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	24Jan2025	020	Neudeck, Joel	003	2461.23
00000002	24Jan2025	024	Warawa, Lorne D	004	1917.80

**Pay Group Totals :**

Number of Deposits:2

Total Amount of Deposits:4379.03

***Deposit Register***Pay group : **004 (CAO & Assistant)**Pay period : **01 (01Jan2025 to 15Jan2025)**Cheque date : **15Jan2025**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	15Jan2025	026	Guillemin, Karen	002	1031.23
00000002	15Jan2025	040	Pollock, Melissa D.	001	2139.57
00000003	15Jan2025	047	McConnell, Catherine M.	002	1624.65

**Pay Group Totals :**

Number of Deposits:3

Total Amount of Deposits:4795.45



## **ADMINISTRATION REPORT TO COUNCIL**

### **December 10, 2024 Council Meeting**

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**Melissa Pollock, Acting Chief Administrative Officer**

**January 10, 2025 – January 23, 2025**

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#### **Updates:**

- Voyent Alert messaging system launched – encourage you to register! 79 residents have registered already
- E-transfers now being offered as an additional payment method

#### **Council Meeting Action Items**

- Conversation with Regina Beach Public Works Superintendent on being a backup for daily water testing if needed – they are definitely willing to help out if needed. We will put together an agreement and organize a time when their water guys are able to come over for a tour of our plant and to go through how our testing is completed.
- Highway ditch cutting – Sask Ministry of Highways has a Ditch Mowing program which states the priority for cutting, how much gets cut, when and how many times a year. Highway 54 is in the Stage II mowing, which means between July 15-October 15 it will get a four-metre cut adjacent to the highway shoulder. They will not do any more than this. We are in need of a new mower and this will be presented with budget. If this is approved then Public Works would have the capability of cutting the ditches without having to hire a contractor.
- Insurance/benefits for Councillors – see New Business item
- Emailed RCMP to ask why we haven't received Community Policing Reports since June – no response to date
- The idea of a possible 3-way stop at the office will be looked at in conjunction with updating the Traffic Bylaw

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

- CAO organizing/assigning of duties, meetings, etc. with Public Works
- Performance Reviews booked with staff
- Work on Bank Recs / going through GL accounts
- Inventory/stock of office
- Started clean up & organization of electronic filing
- Created a water & sewer tracking spreadsheet to have a clearer picture of how we are doing for our water & sewer rates
- UMASS (Urban Municipal Administrators Association of Saskatchewan) Renewal submitted (required)
- GST Rebate submitted
- Water Security Agency (WSA) meeting with Environmental Officer (EO)
- Amended & posted Request for Proposal (RFP) for contracted services on SaskTenders
- Communications with Auditor on preparations for the audit

- WCB contractor clearance & Letter of Good Standing checks
- Record Retention – going through & organizing records/identifying & preparing documents to be sent for destruction
- Work on compiling Public Works and Administration lists for budget considerations
- Review 2024 Tax arrears and mailing of applicable letters
- Spoke with SUMA about benefits for Councillors
- Subdivision discussions with Planning & Development Contracted Services person

**Work Priority this week:**

- Bank Reconciliations / balancing of all GL's, etc. / audit prep
- Submit annual Education Property Tax
- 2025 Budget Planning
- T4's
- Records Retention
- Job description updates

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

- Submit WCB annual Employer's Payroll Statement
- Joint Use meeting Feb 3
- Proposed Subdivision – rezoning/water study
- Performance Reviews
- Records Retention
- Bylaw updates drafted / Register with Bylaw Court
- Policies & Health & Safety Program
- Register names for landfill road (Dinu & Rose)
- Asset Management
- Violence Prevention Training for all staff
- Audit April 8-9

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



## **PUBLIC WORKS REPORT TO COUNCIL**

### **December 10, 2024 Council Meeting**

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**Melissa Pollock, Acting Chief Administrative Officer**  
**January 10, 2025 – January 23, 2025**

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#### **Updates:**

- Damon received his marks back for his Wastewater Collection & Treatment Class 1 exams and passed both!
- Joel's Water operator certificate has been renewed

#### **Council Action Items:**

- Spoke with staff about truck storage and it will be removed as soon as they can get it out
- Reminded staff of proper way of crossing out errors in the daily water testing sheet
- Spoke with staff about the snow clearing on the walking path from Claire Way to the end of Grand – was advised that yes, they have done it in the past, however, it does raise a safety concern. There is no opening gate to get in that section. To get in passed the pole, there is an unsafe drop off, and once you are in, there are also some dips that are questionable. If equipment ever got stuck in there, it would be very hard to get pulled out. Some options would be to remove the pole, but then that leaves it open for other motorized vehicles to get on OR a gate is installed that can be opened when PW needs to get on it.

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

- Snow Removal / Sanding, including Kinookimaw
- Clear snow berm from Edgewood park
- Snow Removal on walking path
- Completed plans and costs for garbage/recycling bins (will be in budget)
- Clearing snow from fire hydrants
- Opening of rink shack Mon-Fri
- Cleaned off rink and flooded
- Helped office staff with moving boxes while working on records retention
- City trip to take in required water samples (4), dropped off old electronics to Sarcan, bank deposit

#### **Completed Water/Wells/Sewer work this period:**

- Completed Raw Ground Water Usage, and Treated Water Usage Report
- EPO visit: complete plant inspection, paperwork inspected, all instruments checked for calibration
- Changed chlorine & restarted volume counter



## VILLAGE OF BUENA VISTA

### Briefing Note

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<b>To:</b>	Mayor and Council
<b>Date:</b>	January 23, 2025
<b>Subject:</b>	Water Compliance Inspection Report

#### **BACKGROUND:**

*The Village's Environmental Project Officer (EPO) from Water Security Agency comes out a few times a year for a compliance inspection.*

*The EPO is happy with everything and advised that the plant is in great shape and has come a long way since he first started coming here. He said that Damon is becoming so much more confident now that he has had more experience in the plant. The record keeping is very well kept.*

*We did have two minor non-compliances that he is not worried about. The one was because of a missed day of testing. This was documented and reported to the EPO right away, so he was already aware of it and there were no surprises. The second one was because a sample tested positive for 1 total coliform. The EPO was notified as soon as the test result came back and as requested, they did a second test which came back negative.*

*He reminded us that new calibration standards will need to be ordered as they are expiring soon. We did have this on our radar and have been having discussions with Regina Beach in sharing the costs of these to save money for each community. These cost roughly \$1000 every 2 years. The EPO had recommended that we try to see if we can work something out to share with another community as it just makes sense. We are working on an agreement with Regina Beach to do this.*

**CONSIDERATIONS:** *For informational purposes only.*



- Calendar started for yearly required tasks in the WTP – start of updating/updating procedures and an operational calendar are in place

**Work Priority this week:**

- Snow removal as required
- Flooding/clearing rink as required/time allows
- Complete training courses already enrolled in

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

- Tree trimming
- Install new speed signs on landfill road
- Two fire hydrants to be raised
- Fire hydrant installation – reschedule
- Well house fence
- Complete ongoing training as time allows
- Curbstop Project – ongoing/will resume in spring
- Violence Prevention training for all staff
- Mapping/exercising all water valves
- Work on SOP's for water breaks, etc. with CAO

*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.*



Water Security  
Agency

## Waterworks Compliance Inspection Human Consumptive Use

**System Name:** BUENA VISTA WATERWORKS **Remote Inspection ID:** 1218246

**Approval No:** 00002065-06-00

**Population:** 646 **Announced:** Yes

**Date:** 15-JAN-2025 14:51 **Person Interviewed:** WARAWA, DAMON

### General Section

**Water Supplies in Service :** GROUNDWATER **System Classification:** ONE WT ONE WD

**# of Service Connections:** 449 **System Type:** MUNICIPAL SYSTEM

**Service Connection Metering:** Yes **Source Inspection Completed:** No

### Contacts

Name	Position	Phone	Email
NEUDECK, JOEL	FOREMAN	(306) 535-8339	N/A
REGINA, SHA	OTHER - HEALTH REGION	(306) 766-7755	ENVIRONMENTALHEALTH@RQHEALTH.CA
WARAWA, DAMON	UNCERTIFIED OPERATOR	(306) 861-7025	N/A
HINDLE, JEFF	ENVIRONMENTAL PROJECT OFFICER	(306) 527-6128	JEFF.HINDLE@WSASK.CA
POLLOCK, MELISSA	ADMINISTRATOR	(306) 729-4385	CAO@BUENAVISTA.CA
WSA UPSET LINE, ON CALL EO	ENVIRONMENTAL PROJECT OFFICER	(844) 536-9494	N/A

**Operator Certification Section**

Operator Name	Certification Levels		Expiry Date	Operator is a Supervisor
	Water Distribution	Water Treatment		
NEUDECK, JOEL	ONE	ONE	15-MAR-2025	No

**Test Results**

Station #	Sample ID	Location/Comments	Variable	Measurement
SK05JH0003	2025088352	1015 SCHWAN STREET	CHLORINE (FREE)	1.140 mg/l
			CHLORINE (TOTAL)	1.310 mg/l
			TURBIDITY	0.210 NTU
	2025088353	BOOSTER	CHLORINE (FREE)	1.020 mg/l
			CHLORINE (TOTAL)	1.210 mg/l
			TURBIDITY	0.170 NTU
	2025088354	WTP	CHLORINE (FREE)	1.140 mg/l
			CHLORINE (TOTAL)	1.490 mg/l
			IRON TOTAL	0.000 mg/l
			MANGANESE TOTAL	0.011 mg/l
			TURBIDITY	0.200 NTU
N/A	N/A	SPLIT	CHLORINE (FREE)	1.230 mg/l
			CHLORINE (TOTAL)	1.380 mg/l
			IRON TOTAL	0.000 mg/l
			MANGANESE TOTAL	0.006 mg/l
			TURBIDITY	0.110 NTU

## Equipment Validation

### Turbidity

Equipment Type	Equipment Name/Number	STD1(L) (Expected, Test)	STD2 (Expected, Test)	STD3 (Expected, Test)	STD4 (Expected, Test)	Result	Gel Standard
HACH 2100Q	1	(10.00, 9.75)	(20.00, 19.50)	(100.00, 99.70)	(800.00, 793.00)	GOOD	N/A
<b>Comment</b>							
SERVICED AUGUST 2024 BY DELCO WATER							

### Chlorine

Equipment Type	Equipment Name/Number	STD1 (Expected, Test)	STD2 (Expected, Test)	STD3 (Expected, Test)	Result
DR900	1	(0.25, 0.25)	(0.89, 0.90)	(1.57, 1.58)	GOOD
<b>Comment</b>					
SERVICED AUGUST 2024 BY DELCO WATER					

## Human Consumptive Regulatory Section

**C=Compliant    NC=Non-Compliant    N/A=Not Applicable**

C	NC	NA	General	Comments
X			Valid permit to operate and/or construct EMPA2010 24(1)	
X			Certified operator WWSW 62	
X			Valid water rights license EMPA2010 29(1)	WRL# 1683 - WELL#PW2-82 WRL# 1352 - WELL#1 - BACKUP WELL
X			Copy of permit posted at waterworks EMPA2010 29(1)	
			<b>Wells</b>	
X			Constructed to exclude contaminants WWSW 22(2)	
X			Disinfection of new lines & repairs WWSW 22(2)(f)	
			<b>Distribution System</b>	
X			Disinfection of new and repaired pipelines WWSW 23(4)& 27(4)	
			<b>Water Storage Reservoirs</b>	
X			Water tight cover WWSW 24(2)(a)	
X			In good repair WWSW 24(2)(b)	

X			Meets reservoir design requirements (only applies to facilities constructed after June 1, 2015) WWSW 24(2)(c)	
X			Manholes (all manholes must be 150mm above grade, designed and maintained to prevent the entry of water, and locked if located outside WTP) WWSW 24(3)(4).	
X			Pipe entries installed to prevent contamination WWSW 24(5)	
X			Vents WWSW 24(6)	
			<b>Water Treatment Plants and Pumphouses</b>	
X			Floor drainage to drains or sumps WWSW 25(a)	
X			Drain lines to sanitary sewers have trap WWSW 25(b)	
X			Backflow prevention device on treatment component WWSW 25(c)	
X			Water meter(s) installed in WTP or pumphouse WWSW 25(d)	
X			Adjustable chemical feeder WWSW 25(e)	
X			Water quality monitoring and testing equipment is maintained and calibrated as recommended by manufacturer EMPA2010 29(1)	2100Q HAS BEEN CALIBRATED MONTHLY AND WEEKLY VERIFICATIONS ARE BEING DONE.
X			Facility is clean and in orderly condition WWSW 25(f)	
X			NSF/ANSI 60 Approved chemicals being used and at or below Max. use limit (unless otherwise approved) WWSW 27(3)	
			<b>Disinfection</b>	
X			Continuous chlorine disinfection (unless otherwise approved per 27(7)) WWSW 27(5)	
X			A free chlorine residual of not less than 0.1 mg/L in water entering the distribution system WWSW 27(6)(a)	
X			A total chlorine residual of not less than 0.5 mg/L OR a free chlorine residual of not less than 0.1 mg/L in water throughout the distribution system WWSW 27(6)(b)	
			<b>Standards</b>	
	X		Bacteriological WWSW 29	SAMPLE ON DECEMBER 17TH TESTED POSITIVE FOR 1 TOTAL COLIFORM. AS REQUESTED THE REPEAT SAMPLE WAS TAKEN ON DECEMBER 20TH. THE REPEAT SAMPLE CAME BACK NEGATIVE.
X			Chemical standards WWSW 26(2)(3) & 31	
X			Waterworks meets the requirements of future chemical health and pesticide related standards	

		<b>Groundwater</b>	
X		Less than or equal to 1.0 NTU discrete measurements (95%) WWSW 30(2)(e)(i)	
		<b>Assessment</b>	
X		Proper waterworks assessment WWSW 32	
		<b>Operational Anomalies</b>	
	X	Reported upset condition WWSW 34(1)	AUGUST 14, 2024 DAILY TESTING NOT DONE. EO WAS NOTIFIED.
X		Reported disinfection system upset WWSW 34(2)(a)(b)	
X		Reported missing on-site water quality testing records WWSW 34(2)(c)	
		<b>Testing</b>	
X		Bacteriological testing WWSW 37(2)	ALL TEST ARE COMPLETED AS PER THE PERMIT TO OPERATE.
X		Bacteriological follow-up WWSW 37(5) & 37(9)	
X		Bacteriological sample after completion, alteration, extension or repair WWSW 38	
X		Chlorine monitoring WWSW 37(2)(4)	
X		Turbidity monitoring WWSW 37(2)(4)	
		<b>Other Constituents</b>	
X		General chemical sampling conducted WWSW 37(2)(6)	LAST COMPLETED FEBRUARY 14, 2023. NEXT DUE IN 2025
X		Health and toxicity sampling conducted WWSW 37(2)(6)	LAST COMPLETED FEBRUARY 14, 2023. NEXT DUE IN 2025
X		Accredited laboratory WWSW 37(2)(b)	
		<b>Operational Records</b>	
X		Daily water meter reading WWSW 40(1)(a)	
X		Types, dosages and total amounts of chemical WWSW 40(1)(b)	
X		Samples - locations, sampler, and results WWSW 40(1)(c)	
X		Abnormal operating procedures WWSW 40(1)(d) & 40(1)(e)	
X		Upset conditions (includes water treatment facility and water distribution system upsets) WWSW 40(1)(f)	CONTINUE TO DOCUMENT ANY MAINTENANCE AND UPSET CONDITIONS IN THE LOGBOOK.
X		Chlorine upsets WWSW 40(1)(g)	
X		Calibration records for test equipment WWSW 40(1)(h)	CALIBRATIONS ARE RECORDED. PLEASE CONTINUE TO DO SO. NEW STANDARDS NEED TO BE ORDERED.
X		Maintenance WWSW 40(1)(i)	
X		Chronological order WWSW 40(2)(a)	
X		Permittee recorder WWSW 40(2)(b)	

X		Identification of recorder WWSW 40(2)(c)	
X		Five year history of log WWSW 40(2)(d)	
X		Explanatory notes WWSW 40(2)(e)	
X		Factual data entry WWSW 40(2)(f)	
X		No default values used WWSW 40(2)(g)	
<b>QA/QC and Recordkeeping Review</b>			
X		QA/QC and ERP in place WWSW 41(1)	
X		Monthly review of records by permittee WWSW 41(2)	PLEASE CONTINUE TO HAVE COUNCIL REVIEW, SIGN AND DATE ON THE WTP RECORDS MONTHLY AT COUNCIL MEETINGS.
X		Report abnormal or missing records WWSW 41(3)	
<b>Annual Notice To Customers</b>			
X		On water quality and sample submission compliance WWSW 42(1)	THE 2023 ANNUAL NOTICE TO CONSUMERS HAS BEEN COMPLETED.
X		Written notice provided to Minister of completion of annual notice to consumers WWSW 42(2)	
<b>General</b>			
X		Split sampling with the operator was completed	
X		Operator's test equipment appears to be performing adequately	
X		Representative of the waterworks signature was obtained	YES
X		Representative of the waterworks agreed with the inspection statements	YES



(Operator/Supervisor Signature)



Agree with statements



(EPO Signature)



## VILLAGE OF BUENA VISTA

### Briefing Note

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<b>To:</b>	Mayor and Council
<b>Date:</b>	January 23, 2025
<b>Subject:</b>	Delco Service Report

#### **BACKGROUND:**

*We currently have an Extended Service & Support Agreement with Delco who built the water treatment plant (attached for reference), which will expire in July. This was brought in after inspections at the water treatment plant were completed. This has been a significant benefit and has helped the Village build a strong relationship with Delco. They have been working closely with Damon to help improve efficiencies and ensuring the water treatment plant runs optimally.*

*This report is from an onsite service trip from Delco on December 17 & 18. It summarizes the work they completed. They will also be providing a filter backwash procedure to make it more streamlined for our operators.*

**CONSIDERATIONS:** *For informational purposes only.*





3714 Kinnear Place, Saskatoon, SK S7P 0A6  
Tel: 306.244.6449 - Fax: 306.665.7500  
www.delco-water.com

Buena Vista, SK - December 17 – 18, 2024

**Field Service Techs:** Levi Lenius - (306) 371-9985 - llenius@delco-water.com

**Location and Contact:** Buena Vista, SK  
Joel - (306) 535-8339  
water@buenavista.ca

**Work Scheduled:**

1. Clean and calibrate field instruments
  - a. Fill in calibration sheets
  - b. Note any probe/ instruments that may need replacing either now or in the future
2. Calibrate/Verify handheld instruments
3. Perform a site audit
  - a. Inspect mechanical systems
    - i. Chemical dosing equipment
      1. Calibrate dosing pumps
      2. Inspect for leaks
    - ii. Valves, analytical
    - iii. Leaking fittings or damaged equipment
  - b. System performance
    - i. Fill in profile sheet
    - ii. Setpoint changes if needed
    - iii. Nuisance alarms
4. Operator discussion:
  - a. Plant performance
  - b. Issues with equipment or programming
  - c. Possible maintenance issues you may have noticed
  - d. Best practice – CIP, calibrations, routine maintenance items

**Additional Tasks/Non-critical Work**

1. Perform Iron and Manganese testing for raw, Bio 1 filtrate, Bio 2 filtrate, Post AA filter
2. Re-install Bio sample panel turbidimeter
3. Perform AA filter backwash with operations
4. Install Edge device
  - a. Bring back the old device if there is one.

**Work Completed:**

*Tuesday, December 17 – On Site 10:15am – 3:30pm*

- Arrived on site and conducted walkthrough of plant with operations.
  - No issues or concerns were noted.
- Turbidity analyzer was installed on Bio Filtrate sample panel.
  - Previously brought back to shop to inspect and calibrate.
  - Desiccant cartridge was replaced.
- Backwashed Activated Alumina tanks.
  - Operations were present while this occurred.
  - Some ordering issues with the backwash procedure were raised; Automation to investigate resolving these.
- Provided calibrations for handheld instruments and field devices.
  - Please see the attached calibration sheet for additional information.
- Delco edge device installed in CP-5000.
  - New installation, no prior device on site.

*Wednesday, December 18 – On Site 6:50am – 9:00am*

- Iron and Manganese testing for Raw, Bio Filters, and Activated Alumina filters.
- Site audit was performed
  - Monthly testing sheets were documented.
  - Chemical dosing pumps/equipment in good order.

**Work Outstanding:**

- Automation to alter AA filter backwash procedure to make it more streamlined.
  - This will include incorporating step timers to enhance the clarity and ease of following the procedure.



## Calibration Sheet

Date:  
Location:  
Cal Tech:

2024-12-17  
Buena Vista  
Levi Lenius

### pH Probes:

Tag:	Description:	Make:	Model:	Serial #:	Measurement/ Standard:	As Found: (pH)	As Left: (pH)	Slope: (mV/pH)	Comments:
AE-9022	Reservoir Feed pH	HACH	DPD1P1	1911448330	7.01 10	7.03 10.08	7.04 10.08	55.7	Cleaned and Calibrated.
AE-2422	FTR Filtrate pH	HACH	DPD1P1	2206448307	7.01 10.00	7.03 10.13	7.03 10.09	56.50	Cleaned and Calibrated.

### ORP Probes:

Tag:	Description:	Make:	Model:	Serial #:	Measurement/ Standard:	As Found (mV):	As Left (mV):	Comments:
AE-2423	FTR Filtrate ORP	HACH	DRD1P5	22064313	200 mV	207.1	200.5	Cleaned and Calibrated.

### Turbidimeters:

Tag:	Description:	Make:	Model:	Serial #:	Measurement/ Standard (NTU):	As Found:	As Left:	Gain:	Comments:
AE-2467	Bio Turb	HACH	TU5300sc	1905841	20 NTU Verification: <0.1 NTU	19.64	20 Passed	1.081	Brought to site. Installed, Cleaned Vial, Calibrated and Verified.
AE-9026	Treated Turb	HACH	TU5300sc	1908617	20 NTU Verification: <0.1 NTU	19.80	20 Passed	1.015	Ccaibrated and Verified.

### LDO Analyzers:

Tag:	Description:	Make:	Model:	Serial #:	Measurement/ Standard:	As Found: (ppm)	As Left: (ppm)	Gain:	Comments:
AE-2424	FTR Filtrate Dis. Oxygen	HACH	LDO2	191640000037	Air	10.06	9.89	0.89	Cleaned and Calibrated.



# Calibration Sheet

Date:  
Location:  
Cal Tech:

2024-12-17
Buena Vista
Levi Lenius

Turbidity:

Tag:	Description:	Make:	Model:	Serial #:	Measurement/ Standard:	As Found:	As Left:	Comments:
	Turbidimeter Handheld	HACH	2100Q	18050C066774	20 NTU	19.6	19.6	
					100 NTU	96.5	99.6	
					800 NTU	790	789	
					Verification: 10 NTU		Passed	Calibrated and Verified.

Colorimeter:

Tag:	Description:	Make:	Model:	Serial #:	Measurement/ Standard:	STD #1	STD #2	STD #3	Comments:
	Colorimeter Handheld	HACH	DR900	190720001023	Chlorine 420 nm	0.21	0.90	1.54	
					520 nm	0.590	1.219	1.770	
					560 nm	0.611	1.258	1.821	Verified.
					610 nm	0.608	1.247	1.807	
						0.58	1.199	1.739	

Company: <b>Delco Water (Saskatoon)</b>	DATE: <b>Monday, July 01, 2024</b>
<b>3714 Kinnear Place</b>	Quote Number: <b>950614</b>
<b>Saskatoon SK</b>	PROJECT
<b>S7P 0A6</b>	<b>4246037 - (Buena Vista) 1 Year ESS Agreement</b>
FAX:	
Attention: <b>Andrew Hickey</b>	

**Comments:** We have prepared this document to provide the Village of Buena Vista with services that we feel will assist in achieving the common goal of continuing to operate a maintenance friendly, trouble free water treatment system. The services outlined in this quote are tasks that we feel are required to maintain a properly functioning and safe system.

It is our intent that the outlined tasks be performed on a scheduled basis, allowing both parties involved to schedule and plan to have the necessary resources available when required. This agreement will also include a pre-approved bulk time allotment for service and support. This pre-approved time allotment is reserved for both telephone and remote connection support. By having this time budgeted, it allows the use of Delco Automation's standard rates rather than demand rates that would be charged in the event of a service call that causes interruption to any previously started work. Please note that extended service and support clients are given discounted labour rates to allow for Delco Water to pre-plan trips and staff appropriately.

*Please note that all onsite service activities are performed with "hands on training" approach with the goal of training the operations staff on the operation and maintenance of the water treatment systems. This training is meant to provide the operations staff with the knowledge and ability to comfortably complete the necessary tasks required for maintaining the water treatment equipment. Training must be requested by operations prior to the service trip. It will be the responsibility of the water treatment operations to make themselves available for the duration of the service trip.*

#### SCOPE OF WORK

*This one (1) year extended service and support contract will allow for the following hours:*

<b>Remote Support</b>	20 Hours
<b>Service Reports</b>	12 Hours
<b>On-site Support</b>	24 Hours
<b>Travel</b>	13 Hours

#### *Remote Support:*

*Total remote support hours for this one-year agreement are proposed at twenty (20) hours. These support hours are hours spent in Delco's office providing remote support.* By having twenty hours budgeted before hand, it allows a technologist/engineer at Delco to connect to the plant and assist with troubleshooting any issues operations staff is currently dealing with. This budgeted time will also be used to respond to questions, concerns, and remote troubleshooting of the BIO system when necessary. Using the remote connection to the water plant, necessary programming changes and troubleshooting are made possible from our office in Saskatoon.

This agreement includes support during regular business hours, Monday through Friday, as outlined above. Additionally, we offer a 24/7 Help Desk, promising an estimated 30-minute response time for technical support inquiries. Support services outside of regular hours are available for an additional fee. For both regular and after-hours support, please call our toll-free number at 1-888-244-6449.

***Service Reports:***

***This contract encompasses provisions for both pre-service and post-service reports.*** Before each scheduled service visit, a Delco engineer will download the most recent data logged by the control system and then conduct a comprehensive system review. This assessment ensures the consistent operation and performance stability of the BIO system. Furthermore, the review aims to devise strategies for the BIO operations and to pinpoint any analytical devices that may necessitate maintenance. After the service visit, a Delco engineer will retrieve the latest data from the control system to evaluate the outcomes of the maintenance actions taken during the service trip. The operations staff at Village of Buena Vista will be supplied with both the pre-service and post-service reports, in addition to all pertinent documentation from the service visit.

***On site Support:***

***Four (4) trips per year to the WTP by one service technologist over one years have been included in this proposal. Total on-site support hours for this agreement are proposed at twenty-four hours.*** During each trip the technologist will be available for up to twelve hours over two (2) days to the water treatment plant. Upon request with each visit, the service technologist can offer training sessions to the operators, ensuring they're well-acquainted with the system's operation and maintenance procedures. This also encompasses verifying operational system parameters and the cleaning and calibration of instruments and handhelds. The technologist's expertise can be leveraged, as per the Operator's preference, for various tasks such as BIO system repairs, and any other necessary maintenance within the stipulated time frame. However, if unforeseen circumstances beyond Delco's influence arise at the plant, preventing the technologist from completing the work within the scheduled time (including travel), any additional hours will be billed separately to Village of Buena Vista. Such circumstances might comprise equipment malfunctions at the plant, unanticipated chemical cleaning requirements, or potential process alterations needed at the facility.

Should a site visit reveal an issue necessitating extended monitoring or additional work, Village of Buena Vista will be promptly informed of the problem, presented with suggested remedies, and if desired, supplied with price quotations. Any extra time spent on membrane cleaning, exceeding what was initially allocated for the scheduled service visit, will result in additional charges. The expense associated with such a cleaning will vary based on the actual duration of on-site work and the volume of cleaning chemical utilized in the process.

***Ensuring the plant's instrumentation is maintained requires periodic calibrations, verifications, and cleanings of the analytical equipment.*** Delco commits to performing these services during each scheduled visit to the water plant. Additionally, if there's a need, Delco is available for more frequent service visits to carry out these tasks upon request.

The following detailed work is included in the proposed agreement:

**1 - Cleaning, Calibrating, and Verification of System Sensors, Analyzers, and Equipment**

Each trip, the technologist will calibrate instruments, verify, and document device operations, and undertake calibrations for handheld and analytical equipment related to the water treatment plant. The certification of handheld instruments is encompassed within the technologist's on-site duties and is mandated annually. Operators will receive certificates and calibration documents upon the conclusion of the service trip. The technologist will be able to clean and calibrate the following analytical equipment:

- pH Probes
- ORP Probes
- LDO Probes
- Turbidity Analyzers

As part of the on-site service, the technologist will conduct checks on the chemical pump's function, calibration, and operation. Delco is available to aid in the adjustment of chemical dosage rates. However, the



## ***Quotation, Items Continued...***

task of monitoring pH and chlorine levels in the distribution reservoir remains the responsibility of the operator(s).

### **2 - Materials and Equipment**

Should any equipment or materials be found defective, the owner will be promptly notified. Upon Village of Buena Vista request, a quote for replacements will be provided.

While this contract doesn't encompass replacement parts or cleaning chemicals, Delco is prepared to supply them at an added expense if needed.

### **3 - Consumables:**

Delco will supply the Village of Buena Vista with the consumable products and solutions listed below to ensure the proper operation of your online analyzers and probes.

<b>Quantity / Year</b>	<b>Description</b>
3	pH/ORP Salt Bridges
1	Equitransferrant Solution
2	Desiccant Packs
1	LDO Cap

This comprehensive list includes manufacturer-recommended replacement components and solutions for online analyzers and sensors that will be replaced during the following year.

Delco will bring the materials listed as needed during the 1-year contract.

### **4 - Exclusions and Clarifications:**

**Weather and Travel-Related Issues:** Costs arising from travel delays related to weather, fires, or act of God are not included in this quote. Any additional expenses incurred as a result will be billed to the client.

**Safety and Communication:** It is imperative to maintain communication between the operations team and the technician while on-site. Regular check-ins must be scheduled for each trip to ensure ongoing safety and coordination.

### **5 – General Terms of Agreement**

The provisions contained in this proposed Extended Service and Support agreement will govern in any conflict with Delco's Master Terms and Conditions.

This agreement would run for one (1) year, starting on the first of the upcoming month after the date of acceptance.

Thank you,

Chase Flamand  
(306)-281-6419  
cflamand@delco-water.com  
Delco Water



**Quotation, Items Continued...**

ITEMS				
Item	Quantity	Description	Unit Price	Total
1	1	Year 1 of ESS	\$17,344.85	\$17,344.85
			<b>Sub-total:</b>	<b>\$17,344.85</b>
			<b>Total:</b>	<b>\$17,344.85</b>

GST/HST: ☐ Included ☐ Exempt ☒ Extra  
PST: ☐ Included ☐ Exempt ☒ Extra  
FOB: Other:

Delivery upon receipt of approved drawings:

**This quote is good for thirty (30) days.**



## MASTER TERMS AND CONDITIONS - Revised January 2016

The following terms and conditions shall apply to all quotations, contracts, letters of award, statements of work, proposals, work orders, short form quotes, sub-contract agreements, purchase orders or other agreements for the provision of goods and/or services by Delco or the Vendor unless specifically stated otherwise in writing:

1. **Definitions**
  - 1.1 "Delco" shall mean and include Delco Water, Delco Automation, Delco Security or Delco Manufacturing.
  - 1.2 "Agreement" means and includes:
    - (a) the attached quotation, contract, letter of award, statement of work, work order, proposal short form quote, sub-contract agreement or agreement that identifies the products and/or services purchased by the customer (the "Master Agreement") or the attached letter of award, purchase order services contract that identifies the products and/or services purchased by Delco (the "Prime Contract"); and
    - (b) These Master Terms and Conditions.
  - 1.3 "Work" shall mean the products (including equipment and software) and services provided by Delco and/or through its subcontractors to the customer pursuant to the Master Agreement, and shall include all change orders, provided the same are agreed to in writing by the Vendor and Delco.
  - 1.4 "Prime Contract Work" shall mean the products and/or services provided by a third party (the "Vendor") to Delco pursuant to the Prime Contract.
2. **Work**
  - 2.1 Delco will perform the Work as described in the Master Agreement and in any change orders which are mutually agreed to in writing by the customer and Delco. The Work shall be performed in a professional manner, using the degree of care and skill ordinarily exercised by and consistent with the standards of the profession, practicing in the same locale, and acting under similar circumstances and conditions.
  - 2.2 The Vendor will perform the Prime Contract Work as described in the Prime Contract and in any change orders which are mutually agreed to in writing by the Vendor and Delco. The Prime Contract Work shall be performed in a professional manner, using the degree of care and skill ordinarily exercised by and consistent with the standards of the profession practicing in the same locale and acting under similar circumstances and conditions.
  - 2.3 The Vendor will perform the Prime Contract Work during its local, normal working hours unless otherwise agreed to by the parties in writing.
  - 2.4 Delco will perform the Work during its local, normal working hours unless otherwise agreed to by the parties in writing.
  - 2.5 Any customer requests for changes in the scope or the nature of the Work (including additional safety tests) must be documented in a change order executed by the parties.
3. **Project Manager**
  - 3.1 The customer shall designate a project manager who will be responsible for the day to day communication regarding the subject matter of the Agreement. The project manager shall have the authority to make decisions for the customer regarding the Work.
4. **Ownership Rights**
  - 4.1 Delco shall retain ownership of all intellectual property (including but not limited to all notes, calculations, data, estimates, manuals, computer programs and source codes) developed during the course of performing the Work. In addition, Delco shall own all improvements, enhancements and derivative works of any Delco intellectual property. Delco has not waived any of its moral rights as defined in the *Copyright Act* (Canada) and all such rights are reserved to Delco.
  - 4.2 Delco conveys no software license unless expressly provided for in the Agreement.
5. **Customer Responsibilities**
  - 5.1 The customer, without cost to Delco, shall:
    - (a) Make all provisions for Delco to enter any site where Work is to be performed;
    - (b) Permit Delco to control and/or operate all controls, systems, apparatus, equipment and machinery necessary to perform the Work;
    - (c) Furnish Delco with all available information pertinent to the Work;
    - (d) Furnish Delco with all approvals, permits and consents from government authorities and others as may be required for performance of the Work except for those Delco has expressly agreed in writing to obtain;
    - (e) Maintain the Work site in a safe condition, notify Delco promptly of any site conditions requiring special care, and provide Delco with any available documents describing the quantity, nature, location and extent of such conditions;
    - (f) Comply with all laws and provide any notices required to be given to any government authorities in connection with the Work, except such notices Delco has expressly agreed in writing to give; and
    - (g) Use reasonable efforts to protect Delco's property on the customer's site against loss, damage, or unauthorized use.
  - 5.2 The customer acknowledges that it is now and shall at all times remain in control of the Work site. Except as expressly provided, Delco shall not be responsible for the adequacy of the health, safety or security programs related to the customer's activities or operations, the customer's other contractors, the work of any other person or entity, or the customer's site conditions. Delco is not responsible for inspecting, observing, reporting or correcting health or safety conditions or deficiencies at the customer's site.
  - 5.3 The customer acknowledges that Delco makes, and has made, a substantial investment in training and developing the skills of its respective personnel. Accordingly, the customer shall not, without the prior written consent of Delco, during a period of two (2) years from the execution of the Agreement directly or indirectly: (a) encourage employees, consultants, officers, directors or independent contractors of Delco to terminate their relationship with Delco, or (b) contact or solicit Delco's personnel with the intent or purpose of attempting to hire employ or otherwise retain Delco's personnel whether as an employee, officer, director, independent contractor, or consultant.
6. **Vendor's Responsibilities**
  - 6.1 The Vendor shall:
    - (a) Abide by the terms and conditions of the Prime Contract.
7. **Delco's Warranties**
  - 7.1 Delco makes the following express warranties:
    - (a) Delco warrants that the Work shall be performed by competent, trained individuals in a professional, work-manlike manner;
    - (b) Except as provided in a work order, labour for all Work under the Agreement is warranted to be free from defects for one year after the earlier of the date the Work is substantially completed or the work is delivered;
    - (c) All products sold (excluding products manufactured by someone other than Delco) are, at the time of shipping, free from defects in materials and workmanship under normal use and service; and
    - (d) All potential warranty items, in the case of software, must be presented in a re-creatable manner before work on the source of the problem has begun.
  - 7.2 The above warranties shall not cover third party software or hardware and any improper behavior of an integrated software package. Such issues will be the sole responsibility of the software vendor.
  - 7.3 The above warranties set forth above shall be void as to, and shall not apply to, any Work:
    - (a) repaired, altered or improperly installed by any person other than Delco or its authorized representative;
    - (b) subjected to unreasonable or improper use or storage; used beyond rated conditions, operated other than per Delco's or the manufacturer's instructions, or otherwise subjected to improper maintenance, negligence or accident; and
    - (c) damaged because of any use of the Work after the customer has, or should have, knowledge of any defect in the Work.
  - 7.4 Delco's obligation under Article 7.1(c) shall be limited to the repair or replacement of the part or parts shown to have been defective at the time of shipment. The place of repair shall be determined by Delco. All goods shall be returned for repair to the place of repair pre-paid by the customer.
  - 7.5 Any claim under the limited warranty granted above must be made in writing to Delco within thirty (30) days after discovery of the claimed defect. Such express warranty only extends to the Customer and not to any subsequent owner of the Work. The customer's sole and exclusive remedy for any Work not conforming with this limited warranty is limited to, at Delco's option, repair or replacement of defective component(s) of covered Work, or re-performance of the defective portion of the Work. The warranty period of one (1) year shall not be extended by virtue of any goods having been repaired during the said period.
  - 7.6 **NO OTHER EXPRESS, IMPLIED OR STATUTORY WARRANTIES OR CONDITIONS, INCLUDING IMPLIED WARRANTIES OR CONDITIONS OF NON-INFRINGEMENT, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, SYSTEM INTEGRATION AND DATA ACCURACY, WILL APPLY TO THE WORK.**
8. **Delco's Standard Services and Support**
  - 8.1 Delco personnel are generally available within two (2) hours of receiving a support call request during normal business hours, 8:00 a.m. to 5:00 p.m. central time, Monday-Friday. Should support be required beyond the close of business, the support is to resume the next business day. Because of assignments, project schedules, and vacation time, the contact and response time may vary.
  - 8.2 In order to provide system support in the event of a problem, Delco personnel may require up to four (4) hours locating, loading, and familiarizing themselves with the specific application; this time is to be invoiced on a time and material basis. If the problem is not resolved through phone support, attempts will be made to schedule Delco personnel to be on site within 5 business days. Rates are per Delco Automation's current service rates schedule.
  - 8.3 Hardware support is available to provide assistance in the resolution of hardware support and hardware warranty issues. Support efforts are to be provided on a time and material basis.
  - 8.4 In order to address system support issues remotely, Delco personnel requires that the current dial up NT RAS server be maintained and be available for connection to the plant network.
  - 8.5 All requests for enhancement to the system need to be scheduled for a design review to determine the impact to the application. Enhancement efforts are to be priced on a time and material basis. Rates are per Delco Automation's current service rates schedule.
9. **Delco's Extended Service and Support**
  - 9.1 Delco personnel are available 24 hours per day, 7 days per week, including holidays. This service guarantees that the on call resource(s) are to respond and be on-line within two (2) hours.
  - 9.2 In order to provide system support in the event of a problem, Delco personnel are to be available for immediate phone consultation during production hours. Any actual support time or expenses are to be provided on a time and materials basis. If the problem is not resolved through phone support, Delco personnel are to be scheduled to be on site within two (2) business days.

10. **Delivery**
  - 10.1 Risk of loss of Works shall pass to the customer upon delivery to the customer's site, and the customer shall be responsible for protecting and insuring the Works against theft and damage. However, until Delco is paid in full, Delco shall retain title for security purposes only and the right to repossess the Work. All of Delco's delivery schedules are Delco's best estimate of the delivery date based upon the information available from various suppliers. Delco shall not liable for damages or economic loss of any kind resulting from late delivery.
11. **Force Majeure**
  - 11.1 In the event that either party shall be delayed, hindered in or prevented from the performance of any act required by reason of strikes, lock-outs, labour troubles, inability to procure materials, failure of power, failure of equipment, failure of software or software anomalies, restrictive laws, riots, insurrection, war or other reasons of a like nature not the fault of, or under the reasonable control of, the party delayed in performing work or doing acts required, then performance of such act(s) shall be excused for the period of the delay and the period of the performance of any such act shall be extended for a period equal to the period of such delay, provided such delayed party gives prompt written notice to the other party of the occurrence giving rise to the delay.
12. **Indemnification and Limitation of Liability**
  - 12.1 The customer shall defend, indemnify and hold harmless Delco from and against all claims or liability of any type whatsoever, including but not limited to claims for direct damages, indirect damages, consequential loss, aggravated, exemplary or punitive damages, and all legal costs of any type whatsoever associated with, or arising out of:
    - (a) any claims asserted by any third party against Delco relating to the delivery of the Work, which shall apply even in the case of the fault, negligence or strict liability of Delco, provided however that such indemnity shall not apply where Delco has deliberately or wilfully caused such damage or is found to be grossly negligent in the delivery of the Work;
    - (b) any personal injury, including death, or property damage to the extent caused by the negligence and/or wilful misconduct of the customer or its employees or agents; and/or
    - (c) breach of the Agreement by the customer or its employees or agents.
  - 12.2 **DELCO'S LIABILITY UNDER THE AGREEMENT, REGARDLESS OF THE FORM OF ACTION, SHALL NOT EXCEED:**
    - (A) **FOR STAND-ALONE PRODUCTS OR SERVICES OFFERED, THE PRICE FOR THE PRODUCTS OR SERVICES THAT ARE THE BASIS OF THE CLAIM; OR**
    - (B) **FOR SERVICE CONTRACTS, THE ANNUAL CONTRACT PRICE FOR THE SERVICE THAT IS THE BASIS OF THE CLAIM.****NEITHER THE CUSTOMER NOR DELCO SHALL HAVE LIABILITY TO THE OTHER PARTY OR ANY OTHER PERSON FOR ANY INDIRECT, PUNITIVE, INCIDENTAL, EXEMPLARY, SPECIAL OR CONSEQUENTIAL DAMAGES, OR FOR EXCESS COSTS INCURRED, DATA LOSS, OR LOST PROFITS OR REVENUE, ACTUAL OR ANTICIPATED, LOSS OF USE, COSTS OF CAPITAL, DOWNTIME COSTS, COST OF SUBSTITUTED PRODUCTS, FACILITIES, SERVICES OR REPLACEMENT POWER.**
13. **Confidentiality**
  - 13.1 Each party will treat the terms of the Agreement and the other party's written, proprietary business information, which includes but is not limited to all information disclosed concerning technical, financial or commercial information, trade secrets, technical information, designs, drawings, processes, systems, procedures, formulae, test data, know-how, improvements, price lists, financial data, suppliers, vendors, sketches and plans (engineering, architectural or otherwise) or any other compilation of information whatsoever of any description, whether such information is disclosed in writing, orally, graphically, or otherwise recorded by any means or by way of sample or specimen, as confidential unless:
    - (a) the receiving party already possessed the information and can so prove;
    - (b) the information is or was in the public domain; or
    - (c) the receiving party received the information from another source.
  - 13.2 In certain cases, especially for the situations concerning subcontractors, Delco may require that the customer, its subcontractor and its personnel sign a confidentiality and non-disclosure agreement.
  - 13.3 Delco shall not wrongfully or negligently disclose, modify, copy, display, distribute, transfer, provide access to, or sell a customer's confidential information to any third party, other than to government and law enforcement officials when required by law.
  - 13.4 The obligation of each party to keep the other party's proprietary business information confidential shall survive the cessation of any business relationship between the parties and remain in full force and effect unless otherwise agreed in writing.
14. **Terms of Payment**
  - 14.1 The payment terms for the Work are net thirty (30) days unless otherwise stated in the Master Agreement. Failure to make payments according to the terms of the Master Agreement is a material breach and Delco may suspend performance of the Work.
  - 14.2 Interest shall accrue on all amounts past due at rate equal to 2.0% per month. The customer shall reimburse Delco for all reasonable amounts (including legal fees) related to the collection of past due amounts.
  - 14.3 Any payments owed by Delco to the Vendor under the terms of a sub-contract agreement shall be made within thirty (30) days after payment has been received by Delco from the general contractor, less the holdback retained in accordance with the applicable provincial builder's lien legislation. The customer understands and agrees that it will be paid if, and only after, Delco has been paid by the owner of the project for that portion of the work for which the customer is seeking payment. The Vendor fully understands that it bears the risk of non-payment by the general contractor.
15. **Taxes**
  - 15.1 All prices exclude federal and provincial taxes, excise, customs, duties, property, health services, value added taxes or other government charges (the "Taxes") related to the Work. The customer shall pay such the amount owing for the Taxes to Delco. If the customer claims a tax exemption, it shall provide Delco with a valid exemption certificate. In the event that Delco is assessed taxes, interest and/or penalties by a taxing authority, the customer shall reimburse Delco for such taxes, interest and penalties.
16. **Termination**
  - 16.1 In the event that either party breaches or fails to perform their obligations, the other party may immediately terminate the Agreement if such breach or failure is not cured within thirty (30) days after delivery of written notice to the party in default.
  - 16.2 Either party may immediately terminate the Agreement, upon thirty (30) days written notice, if the other party becomes insolvent, files a petition of bankruptcy, makes an assignment for the benefit of its creditors, or becomes the subject of proceedings under any law relating to bankruptcy or the relief of debtors.
17. **General**
  - 17.1 This Agreement will be governed by and construed in accordance with the Laws of the Province of Saskatchewan and the Laws of Canada. Subject to the submission to arbitration under Article 17.4, the parties hereby irrevocably and unconditionally attorn to the exclusive jurisdiction of the courts of the Province of Saskatchewan and all courts competent to hear appeals therefrom with respect to any matter over which a Court may have jurisdiction, in respect of, or any way connected to this Agreement.
  - 17.2 The customer shall not assign any of the rights and obligations hereunder without prior written approval of Delco, except to a corporate affiliate, or successor of all or substantially all of the customer's business. Such approval shall not be unreasonably withheld or delayed.
  - 17.3 Except for obligations to make payments, neither party shall be responsible for delays or failures of performance resulting from unforeseeable acts beyond the reasonable control of such party.
  - 17.4 Save and except for claims by Delco for recovery of compensation, all disputes arising out of or relating to the Agreement, or in respect of any legal relationship associated with or derived from the Agreement, shall be arbitrated and finally resolved by a single arbitrator pursuant to *The Arbitration Act, 1992* (Saskatchewan). The place of arbitration shall be Saskatoon, in the Province of Saskatchewan. The language of the arbitration shall be English. Nothing in this Article 17.4 shall prevent Delco from bringing forth a claim in a court of the Province of Saskatchewan to recover any compensation owed pursuant to the Agreement.
  - 17.5 Disclaimers of warranties, limitations of liability, indemnification obligations and the rights and obligations to make payments due and owing shall survive termination of this Agreement for any reason.
  - 17.6 Delco's relationship with the customer shall be that of an independent contractor, and nothing in the Agreement shall be construed to create a partnership, joint venture, principal-agent, or employer-employee relationship.
  - 17.7 Any term in this Agreement which is unenforceable or illegal shall be severed from the Agreement and shall not affect the enforceability of other terms of the Agreement.
  - 17.8 No waiver by either party of any breach of the Agreement will be binding unless it is made in writing and any such waiver will extend only to the specific breach waived and not to any future breach.

***With the recent outbreak of COVID-19, it is anticipated that the global supply chain will experience unprecedented fluctuation and uncertainty in terms of product pricing and delivery lead-times over the coming months. Delco will endeavor to minimize the impact on our valued customers; however, our quoted price and delivery lead-times may be subject to change based upon current market conditions that are outside of our control.***



## VILLAGE OF BUENA VISTA

### Briefing Note

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<b>To:</b>	Mayor and Council
<b>Date:</b>	January 23, 2025
<b>Subject:</b>	Water Compliance Inspection Report

#### **BACKGROUND:**

*The Village's Environmental Project Officer (EPO) from Water Security Agency comes out a few times a year for a compliance inspection.*

*The EPO is happy with everything and advised that the plant is in great shape and has come a long way since he first started coming here. He said that Damon is becoming so much more confident now that he has had more experience in the plant. The record keeping is very well kept.*

*We did have two minor non-compliances that he is not worried about. The one was because of a missed day of testing. This was documented and reported to the EPO right away, so he was already aware of it and there were no surprises. The second one was because a sample tested positive for 1 total coliform. The EPO was notified as soon as the test result came back and as requested, they did a second test which came back negative.*

*He reminded us that new calibration standards will need to be ordered as they are expiring soon. We did have this on our radar and have been having discussions with Regina Beach in sharing the costs of these to save money for each community. These cost roughly \$1000 every 2 years. The EPO had recommended that we try to see if we can work something out to share with another community as it just makes sense. We are working on an agreement with Regina Beach to do this.*

**CONSIDERATIONS:** *For informational purposes only.*

# Treated Water Use Report

Report for Year:

2024

File Number: 1683/NO2-82

Client:

Village of Buenavista

Project Name:

Treated water use

Water Use Data			
Month	Month-End Meter Reading	Water Use	Comments
<del>2023</del> December	196,771 m <sup>3</sup>	← Please enter month-end meter reading for December of the previous year.	
January	199,030 m <sup>3</sup>	2259 m <sup>3</sup>	
February	201,187 m <sup>3</sup>	2157 m <sup>3</sup>	
March	203,548 m <sup>3</sup>	2361 m <sup>3</sup>	
April	206,289 m <sup>3</sup>	2741 m <sup>3</sup>	Cabins starting to open
May	211,040 m <sup>3</sup>	4751 m <sup>3</sup>	
June	215,835 m <sup>3</sup>	4795 m <sup>3</sup>	
July	224,157 m <sup>3</sup>	8322 m <sup>3</sup>	
August	230,927 m <sup>3</sup>	6770 m <sup>3</sup>	
September	235,100 m <sup>3</sup>	4173 m <sup>3</sup>	Cabins starting to close
October	238,027 m <sup>3</sup>	2927 m <sup>3</sup>	
November	240,520 m <sup>3</sup>	2493 m <sup>3</sup>	
December	243,057 m <sup>3</sup>	2537 m <sup>3</sup>	
Total Use for Year:		46,286 m <sup>3</sup>	
Peak Date:	Day	Month	Peak Day Amount per Day:
Consumption Units: <input checked="" type="checkbox"/> Cubic Metres <input type="checkbox"/> Imperial Gallons <input type="checkbox"/> US Gallons			
<input type="checkbox"/> Other Units (please specify):			

## Notes:

File Number: the Water Rights Licence number given by the Water Security Agency, if applicable.

Water Use: the volume of treated water pumped for that particular month.

Consumption Units: the unit in which the volume of water is measured (ie. imperial gallons, us gallons, cubic metres)

Peak Date (Communities only): the date for which the maximum volume of water used in one day of the year was measured.

Peak Day Amount per Day (Communities only): the maximum volume of water used in any one day of the year.

PLEASE PRINT

Jan 8/25

Date

1-306-861-7025

Phone Number

Damon Warawa

Prepared by





# Ground Water Supply Raw Water Use and Level Report

Report for Year:

2024

File Number: #N02-82

Client:

Village of Buena Vista

Well I.D. #1683

Well Land Location:

SE-12-21-22 W2

Pumping Rate (igpm): 6.8-11 L/s

Distance from Pump Well: ft ☒ m ☐

Obs. Well 1:

Obs. Well 2: #1352

Water Use Data			Water Level Data					
Month	Month-End Meter Reading	Water Use	Water Level in ft <input checked="" type="checkbox"/> m <input type="checkbox"/>			Date Measured	Pump On	
			Pump Well	Obs. Well 1	Obs. Well 2		Yes	No
December	196771	← Please enter month-end meter reading for December of the previous year.						
January	N/A						<input type="checkbox"/>	<input type="checkbox"/>
February							<input type="checkbox"/>	<input type="checkbox"/>
March							<input type="checkbox"/>	<input type="checkbox"/>
April							<input type="checkbox"/>	<input type="checkbox"/>
May							<input type="checkbox"/>	<input type="checkbox"/>
June							<input type="checkbox"/>	<input type="checkbox"/>
July							<input type="checkbox"/>	<input type="checkbox"/>
August	252,810 m <sup>3</sup>	12,030 m <sup>3</sup>	139.25'	-	-	Aug 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
September	261,047 m <sup>3</sup>	8,237 m <sup>3</sup>	117.3'	-	-	Sep 24	<input type="checkbox"/>	<input checked="" type="checkbox"/>
October	266,784 m <sup>3</sup>	5,737 m <sup>3</sup>	114.9'	-	-	Oct 11	<input type="checkbox"/>	<input checked="" type="checkbox"/>
November	271,829 m <sup>3</sup>	5,045 m <sup>3</sup>	135.8'	-	-	Nov 4	<input type="checkbox"/>	<input checked="" type="checkbox"/>
December	276,938 m <sup>3</sup>	5,108 m <sup>3</sup>	113.5'	-	-	Dec 12	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total Use for Year:			80,167 m <sup>3</sup> used		Comments: We have calibration problem between meter's			
Peak Date:			Day: 2 Month: Aug		Peak Day Amount per Day: 795 m <sup>3</sup>			
Consumption Units:			<input checked="" type="checkbox"/> Cubic Metres <input type="checkbox"/> Imperial Gallons <input type="checkbox"/> US Gallons <input type="checkbox"/> Other Units (please specify):					

## Notes:

File Number: the project file reference given by the Water Security Agency for the well and its associated works (i.e. pipelines if applicable)

Well I.D.: the number or name given to the well by the client (i.e. Well No. 1, Smith Well etc.)

Well Land Location: the legal land location (i.e. Lot/Block/Plan and/or section, township, range & meridian) of the well.

Pumping Rate: the rate at which the water is withdrawn from the well (i.e. imperial gallons per minute)

Distance from Pump Well: the distance (please mark feet or metres) from the pump well to each observation well.

Water Use: the volume of water pumped from the well for that particular month.

Consumption Units: the unit in which the volume of water is measured (i.e. imperial gallons, us gallons, cubic metres etc.)

Water Level: the distance (please mark feet or metres) from the top of casing to the water level in the well.

Date Measured: the date the water level reading(s) was taken.

Obs.: Observation well aka monitoring well or piezometer that is a smaller diameter well in the vicinity of the production well used to measure water levels

Peak Date (Communities only): the date for which the maximum volume of water used in one day of the year was measured.

Peak Day Amount per Day (Communities only): the maximum volume of water used in any one day of the year.

PLEASE PRINT

Jan 8/25  
Date

1-306-861-7025  
Phone Number

Damen Warawa  
Prepared by



**Client:** Buena Vista

- Where the data is not available for a given month, please write "n/a".
- For ground water projects, please fill out the volume used AND the water level columns for each month.
- For communities, please fill out the Raw Water form where possible.
- If you export water to external clients, please report monthly volumes provided to each client on a separate sheet.
- For other users, if you do not meter your water, but have some means of calculating usage (such as pump hours X pump rate) please provide the necessary information so we may calculate or estimate your usage. If you can only estimate your usage based on experience, please give your best guess and mark "EST" (estimated).
- If you have neither meters nor any other means to measure your usage, and cannot estimate your usage by any method, please write on the form, "No measurement ability."

## Melissa Pollock

---

**From:** Melissa Pollock  
**Sent:** January 16, 2025 9:59 AM  
**To:** andrew.thornton@wsask.ca  
**Subject:** 2024 Water Use/Water Level Reporting  
**Attachments:** 2024 Water Use & Water Level Reporting.pdf

Hello Andrew,

Please see the attached 2024 Water Use/Water Level Reporting for Buena Vista.

Regards,

*Melissa Pollock*

Acting Chief Administrative Officer  
Village of Buena Vista  
1050 Grand Avenue  
Buena Vista, Saskatchewan, S2V 1A2

Phone: (306) 729-4385 Fax: (306) 729-4518

<http://www.buenavista.ca>

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Cert # 55

Canadian Head Office  
120 Bremner Boulevard, Suite 2200  
Toronto, Ontario M5J 0A8

## SUMAssure Insurance Reciprocal

### *Name of Insured and Address*

Village of Buena Vista  
P.O. Box  
Buena Vista, SK

### **ELIGIBILITY AND CLASSIFICATION**

Plan	Option	Insured	Principal	Weekly Accident	Accidental	Cost Per
A	On Duty/24	Persons	Sum	Total # of Weeks	Medical Dental	person/yr

#### **CLASS I** (Councillors and Office Staff of a Participating Municipality who has applied for such coverage)

On Duty	0	\$250,000	\$600.00	104	\$25,000	\$5,000	\$44.00
24 Hour	0						\$140.00

#### **CLASS II** (All Volunteers of a Participating Municipality) 1 Indicates Plan Chosen for all Volunteers

A	On Duty	0	\$50,000	\$500.00	104	\$25,000	\$5,000	\$100.00
B	On Duty	0	\$100,000	\$500.00	104	\$25,000	\$5,000	\$150.00

#### **CLASS III** (Non Office Blue Collar Employees of a Participating Municipality)

On Duty	0	\$100,000	\$500.00	52	\$25,000	\$5,000	\$100.00
---------	---	-----------	----------	----	----------	---------	----------

#### **CLASS IV** (Volunteer Firefighters, Volunteer Emergency Medical Technicians and First Responders of a Participating Municipality)

A	On Duty	0	\$100,000	\$500.00	104	\$25,000	\$5,000	\$25.00
B	On Duty	0	\$200,000	\$500.00	104	\$25,000	\$5,000	\$50.00

#### **CLASS V** (Summer Students of a Participating Municipality)

Per Month Rate

On Duty	2	\$100,000	\$500.00	52	\$25,000	\$5,000	\$10.00
Total # of Months			6				

#### **CLASS VI** (Town Police Officers of a Participating Municipality)

On Duty	0	\$100,000	\$500.00	52	\$25,000	\$5,000	\$148.00
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#### **CLASS VII** (All Search and Rescue Volunteers of a Participating Municipality)

On Duty	0	\$100,000	\$500.00	104	\$25,000	\$5,000	\$25.00
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In consideration of the payment of additional **\$60.00**, this certificate is effective from December 31, 2024 to December 31, 2025. Aggregate Limit of Liability \$2,500,000.00/Accident

Attached to and forming a part of Policy Number SRG 9427279

Authorized Representative:



**CERTIFICATE OF  
INSURANCE**



<b>Certificate Number SUMAssure 2024-7</b>	
<p>This Document certifies that insurance has been effected under the following Master Policies:</p> <ul style="list-style-type: none"> <li>• <b>Property and Excess Property</b> - Policy No. A2800157/6</li> <li>• <b>Boiler and Machinery</b> - Policy No.17607732-10</li> <li>• <b>Crime</b> - Policy No. 10544012</li> <li>• <b>General Liability and Public Officials Errors and Omissions Liability</b> - Policy No. CAGL12411</li> </ul>	
<p>This Certificate is evidence that:  <b>THE INSURER(S) DESCRIBED HEREIN</b>, do hereby insure  <b>Village of Buena Vista</b>  hereinafter called the Insured, for the coverages and limits of liability shown below,  subject to all the terms and conditions of the Master Policies as listed above.</p>	
<b>Mailing Address</b>	<b>1050 Grand Avenue Buena Vista,SK S2V 1A2</b>
<b>Loss Payable</b>	<b>The Insured or as they may direct</b>
<b>Policy Period</b>	Effective: <b>December 31, 2024</b> Expiry: <b>December 31, 2025</b> both dates 12.01 a.m. Standard Time at the address of the Insured as stated herein
<b>Premium</b>	<b>\$24,687</b>

**DECLARATIONS**

PLEASE REVIEW ALL SECTIONS CAREFULLY AND ADVISE IF ANY CHANGES ARE REQUIRED

<b>1. PROPERTY INSURANCE (ALL RISKS)</b>	
<b>Property Insured:</b>	
<b>Property of Every Description (Including Unlicensed Municipal Equipment and Fire Fighting Equipment)</b>	<b>As Per Statement of Values on file with the insurer</b>
<b>Locations Insured</b>	<b>As listed on the Statement of Values on file with the Insurer</b>
<b>Territorial Limits</b>	<b>Canada and the Continental United States</b>
<b>Margin Clause</b>	<b>115%</b>
<b>Basis of Loss Settlement</b>	
Building(s) / Contents	Replacement Cost unless otherwise stated on the Statement of Values on file with the Insurer
Equipment	Replacement Cost unless otherwise stated on the Statement of Values on file with the Insurer
Municipal Unlicensed Equipment -Covered Municipal Unlicensed Equipment less than 10 years old	Replacement Cost unless otherwise stated on the Statement of Values on file with the Insurer
-Covered Municipal Unlicensed Equipment older than 10 years old	Actual Cash Value
-Covered Firefighting Equipment (Regardless of Age)	Replacement Cost unless otherwise stated on the Statement of Values on file with the Insurer
<b>A completed and signed Statement of Values including Schedule of Municipal Unlicensed Equipment and Fire Fighting Equipment must be filed with the Insurer(s) annually.</b>	

**CERTIFICATE OF  
INSURANCE**



<b>Limits of Liability (shared with all SUMAssure members)</b>	
Any one occurrence	As Per Statement of Values on file with the insurer up to \$200,000,000
Annual aggregate earthquake	As Per Statement of Values on file with the insurer up to \$200,000,000
Annual aggregate flood	As Per Statement of Values on file with the insurer up to \$200,000,000
<b>Extensions of Coverage</b>	
Accounts Receivable	\$1,000,000
Arson Reward	\$25,000
Automatic Coverage (no reporting)	\$1,000,000
Automatic Coverage, 90 days reporting – in excess of:	\$1,000,000
Bylaws	\$5,000,000
Civil Authority	\$500,000   30 Days
Consequential Loss	\$250,000
Course of Construction, per project	\$250,000
Debris Removal	Lesser of 25% of loss or \$5,000,000
Defense, Settlement, and Supplementary Payments	\$100,000
Electronic Data Processing Equipment and Media	\$500,000
Errors & Omissions (Inadvertent/Unintentional)	\$1,000,000
Expediting Expense	\$1,000,000
Exterior Trees, Plants, Shrubs, and Lawns (excluding Windstorm/Hail)	\$100,000
Fine Arts	\$250,000
Fire Fighting Expenses and Fire Extinguishing/Fire Fighting Materials	\$500,000
Land and Water Pollution Cleanup (Sudden & Accidental) (180 days incurred/reported) - Each occurrence and annual aggregate	\$250,000
Leasehold Interest	\$500,000
Master Key	\$50,000
Money and Stamps	\$10,000
Personal Property of Officers, Employees, and Guests (per individual)	\$25,000
Professional Fees	\$1,000,000
Property in Transit	\$500,000
- Roadways, sidewalks, pavements, street signs, light standards, traffic signals or hydrants	\$50,000
- All Other Land Improvements	\$1,000,000
Service Interruption (off premises)	\$1,000,000   3 km
Third Party Vehicles	\$100,000
Valuable Papers	\$1,000,000
Vacancy Notice Requirement – 180 Days	Yes
Waterborne Coverage, Special Conditions	\$25,000
<b>Deductible(s)</b>	
Earthquake	5% of Property Value, Minimum \$100,000
Flood	\$50,000
Municipal Unlicensed Equipment and Fire Fighting Equipment	\$2,500
All Other Losses	\$2,500

**BUSINESS INTERRUPTION INSURANCE**

<b>Limit(s) of Liability:</b>	
Loss of Revenue (Gross Earnings Form)	\$500,000
Indemnity Period	12 Months
Ordinary Payroll (90 days)	\$100,000
Rental Income	\$500,000
Extra Expense	\$5,000,000
Contingent Business Interruption	

c/o 2103 - 11th Avenue  
8th Floor  
Regina, SK S4P 3Z8  
Tel: 1-866-450-2345

**CERTIFICATE OF  
INSURANCE**



Contributing Properties	\$500,000
Recipient Properties	\$500,000
Ingress/ Egress	\$500,000   30 days
<b>Waiting Period, including Service Interruption</b>	<b>48 Hours</b>

**2. BOILER AND MACHINERY (Equipment Breakdown) INSURANCE**

Limit(s) of Liability	As per Statement of Values on File with the Insurer
<b>Sub-limits</b>	
Gross Profits	\$5,000,000
Gross Earnings	\$5,000,000
Extra Expense	\$5,000,000
Spoilage	\$250,000
Automatic Coverage (365 days reporting)	\$5,000,000
Bylaws, demolition and increased cost of construction	Included
Errors & Omissions (Inadvertent)	\$1,000,000
Hazardous substances (including Mould)	\$1,000,000
Water Damage	\$1,000,000
Ammonia Contamination	\$1,000,000
Professional Fees	\$1,000,000
Expediting Expenses	\$1,000,000
Data Restoration	\$100,000
Civil Authority	Included   60 Days
Service Interruption	Included   1,000 meters
Anchor Location	Included
Brands and Labels	\$100,000
Green Coverage	\$50,000
Off Premises Transportable Objects	\$10,000
Public Relations	\$25,000
Contingent Business Interruption	\$250,000
Future Loss Avoidance	\$10,000
Blanket Course of Construction (including testing and commissioning)	\$1,000,000
Excavation Expenses (including Buried Piping)	\$100,000
Heritage Clause	\$5,000,000
Catch-All Clause	\$1,000,000
<b>Deductible(s)</b>	
Property Damage:	
Total Insured Values ≤ \$1,999,999 (resort village only)	\$5,000
Total Insured Values ≤ \$1,999,999	\$10,000
Total Insured Values \$2,000,000 - \$5,999,999	\$15,000
Total Insured Values \$6,000,000 - \$9,999,999	\$20,000
Total Insured Values ≥ \$10,000,000	\$25,000
Ice rinks	\$25,000
Digestors and Related Power Generating Equipment	
0-499 HP	\$25,000

c/o 2103 - 11th Avenue  
8th Floor  
Regina, SK S4P 3Z8  
Tel: 1-866-450-2345

**CERTIFICATE OF  
INSURANCE**



500-1500 HP	\$50,000
1501-2500 HP	\$100,000
2501 HP and greater	\$150,000
Co-Generation Facilities and Turbines	\$100,000
Transformers and distribution equipment	
15,001 – 25,000 kva	\$10,000
25,001 – 50,000 kva	\$25,000
50,000 kva and higher	\$50,000
Business Interruption & Extra Expense except:	24 Hours
Anerobic Digestors and Associated Equipment	48 Hours
Power Generation Equipment, Internal Combustion Engines and their drive generators	720 Hour
Contingent Business Interruption	24 hours
Spoilage	Greater of 10% of the loss or \$5,000

**3. CRIME**

Insured Location(s)	As per Statement of Values on file with the Insurer
<b>Limits of Insurance</b>	
Fidelity Coverage	\$500,000
Employee Theft	\$500,000
Sponsored Plan	\$500,000
Employee Theft of Client Property	\$500,000
Forgery or Alteration	\$500,000
On the premises	\$500,000
In Transit	\$500,000
Money Orders and Counterfeit Money	\$500,000
Computer Fraud	\$500,000
Funds Transfer Fraud	\$500,000
<b>Sub-limited Coverages:</b>	
Claims Expense coverage	\$50,000
Voice Computer Fraud	\$100,000
Social Engineering (Subject to Verification)	\$50,000
Overnight Money Exclusion (Unless the money is kept in a combination locked safe having a rating class of 2 Burglary)	\$10,000
Precious metals, precious or semi-precious stones, pearls or furs	\$50,000
Manuscripts, drawings, or records of any kind, or the cost of reconstructing them	\$50,000
Prior employee fraud Coverage terminates as to any employee as soon as the organization becomes aware of a dishonest or fraudulent employment act committed by the employee during their term of employment. OR 30 days after any dishonest or fraudulent non-employment related act committed by an employee during the term, or prior to their employment with the organization.	\$25,000
<b>Deductible</b>	\$2,500

**4. LIABILITY INSURANCE**

<b>Covering all premises and work within the scope of the Insured</b>	
<b>Limits of Insurance</b>	
Bodily Injury or Property Damage, Each Occurrence	\$10,000,000
Products-Completed Operations Aggregate	\$10,000,000

c/o 2103 - 11th Avenue  
8th Floor  
Regina, SK S4P 3Z8  
Tel: 1-866-450-2345

**CERTIFICATE OF  
INSURANCE**



Personal Injury or Advertising Liability, Each Occurrence	\$10,000,000
Voluntary Medical Payments, Each Person	\$50,000
Voluntary Medical Payments, Each Accident	\$50,000
Tenant's Legal Liability, Each Occurrence	\$10,000,000
Forest Fire Fighting Expenses, Each Occurrence and in the Aggregate	\$10,000,000
Public Officials Administrative Errors & Omissions, CLAIMS MADE COVER Each Claim, and in the Aggregate (combined A-D)	\$10,000,000
(A) Wrongful Acts – each claim and aggregate	\$10,000,000
(B) Legal Representation – each claim and aggregate	\$100,000 each claim / \$500,000 aggregate
(C) Covered Event – each claim and aggregate	Combined with (B)
(D) Members conflict of interest defense	\$100,000 each claim / \$500,000 aggregate
RETRO DATE: as per schedule on file if applicable	
Employee Benefits Programs Liability, CLAIMS MADE COVER Each Claim and in the Aggregate	\$10,000,000
Wrongful Dismissal Legal Expense Coverage, any one occurrence	\$10,000,000
SPF No. 6 – Non-Owned Automobile Liability, any one accident	\$10,000,000
SEF 94 (physical damage to non-owned hired automobiles)	\$250,000
Sexual Abuse Liability, CLAIMS MADE COVER Each Claim and in the Aggregate	\$2,000,000
RETRO DATE: Dec 31, 2017	
Employment Practices Liability, CLAIMS MADE COVER Each Claim and in the Aggregate	\$10,000,000
RETRO DATE: Dec 31, 2017	
Contingent Employers Liability	Included
Sudden and Accidental Pollution Liability 7 days Discovery, 120 Hours Reporting	Included
<b>Deductibles:</b>	
Deductibles, all losses	\$5,000

Limits of Liability as stated in SECTIONS 1 through 4	
<b>I. SUMAssure Insurance Reciprocal</b> (primary layer)	<p><b>(1) PROPERTY</b></p> <ul style="list-style-type: none"> <li>\$1,000,000 per occurrence</li> <li>\$3,000,000 combined annual aggregate in any one loss or series of losses arising out of one occurrence under <b>Property</b> during the policy term.</li> </ul> <p><b>(2) BOILER &amp; MACHINERY</b></p> <ul style="list-style-type: none"> <li>\$0 combined annual aggregate in any one loss or series of losses arising out of one occurrence under <b>Boiler and Machinery</b> during the policy term.</li> </ul> <p><b>(3) CRIME</b></p> <ul style="list-style-type: none"> <li>\$250,000 combined annual aggregate in any one loss or series of losses arising out of one occurrence under <b>Crime</b> during the policy term.</li> </ul> <p><b>(4) LIABILITY</b></p> <ul style="list-style-type: none"> <li>\$400,000 combined annual aggregate in any one loss or series of losses arising out of one occurrence under <b>Liability</b> during the term.</li> </ul>
<b>II. Excess Insurers</b>	<p><b>(1) EXCESS PROPERTY</b></p> <ul style="list-style-type: none"> <li>Should the SUMAssure combined annual aggregate for <b>Property</b> be exhausted during the policy term, the applicable excess Insurer(s) shall become primary insurer(s), subject to the limits and deductibles as stated in each policy.</li> </ul> <p><b>(2) EXCESS BOILER AND MACHINERY</b></p>



**CERTIFICATE OF  
INSURANCE**



<b>II. Excess Insurers</b>	<ul style="list-style-type: none"> <li>The applicable excess Insurer(s) shall become primary insurer(s), subject to the limits and deductibles as stated in each policy.</li> </ul> <p><b>3) EXCESS CRIME</b></p> <ul style="list-style-type: none"> <li>Should the SUMAssure combined annual aggregate for <b>Crime</b> be exhausted during the policy term, the applicable excess Insurer(s) shall become primary insurer(s), subject to the limits and deductibles as stated in each policy.</li> </ul> <p><b>(4) EXCESS LIABILITY</b></p> <ul style="list-style-type: none"> <li>Upon exhaustion of the Annual Aggregate specified above, this policy shall be primary, and the primary deductible shall be amended to \$5,000 each and every loss.</li> </ul>
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**PREMIUM SUMMARY**

Coverage	Excess Insurers	Total Premium
Property	- Aviva Insurance Company of Canada - QBE Services Inc. on behalf of Lloyds Underwriters under Agreement B6006QBECAN2024	\$14,884
Municipal Equipment	- Volante Canada Limited (Lloyd's Underwriters) (Volante Syndicate 1699) under Agreement No. B0775TV070A24	\$-
Fire Fighting Equipment	- Zurich Insurance Company Ltd. - AIG Insurance Company of Canada - Liberty Mutual Insurance Company	\$-
Boiler and Machinery	The Boiler Inspection and Insurance Company of Canada (HSB)	\$5,721
Crime	Travelers Insurance Company of Canada	\$803
Liability	QBE Services Inc. on behalf of Lloyds Underwriters under Agreement B6006QBECAN2024	\$2,459
Errors & Omissions	QBE Services Inc. on behalf of Lloyds Underwriters under Agreement B6006QBECAN2024	\$ 820
<b>Total Premium</b>		<b>\$24,687</b>

Aon Reed Stenhouse Inc.

Per:   
(Principal Attorney)

Dated at Regina, Saskatchewan as of January 16, 2025

**THE POLICY CONTAINS A CLAUSE THAT MAY LIMIT THE AMOUNT PAYABLE, OR,  
IN THE CASE OF AUTOMOBILE INSURANCE, THIS POLICY CONTAINS A PARTIAL PAYMENT OF LOSS CLAUSE.**

THIS CERTIFICATE IS TO CERTIFY THAT THE INSURANCE POLICIES LISTED HAVE BEEN ARRANGED FOR THE INSURED NAMED ABOVE. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS CONTAINED IN THE POLICIES.

c/o 2103 - 11th Avenue  
8th Floor  
Regina, SK S4P 3Z8  
Tel: 1-866-450-2345

Page No. 6 of 6

**AON**

## Melissa Pollock

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**From:** Candace M. Fazakas <candace.fazakas@aon.ca>  
**Sent:** January 21, 2025 9:27 AM  
**To:** Melissa Pollock  
**Subject:** Village of Buena Vista – SUMAssure 2024/2025 Renewal Documents  
**Attachments:** Buena Vista - 2024-2025 SUMAssure A&D Renewal Certificate.pdf; Buena Vista-2024-2025 SUMAssure Renewal Certificate.pdf

*Good Morning Melissa,*

*We are pleased to enclose the following policy documents for the SUMAssure policy renewal from December 31, 2024 to December 31, 2025.*

*1. 2024-2025 SUMAssure Certificate*

*Please note that the following coverages are placed outside of the SUMAssure Insurance Reciprocal with Aon acting as your Broker.*

*1. 2024-2025 AD&D Certificate*

*Please advise our office of any changes, additions or deletions as they occur. This will ensure that your policy information is kept current. As changes are advised, we will provide you with an updated Statement of Values or Schedule of Equipment to review, sign and return.*

***Further to our earlier correspondence, there will be new deductible structure to the equipment breakdown coverage for the December 31, 2024 renewal. Below is a breakdown of the new deductible structure as listed in your policy renewal documents.***

	<i>Previous</i>	<i>Renewal</i>
	<i>5,000</i>	<i>25,000</i>
<i>City insured values greater than \$10M</i>		
	<i>5,000</i>	<i>20,000</i>
<i>Town/City insured values between \$6M and \$10M</i>		
	<i>5,000</i>	<i>15,000</i>
<i>Town insured values between \$2 and \$6M</i>		
	<i>5,000</i>	<i>10,000</i>
<i>Villages insured values greater than \$2M</i>		
	<i>5,000</i>	<i>5,000</i>
<i>Resort Villages insured values less than \$2M</i>		
<i>All Ice rinks</i>	<i>10,000</i>	<i>25,000</i>

***NOTE this is applicable only to the equipment breakdown portion of your policy and all other deductible structures on other lines will remain the same. We realize that these changes are impactful to all members and attached are resources that your community can utilize to help prevent or lessen the impact from these types of losses.***

*Please note that your policy contains exclusions and/or restrictions that may affect amounts payable in the event of a loss. Please review your policy carefully and advise our office if you have any questions. A full copy of the wordings are available upon request.*

*If you have any questions, please do not hesitate to contact your SUMAssure representative at our toll-free number, 1-866-450-2345.*

*Yours truly,*

A handwritten signature in dark ink, appearing to read 'K. Madden', with a long horizontal flourish extending to the right.

*Kevin Madden  
SUMAssure Insurance Reciprocal  
Principal Attorney*

**Candace Fazakas, CIP CAIB**  
**Assistant Vice President | Associate Account Executive**  
**Aon Canada**  
2103- 11th Avenue, Suite 800, Regina, SK S4P 3Z8, Canada  
Tel: +1.306.569.6702 | Fax: +1.306.359-0387  
[candace.fazakas@aon.ca](mailto:candace.fazakas@aon.ca)

The highest compliment our clients can give us is the referral of their family, friends and business associates. Thank you for your loyalty.



Hello Melissa,

I am reaching out on behalf of Ashley Wyatt and the team from Wyatt Engineering. We are looking forward to meeting you and your team.

Both Hickey Consulting and Wyatt Engineering (WE) reps are available Thursday January 30<sup>th</sup> for a kick off meeting (in person) at your office. I can also include a Microsoft Teams link with the appointment should there be any team members that need to join remotely.

Please let me know Thursday at 10:00 am works for you and your team. If not, do you have a preference with day/time?

Looking forward to hearing back from you, thank you.

**Erin Turner, PMP**

Senior Project Manager

**Wyatt Engineering Ltd.**

Box 802

White City, SK S4L 5B1

Direct: (306) 520-5433



Wyatt Engineering Ltd. is a SECOR certified company and has developed and maintained industry-leading safety standards.

The content of this email is the confidential property and should not be copied, modified, retransmitted, or used for any purpose without the written approval from Wyatt Engineering Ltd. If you are not the intended recipient, please notify us immediately.

ü Please consider the environment before printing this email.

## WATERWORKS ASSESSMENT COST SHARING AGREEMENT

**BETWEEN:**

*VILLAGE OF BUENA VISTA  
1050 Grand Ave  
Buena Vista, SK. S0G 4C0*

(hereinafter called the "Municipality" )

**AND:**

*ANCHORPOINT LTD.  
PROPOSED BELLERIDGE  
SUBDIVISION DEVELOPER*

(hereinafter called the Developer")

(collectively, the "Parties")

This agreement made in duplicate this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

Between:

The Urban Municipality of the Village of Buena Vista, a municipal corporation in the Province of Saskatchewan

-And

Anchorpoint Ltd., Developer of Proposed Belleridge Subdivision

**WHEREAS** pursuant to the provisions of The Municipalities Act, S.S. 2005, c. M-36.1 (the Municipalities) and

**WHEREAS** the parties named above desire to associate with each other for the purpose of cost sharing the expenses incurred to hire a consultant to develop a Waterworks Assessment and

**WHEREAS** the parties named above adhere to this agreement and will remain working together until the Waterworks Assessment is completed and approved by the appropriate parties

**NOW THEREFORE**, in consideration of the mutual covenants, terms and conditions contained herein, the parties hereto agree as follows:

1. The preamble hereto shall form an integral part of this agreement.
2. The respective contribution of each party to the expenses incurred in hiring a consultant to complete the Waterworks Assessment will be 100% of the total cost split into even shares of 50% each to the parties being the Municipality and the Developer.
3. The respective contributions are to be provided to the Municipality.
4. The Developer shall provide their entire respective contribution to the Municipality upon

receipt of copy of the invoice from the Consultant upon completion of the Assessment.

5. Upon signing of this agreement both parties agree that any funds contributed for the duration of this agreement will not be reimbursed in the event that the Developer withdraws from the agreement.
6. The parties agree to perform and do all acts necessary in order to authorize, execute and perform this agreement.
7. It is further understood and agreed that ownership of the Waterworks Assessment is solely that of the Village of Buena Vista.

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement.

On behalf of the Village of Buena Vista

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

On behalf of Developer of Proposed Belleridge Subdivision, Matthew Butz

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature



January 15, 2025

To: Mayor and Council  
Village of Buena Vista

From: Larry Hall  
Chair LMLCC

In 2023 the Last Mountain Lake Cultural Centre made a request to IMUC for financial support. This was because inflation has affected the centre the same as the rest of the population. We believe that the centre provides a service to all of the communities in the south shore area. No differently than the other services funded by IMUC.

We were very grateful that the village council provided a grant of \$5000.00 to assist with the costs of operating the centre 2024. Our request is that the council will again in 2025 provide the same support again.

Thank you for consideration. We at the centre continue to strive to provide first class galleries, and cultural experiences for all residents of the south shore.

A handwritten signature in black ink, appearing to read 'L R Hall', is written in a cursive style.

L R Hall



## VILLAGE OF BUENA VISTA

### Briefing Note

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<b>To:</b>	Mayor and Council
<b>Date:</b>	January 23, 2025
<b>Subject:</b>	Last Mountain Lake Cultural Centre (LMLCC) Request for Financial Support

#### **BACKGROUND:**

*The Village of Buena Vista recognizes the benefits that local volunteers and groups provide our community. All requests for contributions should be treated in a consistent, fair and equitable manner. It is important to be diligent when considering making donations with ratepayer money. Residents have the right to expect that tax dollars will be expended in a manner that is fair, justifiable and holds grounds accessing public funds.*

**CONSIDERATIONS:** *How would this donation benefit the Village as a whole? Does it benefit the majority of ratepayers, and would it have a high level of community acceptance?*

*A maximum donation amount should be set each year during the budget process and considered when requests are received; and consideration for administration to draft a Donation Policy for the next meeting (before approving any donations for the 2025 budget year).*

*A donation policy would:*

- *Establish funding criteria*
- *Provide council and staff with clear direction in considering and responding to requests for assistance*
- *Provide a fair and equitable process for the support of community initiatives that enhance the quality of life for the residents of the Village*
- *Provide a process which allows Council and administration to maintain a more equitable distribution of donations*
- *Secure an open and transparent decision-making process*

*A donation request application form could be created with the policy to ensure all requests provide the details required to make a fair decision. Then an evaluation checklist for administration to complete for Council prior to being taken to Council for decision can also be created. This would streamline the process and make it fair for all requests.*

**RECOMMENDATION:** *That Council have Administration draft a Donations Policy for the next Council meeting, and put on hold the donation request until such policy is in place/until Council has decided what they plan to set aside for donations for the 2025 year, etc; and set a maximum donation amount for the 2025 budget.*



Box 479,  
10 Aspen Bay  
Lumsden, Saskatchewan  
S0G 3C0

Ph: 306-540-2485  
ldhhchair@gmail.com

Date: December 20, 2024

Dear Council Members,

We hope this letter finds you well. As an integral part of our region, your municipality plays a vital role in shaping the future of our communities. Lumsden & District Heritage Home is reaching out to explore an exciting opportunity for collaboration in maintaining and enhancing long-term care services within our area.

We invite your council to consider becoming involved in our efforts to strengthen and build upon the essential care services we provide. Together, we can ensure the sustainability and growth of long-term care resources for the benefit of current and future residents.

If your municipality is interested, we would be happy to attend one of your upcoming council meetings to share more about our new governance structure, as well as our vision and goals for the future. This would be a valuable opportunity to discuss how we can work together to address the needs of our communities.

Please let us know if your council is open to meeting, and we would be pleased to coordinate a time that works best for you.

Thank you for considering this important initiative. We look forward to the opportunity to collaborate and build a stronger future for our region.

Sincerely,

Byron Tumbach  
Chair, LDHH

***Mission:*** To provide quality care, based on best practices, in a safe and supportive community.

***Vision:*** Centre of excellence for community-base care.



## VILLAGE OF BUENA VISTA Briefing Note

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<b>To:</b>	Mayor and Council
<b>Date:</b>	January 23, 2025
<b>Subject:</b>	Councillor Benefits

### **BACKGROUND:**

*The Village has always opted out of having Life & Accidental Death insurance, as well as benefits, on Councillors.*

### **CONSIDERATIONS:** *Does Council wish to add Life Insurance & Accidental Death ?*

*In order to be able to offer this every Council member must enrol. Councillors cannot have anything in the benefits plan that is over and above what staff have, and there is no disability coverage. Life & AD&D is mandatory, however, can opt out individually for dental, etc. but have to provide evidence that you have coverage elsewhere if you do.*

**RESOLUTION:** *If Council decides they want this, a resolution must be passed in order to add group benefits.*



## Wascana & Upper Qu'Appelle Watersheds Association Taking Responsibility, Inc.

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January 21, 2025

Mayor Karen L. Smith  
Village of Buena Vista  
1050 Grand Avenue  
Buena Vista, SK, S2V 1A2

### **Re: 2025 Membership**

Dear Mayor Smith,

We need your help with watershed conservation and management in Saskatchewan.

Membership with WUQWATR converts your support of conservation into actions that inspire and protect water quality and quantity in and around our rivers, lakes, and streams.

Water management issues have been crucial in Saskatchewan for decades.

Challenges range from excess water and the need to drain, to managing drought and battling invasive species. These challenges influence our environment and our lives by affecting our homes, our livelihood, and our recreational activities.

You are invited to learn more about WUQWATR's work by attending our annual general meeting:

### ***SAVE THE DATE!***

**Annual General Meeting  
1:30 p.m. April 25, 2025  
Manitou Springs Resort and Mineral Spa  
302 MacLachlan Avenue  
Manitou Beach, Sask.**

In collaboration with watershed residents, we deliver meaningful programming and broad-scope advice for sustainable watershed management. WUQWATR's influence covers one of the largest and most populated areas of Saskatchewan with boundaries that extend from Humboldt to the north, Tyvan to the south, Central Butte to the west and Balgonie to the east. This area includes 109 communities and covers 23,443 square kilometers!

Our members include rural and urban municipalities, resort villages, industry, conservation and development (C&D) associations, towns and cities, and many individual residents.

WUQWATR has collaborated with corporations and non-profits such as Mosaic and Water Rangers for our *Citizen Science Program*, Nutrien that supports our *ALUS Program*, Nature Regina, all of which help to inform and provide programming for producers and youth about watersheds and wetlands.

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www.wuqwatr.ca    info@wuqwatr.ca    306-946-6533

PO Box 965 Regina, Saskatchewan S4P 3B2





## Wascana & Upper Qu'Appelle Watersheds Association Taking Responsibility, Inc.

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Since 2008 when WUQWATR was established, we have:

- provided financial assistance to guide landowners and producers to convert more than 1,000 projects on marginal farmland into productive ecosystems. WUQWATR is the third largest of 38 ALUS Canada community projects in the country.
- provided guidance and delivered community workshops that raised awareness and promoted sound watershed management.
- monitored and sampled for aquatic invasive mussels in Last Mountain, Buffalo Pound, Humboldt, Little Manitou and Wascana lakes, and the Qu'Appelle River.
- restored, designed, and implemented shoreline riparian area health enhancements.
- guided boat owners through the *Clean, Drain, Dry Your Boat* program to help prevent aquatic invasive species.
- delivered the community Saskatchewan *Trees for Life* program on behalf of the Saskatchewan Association of Watersheds.
- sampled for water nutrients with the University of Saskatchewan and the Water Security Agency and provided additional advice and personalized watershed service to residents!

To continue this work, and more, we need your help by becoming a member of WUQWATR. For your consideration an invoice for 2025 membership is attached. Please consider joining WUQWATR as we work together to conserve our watersheds.

Please contact Nathan Avery, Programs Lead at WUQWATR, 306.552.3560 or by email at [nathan@wuqwatr.ca](mailto:nathan@wuqwatr.ca) if you have questions or would like more clarification of our work.

Thank you for your anticipated support.

Sincerely,

David Sloan  
Chair, Board of Directors  
WUQWATR





## VILLAGE OF BUENA VISTA

### Briefing Note

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<b>To:</b>	Mayor and Council
<b>Date:</b>	January 23, 2025
<b>Subject:</b>	FCM Membership Renewal

**BACKGROUND:**

*The Village has previously opted into having an Federation of Canadian Municipalities (FCM) Membership.*

**CONSIDERATIONS:** *Does Council wish to continue to have this membership? Please see supporting documents for an overview of what the benefits of being a member are. Also attached is the invoice if we choose to renew.*

**RESOLUTION:** *THAT Council approve (or decline) to have the FCM Membership renewed for the 25 year.*

# Through thick and thin, your communities are always in good hands with FCM

The **Federation of Canadian Municipalities (FCM)** is the national voice of local governments, leading the way in empowering municipalities to enhance the quality of life for all Canadians.

**We get results because we unite over 2,000 cities and communities, representing 92 percent of Canadians.** For over a hundred years, FCM has been the pillar that municipalities have relied on. We are their most trusted partner to bring change locally and nationally.



## What FCM does for members

- › We **unite and advocate** for local governments of all sizes to shape the national agenda and deliver tools for your communities.
- › We have a strong agenda for change through the development of a new **Municipal Growth Framework**—a revenue tool that is linked with Canada's growing population and economy.
- › We provide **funding, programs, training and resources** that empower municipalities to innovate and succeed.
- › We connect **local leaders** with **networking opportunities** like our world-class conferences.



## Additional benefits of membership

- › Exclusive tools, tips and analysis to help you serve your community
- › Informative updates on key federal-municipal issues
- › The support of thousands of municipal colleagues
- › Valuable networking opportunities with federal representatives, stakeholders and FCM's corporate partners
- › Insider information and discounted rates on FCM's annual conference and other events
- › The opportunity to shape FCM's advocacy efforts



## What FCM has achieved for members

FCM has a **proven track record of advocating for the needs of municipalities** to the federal government. Amid a context of uncertainty, local leaders can rely on FCM to bring municipal priorities to the federal agenda.

We have secured funds to help municipalities **provide more housing** to those who need it most. By securing these funds, FCM is helping municipalities tackle homelessness and addressing the ongoing issues of encampments seen throughout the country.

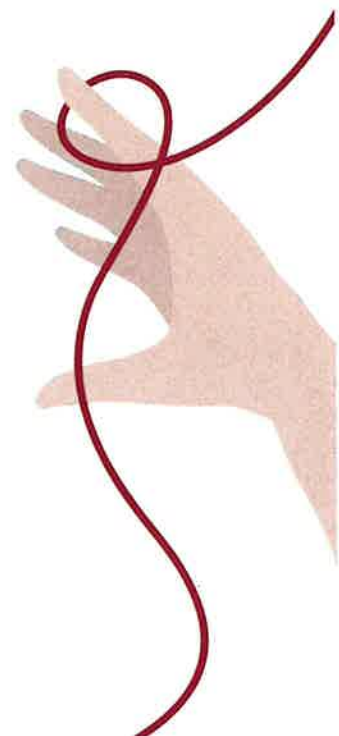
We are also actively championing your local infrastructure priorities by advocating for continued funding of the **Canada Community Building Fund** and the **Canada Housing Infrastructure Fund**, all while pushing for the next generation of infrastructure programs.

We're continuing our work with the **Green Municipal Fund**. In 2024, two new initiatives were launched: the **Growing Canada's Community Canopies**, which supports the planting of at least 1.2 million trees, as well as the **Local Leadership for Climate Adaptation** program, where local governments are provided funding for long-term climate resiliency projects.

But that's not all—we are empowering local governments to make on-the-ground changes for a more resilient Canada through the development of a new **Municipal Growth Framework**. Parliamentarians recognize FCM as a key stakeholder and know that this Framework will allow municipalities to tackle Canadians' challenges without increasing their taxes.

**Joining FCM means playing a decisive role in the future of communities of all sizes. It means collaborating as a team to further reinforce the foundation of a country that reflects us, unites us and fills us with pride.**

**To learn more about the benefits of an FCM member, visit [fcm.ca/membership](https://fcm.ca/membership).**





FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

**Membership Invoice  
2025-2026  
Facture d'adhésion**

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

**Lorna Davies**  
**Village of Buena Vista**  
**1050 Grand Avenue**  
**Buena Vista, SK, S2V 1A2**  
**Attn: Administrator**

**INVOICE / FACTURE:** INV-43972-P7Y9C3  
**DATE:** 11/18/2024  
**ACCOUNT / COMPTE:** 35522  
**DUE DATE / DATE LIMITE:** 03/31/2025

ITEM / DESCRIPTION	QTY / QTE	RATE / TAUX	SUB-TOTAL / SOUS-TOTAL	GST / TPS	TOTAL
Base fee per your population / Taux de base selon votre population	1	\$140.00	\$140.00	\$7.00	\$147.00
Per capita dues calculated per your population / Frais de cotisation calculés selon votre population	646	\$0.2263	\$146.19	\$7.31	\$153.50
<b>TOTAL</b>			\$286.19	\$14.31	\$300.50

**PAID AMOUNT / MONTANT PAYÉ:** \$0.00  
**BALANCE DUE / MONTANT DÛ:** \$300.50

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

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

**[accountsreceivable@fcm.ca](mailto:accountsreceivable@fcm.ca)**

**PAYMENT / PAIEMENT**

**Electronic Funds Transfer / Transfert électronique de fonds**

Royal Bank of Canada (RBC)/Banque Royale du Canada

Institution Number/Numéro de l'institution: **003**

Transit Number/Numéro de transit: **00006**

Account Number / Numéro de compte: **1113307**

**Cheque payable to / Chèque à l'ordre de**

Federation of Canadian Municipalities

Fédération canadienne des municipalités



## A message from FCM and SUMA

**Dear elected officials and members of SUMA,**

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

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

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

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

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

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

Thank you.

A handwritten signature in black ink that reads "Randy Goulden".

**Randy Goulden**  
President, SUMA

A handwritten signature in black ink that reads "Rebecca Bligh".

**Rebecca Bligh**  
President, FCM





FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

## SUMA Travel Fund Invoice

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

Davies, Lorna

Village of Buena Vista

1050 Grand Avenue

Buena Vista, SK, S2V 1A2

Attn: Administrator

Invoice / Facture: ORD-69354-L7L6R4

DATE: 11-28-2024

ACCOUNT/COMPTE: 35522

DUE DATE/DATE LIMITE: 03-31-2025

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

### PAYMENT / PAIEMENT

By cheque payable to / Par chèque à l'ordre de

Federation of Canadian Municipalities

Fédération canadienne des municipalités

HST # / No. de TVH: 11891 3938 RT0001

QST # / No. de TVQ: 1202728231DQ0001

By Electronic Funds Transfer/Par transfert électronique de fonds

Royal Bank of Canada (RBC) / Banque Royale du Canada

Institution Number / Numéro de l'institution: 003

Transit Number / Numéro de transit: 00006

Account Number / Numéro de compte: 1113307

accountsreceivable@fcm.ca/comptesrecevables@fcm.ca





## VILLAGE OF BUENA VISTA Briefing Note

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<b>To:</b>	Mayor and Council
<b>Date:</b>	January 28, 2025
<b>Subject:</b>	Tax Enforcement

**BACKGROUND:** *At the January 14, 2025 meeting Council passed the resolution to proceed with the 6 month notice to 5 registered owners by registered mail. One property was missed on that list.*

**ACTION:** *Council to authorize proceeding with Tax Enforcement Steps for the one missed property and make a resolution to allow this to happen.*

*Upon the resolution, TAXervice will proceed with the next phase of tax enforcement, service of the 6-month-notice to the registered owner by registered mail.*

**MOTION:**

THAT Council authorize TAXervice under s22(1) of *The Tax Enforcement Act*, on or after January 26, 2025, to commence proceedings to request title with respect to the following described land:

LOT 2-BLK/PAR 4-PLAN 62R07755