

AGENDA
Village of Buena Vista
Regular Council Meeting on December 10, 2024 at 7:00 p.m.
1050 Grand Avenue,
Buena Vista, Saskatchewan

CALL TO ORDER

APPROVAL OF AGENDA

ADOPTION OF MINUTES

- Minutes of Regular Council Meeting – November 12, 2024

APPROVAL OF ACCOUNTS PAYABLE

- List of Accounts for Approval – Batch 2024-00098 to 2024-00103
- Payroll – Public Works November 10 -23, 2024; Admin November 16-30, 2024

REPORTS OF STAFF

- Administration Report
- Public Works Report
- Water Treatment Plant Daily Record – November 2024

NEW BUSINESS

- Joint Use Committee Minutes – October 28, 2024
- Project Concept – Edgewood Phase II Proposal
- Waterworks Assessment Proposal
- Municipal Revenue Sharing (MRS) Declaration of Eligibility for 2025-26 MRS Grant
- Canada Summer Jobs Grant
- Cost of Living
- Rink Shack Replacement of Damaged Door
- Amendment to On-Call Duty Policy No. 20-2024
- Performance Management Policy No. 21-2024
- IMUC Debrief & Draft Minutes of December 4, 2024

CORRESPONDENCE

- Regional Bylaw Services – November 27, 2024
- Regina Beach Local Library Board Meeting Minutes – November 18, 2024
- Southeast Regional Library Trustee Telegraph – October 26, 2024

OVERVIEW OF MEETING

ADJOURNMENT

**Village of Buena Vista
MINUTES OF REGULAR MEETING
NOVEMBER 26, 2024
1050 Grand Ave, Buena Vista, SK**

PRESENT: Mayor Karen Smith, Councillor Chris Duke, Councillor Spence Miller, Councillor Bob Sax

ADMINISTRATION: Acting Chief Administrative Officer Melissa Pollock

ABSENT WITH REGRETS: Councillor Steven Schultz

CALL TO ORDER:

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

ADOPTION OF AGENDA:

359/24 THAT the November 26, 2024 agenda be adopted with the following addition:
Airbnb's

**Moved by Councilor Duke
Seconded by Councilor Sax**

CARRIED

ADOPTION OF MINUTES:

360/24 THAT the Minutes of the Regular Meeting of Council of November 12, 2024 be adopted as presented.

**Moved by Councilor Duke
Seconded by Councilor Miller**

CARRIED

APPROVAL OF ACCOUNTS PAYABLE:

361/24 THAT Council approve the following accounts for payment: AP Batches 2024-00094 to 2024-00097, which includes all cheques, credit card, and online payments for a total amount of \$26,809.25.

**Moved by Councilor Duke
Seconded by Councilor Sax**

CARRIED

362/24 THAT Council approve the following payrolls:
Public Works October 27 – November 9, 2024 in the amount of \$5,723.66
Administration November 1 - 15, 2024 in the amount of \$4,639.52

**Moved by Councilor Duke
Seconded by Councilor Miller**

CARRIED

REPORTS OF STAFF:

363/24 THAT Council accepts the Administration report as presented.

**Moved by Councilor Duke
Seconded by Councilor Sax**

CARRIED

364/24 THAT Council move to amend the agenda to deal with an item relating to material that is exempt from Public discussion under *The Local Authority Freedom of Information Act and Privacy Act* and *The Municipalities Act*, and go into In Camera at 7:31 p.m.

**Moved by Councilor Duke
Seconded by Councilor Sax**

CARRIED

365/24 THAT Council come out of In Camera at 8:02 p.m. and proceed with the agenda order.

**Moved by Councilor Duke
Seconded by Councilor Miller**

CARRIED

366/24 THAT Council accepts the Public Works report as presented.

Moved by Councilor Sax
Seconded by Councilor Miller

CARRIED

NEW BUSINESS:

367/24 THAT the following Council appointments be made for the remainder of 2024 and 2025:

- Buena Vista Parks & Recreation Board: *Councillor Bob Sax and Councillor Steve Schultz*
- Regina Beach Library Board: *Councillor Spence Miller*
- IMUC (Inter-Municipal Utility Committee: *Mayor Karen Smith and Councillor Chris Duke*
- Deputy Mayor:
 - January – March: *Councillor Chris Duke*
 - April – June: *Councillor Bob Sax*
 - July – September: *Councillor Spence Miller*
 - October – November: *Councillor Steve Schultz*

Moved by Councilor Miller
Seconded by Councilor Duke

CARRIED

368/24 THAT Council authorize the removal of Gary McLennan as signing officer with RBC and add Mayor Karen Smith with signing authority to be as follows:

- First signing authority to be Mayor Karen Smith; second signing authority to be Councillor Steven Schultz in the mayor's absence.
- First signing authority to be Acting Chief Administrative Officer (CAO) Melissa Pollock; second signing authority to be Assistant Chief Administrative Officer Catherine McConnell in Acting CAO's absence.

Moved by Councilor Sax
Seconded by Councilor Miller

CARRIED

369/24

THAT Council approve Christmas closure for all staff as follows:

- December 24th at noon until January 1, 2025 inclusive, with paid half day for December 24th

Moved by Councilor Sax

Seconded by Councilor Duke

CARRIED

370/24

THAT Council authorize Administration to formalize a temporary snow removal agreement with Kinookimaw Beach Association; and FURTHER that costs reflect current costs, including time and material.

Moved by Councilor Duke

Seconded by Councilor Miller

CARRIED

371/24

THAT Council direct Administration to gather information and bring back options for handling short term rentals within the Village.

Moved by Councilor Sax

Seconded by Councilor Duke

CARRIED

CORRESPONDENCE:

372/24

THAT Council receives and files the following communications:

- Regional Bylaw Services Report of November 13, 2024
- South Shore First Responders Board Meeting Minutes, Treasurer Report and Budget – October 8, 2024

Moved by Councilor Sax

Seconded by Councilor Miller

CARRIED

ADJOURNMENT:

373/24 THAT the meeting be adjourned at 9:28 p.m.

**Moved by Councilor Duke
Seconded by Councilor Sax**

CARRIED

Mayor

Acting Chief Administrative Officer

Date Printed
12/06/2024 3:53 PM

Village of Buena Vista
List of Accounts
Batch: 2024-00098 to 2024-00103

Page 1

Bank Code - AP - AP-General Oper

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
11185 341	12/10/2024	Gourlay & Associates 520-260-100 - PS -Bylaw Enforc	Bylaw Services -Nov x2	324.36	
		110-340-110 - GST Receivable	Both Tax Code	15.30	
		900-110-110 - GST Paid	Both Tax Code	15.30 NL	339.66
11186 8649	12/10/2024	Hyvac Sewer Service Ltd. 585-295-200 - UT- Sewage Pur	Edgewood Septic Removal	2,991.06	
		110-340-110 - GST Receivable	GST Tax Code	149.55	
		900-110-110 - GST Paid	GST Tax Code	149.55 NL	3,140.61
11187	12/10/2024	VOID - Duplicated			
11188 Oct-Nov	12/10/2024	McLennan, Gary 510-110-154 - GG - Council Rer	McLennan Remun -Oct-Nov	450.00	450.00
11189 Nov 2024	12/10/2024	Muir Barber Ltd. 580-430-100 - UT - Supplies/Srr	WTP -Batteries -Instrument	18.96	
		530-410-100 - TS - Shop Suppli	Fasteners/Washers/Bits	37.41	
		537-420-100 - TS - Equip. Repa	Sander -Hose/Conec/Ball V	25.80	
		537-420-100 - TS - Equip. Repa	Sander -Wire	10.48	
		510-490-100 - GG - Maint. - Offi	Paint/Supplies -Mem Bnch I	76.12	
		110-340-110 - GST Receivable	Both Tax Code	7.95	
		900-110-110 - GST Paid	Both Tax Code	7.95 NL	176.72
11190 Nov 2024	12/10/2024	Papa Geordies Gas & Grocery 580-410-100 - UT - WTP Office/	WTP - Soap	4.55	
		580-430-100 - UT - Supplies/Srr	Distilled Water x2	6.64	
		510-410-140 - GG - Office/Clear	Toilet Paper	9.00	
		530-425-111 - TS - Fuel	Fuel - Nov	715.05	
		110-340-110 - GST Receivable	Both Tax Code	0.63	
		900-110-110 - GST Paid	Both Tax Code	0.63 NL	
		110-340-110 - GST Receivable	GST Tax Code	35.75	
		900-110-110 - GST Paid	GST Tax Code	35.75 NL	771.62
11191 2025	12/10/2024	Southeast Regional Library 570-500-130 - R&C - Regional L	2025 Library Fees Inst. #1	4,764.25	4,764.25
11192 Oct-Nov	12/10/2024	Ziglo, Michael 510-110-185 - GG - Council Rer	Ziglo Remun -Oct-Nov	390.00	390.00
11193 Oct. 2024	12/10/2024	JRA Construction Services Ltd. 580-290-105 - UT - WTP - Cont	Crbstp Hydrovac -118 Lak	617.00	
		580-290-105 - UT - WTP - Cont	Crbstp Replc -1188 Grand /	3,517.56	
		580-290-105 - UT - WTP - Cont	Crbstp Replc -1248 Grand /	3,715.69	
		530-290-100 - TS - Maint. - Con	Mowing Highway Ditches	1,624.80	
		530-290-100 - TS - Maint. - Con	Hydrovac/Locate Culvert -11	895.30	
		110-340-110 - GST Receivable	Both Tax Code	490.47	
		900-110-110 - GST Paid	Both Tax Code	490.47 NL	10,860.82
Total Computer Cheque:					20,893.68

Date Printed
12/06/2024 3:53 PM

Village of Buena Vista
List of Accounts
Batch: 2024-00098 to 2024-00103

Page 2

Total AP: 20,893.68

Date Printed
12/06/2024 3:53 PM

Village of Buena Vista
List of Accounts
Batch: 2024-00098 to 2024-00103

Page 3

Bank Code - CC - CC - Credit Card

CREDIT CARD

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
122024 CA432J5UMR2	12/05/2024	Amazon			
		510-410-140 - GG - Office/Clear	Office -Solar Spotlights x2	61.04	
		110-340-110 - GST Receivable	Both Tax Code	2.88	
		900-110-110 - GST Paid	Both Tax Code	2.88 NL	63.92
122024-001 V-1674	12/05/2024	ICESoft Technologies Holdings Ltd.			
		510-410-190 - GG - Office - Soft	Voyent Alert . Nov 2024-No	2,862.00	
		110-340-110 - GST Receivable	Both Tax Code	135.00	
		900-110-110 - GST Paid	Both Tax Code	135.00 NL	2,997.00
122024-002 12954-1	12/05/2024	Klempp Plumbing & Heating			
		535-400-110 - TS - Const. - Bldg	Shop -Heater Service	314.29	
		110-340-110 - GST Receivable	Both Tax Code	14.83	
		900-110-110 - GST Paid	Both Tax Code	14.83 NL	329.12
122024-003 128787	12/05/2024	OWZW Lawyers LLP			
		510-210-127 - GG - ISC - Title S	Parcel Tie -R#493	282.54	282.54
122024-004 490192	12/05/2024	Security Key & Lock Service			
		510-220-100 - GG - Office Maint	WTP -Lock Cylinder Service	345.67	
		110-340-110 - GST Receivable	Both Tax Code	16.31	
		900-110-110 - GST Paid	Both Tax Code	16.31 NL	361.98
Total Credit Card:					4,034.56
Total CC:					4,034.56

Date Printed
12/06/2024 3:53 PM

Village of Buena Vista
List of Accounts
Batch: 2024-00098 to 2024-00103

Page 4

Bank Code - EFT - EFT - Direct Deposit

WIRE TRANSFER

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1 7027944/70279	12/05/2024	Flocor 580-250-100 - UT - Water - Merr 580-295-105 - UT - Water - Other 110-340-110 - GST Receivable 900-110-110 - GST Paid	Neptune-Software Maint 20 Neptune-Sftwr Sub 2025-Jan Both Tax Code Both Tax Code	2,985.65 3,508.12 306.31 306.31 NL	6,800.08
2 2024-00147	12/05/2024	Town Of Regina Beach 540-200-115 - EH- Lagoon Proj	Lagoon Proj Loan -Dec	5,696.31	5,696.31
3 Dec	12/05/2024	R.M. Lumsden No. 189 510-210-100 - GG - Council - Tr	Governance Seminar -Myr	50.00	50.00
4 INV436582	12/05/2024	Success Office Systems 510-430-100 - GG - Office Printi 510-410-140 - GG - Office/Clear 110-340-110 - GST Receivable 900-110-110 - GST Paid	Copier Printing -Sept-Nov 2 Copier Lease -Dec 1/24-Feb Both Tax Code Both Tax Code	248.25 795.00 49.21 49.21 NL	1,092.46
5 2411309	12/05/2024	Professional Bldg. Insp. Inc. 525-230-110 - PS - Building Insp 110-340-110 - GST Receivable 900-110-110 - GST Paid	PBI Fees -Nov GST Tax Code GST Tax Code	80.00 4.00 4.00 NL	84.00
Total Wire Transfer:					13,722.85
Total EFT:					13,722.85

Date Printed
12/06/2024 3:53 PM

Village of Buena Vista
List of Accounts
Batch: 2024-00098 to 2024-00103

Page 5

Bank Code - OB - OB - Online Banking

ONLINE BANKING

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
122024	12/05/2024	RBC			
Nov Statement		510-290-100 - GG - Cont. - Banl	Nov -Activity Fee-A#156	274.15	
		510-290-100 - GG - Cont. - Banl	Nov -Deposit Fee -A#116	7.00	281.15
122024-001	12/05/2024	SaskTel			
Nov		510-300-155 - GG - Office Secu	Office Security -Nov	29.95	
		510-300-140 - GG - Office - Tele	Office Phone -Nov	276.63	
		580-300-195 - UT - Telephone/i	WTP Internet -Nov	55.90	
		580-300-195 - UT - Telephone/i	WTP Phone -Nov	56.79	
		510-300-140 - GG - Office - Tele	Office Fax -Nov	45.18	
		530-300-130 - TS - Workshop -	Shop Phone -Nov	72.81	
		110-340-110 - GST Receivable -	Both Tax Code	25.34	
		900-110-110 - GST Paid	Both Tax Code	25.34 NL	562.60
Total Online Banking:					843.75

Total OB:	843.75
Grand Total:	39,494.84

Certified Correct This December 5, 2024

Mayor

Administrator

Deposit Register

Pay group : 002 (Public Works)

Pay period : 24 (10Nov2024 to 23Nov2024)

Cheque date : 29Nov2024

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	29Nov2024	020	Neudeck, Joel	003	3768.15
00000002	29Nov2024	024	Warawa, Lorne D	004	2070.86

Pay Group Totals :

Number of Deposits:2

Total Amount of Deposits:5839.01

Deposit RegisterPay group : **004 (CAO & Assistant)**Pay period : **22 (16Nov2024 to 30Nov2024)**Cheque date : **30Nov2024**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	30Nov2024	026	Guillemin, Karen	002	902.11
00000002	30Nov2024	040	Pollock, Melissa D.	001	2253.66
00000003	30Nov2024	047	McConnell, Catherine M.	002	1635.61

Pay Group Totals :

Number of Deposits:3

Total Amount of Deposits:4791.38



ADMINISTRATION REPORT TO COUNCIL

December 10, 2024 Council Meeting

Melissa Pollock, Acting Chief Administrative Officer

November 23 – December 6, 2024

Updates:

- Melissa and Cate completed Munisoft Balancing Subledgers to GL training
- Cate completed Paymate training
- Cate & Melissa completed Voyent Alert training sessions (Nov 29th & Dec 5th)
- Working with Grainger on sander (cheque not sent) – Grainger head office to be calling me back as they were going to communicate with the Regina branch who has the sander. They also agreed that we could just pick it up and return it on the 30-day return but they were going to try to complete that without having to pick it up.

Completed work this period:

- Work with TAXservice on tax enforcement properties
- Work on Records Retention
- CAO organizing/assigning of duties, meetings, etc. for Public Works
- Work on Bank Recs / going through GL accounts / year end preparations
- Information provided to contracted person for subdivision & she has begun an overview of everything
- Rezoning Parcel K – 2nd Public Notice set to go in newspaper Jan 6th week with Public Hearing to be held on January 14th
- Drafted agreement for temporary snow removal services for Kinookimaw – they have a copy they are reading over
- November utility billing
- Updated the replacement values of the Village's assets (removed assets we no longer have & added new ones that were not listed) for yearly insurance renewal
- Set up Interac e-Transfers to start offering to residents as another payment method (a frequently requested method) – no cost to the Village
- Contact numerous vendors to set up alternative payment methods with the Canada Post disruption - a lot of work with doing this, however, it is a good change in the right direction to continue paying in less costly ways than mailing a cheque (RBC also advised us at our last annual meeting that there is a lot of cheque fraud now)
- RFP (Request for Proposal) started for contracted services for 2025
- Grant research for water study/well/storage
- Booked Damon's Wastewater Level 1 tests
- IMUC meeting (update to be brought to next meeting after draft minutes have been received)
- Ordering of WTP (water treatment plant) equipment required (budgeted)
- Decorated office

Work Priority this week:

- RFP sent out
- Canada Summer Jobs Grant application
- Launch Voyent Alert messaging system
- Bank Reconciliations / balancing of all GL's, etc. in preparation of year end/audit
- Munisoft Balancing Subledgers to GL training (Cate & Melissa) – November 26th
- Sign contract for Contracted person for subdivision & to begin work

Work Planning for this month & Upcoming Months:

- Year end processing
- Finish process for Interac e-Transfers so we can get it out to residents
- Proposed Subdivision – rezoning/water study
- Records Retention
- Bylaw updates drafted / Register with Bylaw Court
- Policies & Health & Safety Program
- Register names for landfill road (Dinu & Rose)
- Asset Management
- Inventory/stock for PW
- Violence Prevention Training for all staff
- 2025 Budget Planning

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



PUBLIC WORKS REPORT TO COUNCIL

December 10, 2024 Council Meeting

Melissa Pollock, Acting Chief Administrative Officer
November 23 – December 6, 2024

Updates:

- Damon working on his Wastewater Collection & Treatment Class 1

Completed work this period:

- City trip for supplies
- Snow Removal / Sanding (numerous days)
- Parts picked up and repair of grader wing
- Service equipment
- Clean off Rink / Started flooding
- City trip for Bobcat supplies / delivered cheques around the city from last cheque run that couldn't be mailed due to postal disruption
- Christmas decorating
- Sanded Kinookimaw Dec 5th

Completed Water/Wells/Sewer work this period:

- Water samples taken to City (weekly tests have to be driven in during the postal disruption)
- Meter reading for November Utility billing
- Coordinated with office to get WTP equipment ordered

Work Priority this week:

- Municipal Utilities annual Sewage Lift Station Assessment & Cleaning booked for Monday
- Snow removal (forecast is looking like a mixed mess)
- Continue flooding rink

Work Planning for this month & upcoming months:

- Damon writes Wastewater Level 1 tests on January 6th
- Tree trimming
- Install new speed signs on landfill road
- Two fire hydrants to be raised
- Fire hydrant installation – reschedule with JRA
- Well house fence
- Complete training as time allows
- Curbstop Project – ongoing
- 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.



VILLAGE OF BUENA VISTA

Briefing Note

To:	Mayor and Council
Date:	December 10, 2024
Subject:	Water Treatment Plant Daily Record

BACKGROUND: *The Water Treatment (WTP) Plant Daily Record is a log of daily water testing that is required for our 'Permit to Operate' the plant. The spreadsheet shows the range that each should be in, so it's a quick look down the columns to ensure the numbers are within the range indicated. If something is not, then we are required to report to Water Security Agency (WSA)....this should be completed by our water operator(s) at the time. The reason for this going to Council is because ultimately, Council is responsible to ensure this is being done and logged, and that we have safe drinking water. The mayor is also responsible for signing this so it must be taken to Council so everyone is aware of what is being signed on behalf of Council.*

Another thing to watch for is when there is a mistake made, that they are just crossing it out and initialing it. We have also asked them to use blue pen to make it easier to tell that it is the original document.

ACTION: *Council should have a look over this to ensure everything is within the limits and then acknowledge that they have by making a motion. The mayor and CAO then sign the original which goes back up to the WTP for filing (this is required to be there). A copy is made for a file in the office.*

MOTION:

THAT Council accept and file the Water Treatment Plant Daily Record for November 2024 as presented.

6.4 gallons per 77 gallons (of 6% Jave) or 3.2 gallons of water if using 12% Chlorine

Day	Time	Chlorine Usage (M ³)	Raw Water Readings (M ³)	Water Meter Readings (M ³)	Volume (M ³)	Tests			Well Water Depth (feet)		Tn max 1.0 NTU	Tn Raw	Iron max 0.12 mg/L	Iron Raw	Mn max 0.12 mg/L	Well Hours	Read by
						CI Free		CI Total	Non-Pumping	Pumping							
						0.1 - 2.0 mg/L	0.5 - 2.0 mg/L										
Forward Prev. Reading																	
1/Nov/24	6:00pm	2.61	266742	238095	68	1.07	1.32	1.30	0.00	0.00	0.10	0.00	0.00	0.00	0.000	10.667.53	LDW
2/Nov/24	4:30pm	2.77	267181	238218	123	1.10	1.30				0.11		0			10673.41	LDW
3/Nov/24	6:00pm	2.16	267366	238317	99	1.17	1.38				0.09					10686.18	LDW
4/Nov/24	4:15pm	1.82	267521	238386	69	1.04	1.31				0.10		0	0.57	0.018	10694.63	LDW
5/Nov/24	6:30pm	2.72	267598	238434	38	1.07	1.29				0.09				10701.74	10697.52	LDW
6/Nov/24	7:30pm	1.87	267794	238514	45	1.12	1.34				0.08		0.04	0.57	0.048	10699.79	LDW
7/Nov/24	7:00pm	1.71	267896	238577	58	1.15	1.33				0.09		0.00	0.59	0.000	10708.10	LDW
8/Nov/24	7:00pm	1.71	268034	238648	71	1.11	1.31		120 1/2		0.10		0.00	0.59	0.000	10713.55	LDW
9/Nov/24	12:50pm	2.41	268238	238750	102	1.23	1.36				0.08					10721.12	LDW
10/Nov/24	2:30pm	2.48	268450	238854	104	1.19	1.37				0.08					10728.99	LDW
11/Nov/24	3:30pm	1.76	268605	238922	68	1.15	1.33				0.08					10734.57	LDW
12/Nov/24	1:15pm	1.76	268753	239099	77	1.16	1.40				0.09		0.00	0.58	0.034	10740.05	LDW
13/Nov/24	4:15pm	1.86	268915	239076	77	1.18	1.31				0.09					10746.13	LDW
14/Nov/24	5:00pm	6.02	269431	239347	271	1.23	1.37				0.09					10749.16	LDW
15/Nov/24	7:00pm	0.78	269447	239373	26	1.27	1.49				0.09		0.01	0.54	0.052	10766.35	LDW
16/Nov/24	4:30pm	1.98	269667	239461	88	1.32	1.18				0.09			0.55		10773.32	LDW
17/Nov/24	10:15pm	1.95	269833	239541	80	1.25	1.39				0.10		0.00	0.00	0.003	10779.40	LDW
18/Nov/24	6:30pm	1.67	269978	239612	71	1.32	1.48				0.08		0.00	0.00		10784.77	LDW
19/Nov/24	12:30pm	3.47	270127	239704	92	1.14	1.36				0.10					10792.02	LDW
20/Nov/24	12:45pm	1.81	270328	239773	69	1.20	1.44				0.10					10797.92	LDW
21/Nov/24	7:00pm	1.48	270495	239855	82	1.23	1.43				0.11					10799.40	LDW
22/Nov/24	3:00pm	1.94	270631	239927	72	1.17	1.43		118.2		0.07			0.00		10802.6	LDW
23/Nov/24	10:15pm	1.43	270745	239981	54	1.27	1.46				0.09				6.20	10802.6	LDW
24/Nov/24	4:45pm	2.50	270959	240089	108	1.32	1.49				0.08				12.80	10802.6	LDW
25/Nov/24	1:15pm	1.73	271104	240156	69	1.40	1.60				0.08		0.00	0.55	0.027	10802.6	LDW
26/Nov/24	3:15pm	1.87	271266	240238	80	1.25	1.55				0.09					30.60	LDW
27/Nov/24	12:00pm	1.38	271386	240303	65	1.25	1.50				0.09					43.00	LDW
28/Nov/24	4:30pm	2.15	271570	240392	89	1.21	1.49				0.09					42.00	LDW
29/Nov/24	7:00pm	0.86	271651	240437	45	1.27	1.38				0.09		0.00	0.58	0.024	44.80	LDW
30/Nov/24	10:30pm	2.18	271829	240520	83	0.99	1.19				0.09					52.00	LDW
TOTALS						0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.000	-	CAO Signature
MIN VALUE						0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.000	-	
MAX VALUE						0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.000	-	
AVG VALUE						#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	Mayor Signature



VILLAGE OF BUENA VISTA

Briefing Note

To:	Mayor and Council
Date:	December 10, 2024
Subject:	Joint Use Committee Minutes – October 28, 2024

BACKGROUND: *Buena Vista has been in a Joint Use agreement since 1990 (see below bylaw). The Joint Use Committee is a committee formed for the purpose of the South Shore Recreation Centre (South Shore School gymnasium/kitchen). The Committee meets quarterly and the CAO has been Buena Vista's appointed member.*

Since I have previously sat on this committee for 6 years (as Rec Coordinator for the Town of Regina Beach), I have some good background knowledge of the workings, and history of it.

I have also attached the 2024 Budget so that you can all have an idea of what we pay annually.

ACTION: *Council is required to approve the minutes.*

MOTION:

THAT Council accept and file the Joint Use Committee Meeting Minutes of October 28, 2024.

MINUTES

81st REGULAR MEETING

JOINT USE COMMITTEE

Held at the Town of Regina Beach Office/Zoom

October 28, 2024 @ 4:00 P.M.

Call to Order		Meeting was called to order by Sandi Metz at 4:02 p.m.
Attendance:	Present:	Sandi Metz (Regina Beach Representative), Verne Barber (PVSD Representative), Lyle Stecyk (PVSD Representative), Janelle Law (South Shore Principal), Stephanie Caswell (Recreation Director)
	Absent:	Bob Ballantyne (PVSD Representative), Melissa Pollock (Village of Buena Vista Representative) and Tina Blahitka (Secretary),
	Guests:	
Approval of Agenda:	Barber/Law	That the agenda be approved. Carried.
Approval of Minutes	Barber/Law	That the minutes of the 80 th Regular Meeting held May 6, 2024 be approved Carried
<u>Pending Business:</u>		
Gas Stove	Action: Caswell/Metz	Tabled until next meeting.
Dishwasher	Discussion: Committee Action: Stecyk	Lyle will look into pricing for a mid-range priced triple sink. He will also keep an eye on McDougall Auctions.
Joint Use Committee Bank Account	Blahitka/Caswell	Stephanie reported that electronic transfers has become the payment option of choice by renters and is working good.
<u>New Business:</u>		
Request to Move Joint Use Garbage Can	Discussion: Caswell Action: Janelle/Lyle	Stephanie had a quest by the SCC to move the Joint Use garbage can from the back door of the school. Will look into a new spot for the can.

Air Conditioner Foyer

Discussion: Caswell

This summer a PVSD maintenance worker fixed the air conditioner in the Foyer for camp. We did not know that the foyer had air and it made the camp much more pleasurable.

PVSD Election

Barber

Verne Barber will not be at our next joint use meeting as he will not be running in the next PVSD election. There will be a new representative in January.

Next Meeting

The next meeting was set for January 13, 2025 at 4:00 pm at the Town of Regina Beach office.

Adjournment: 4:22 p.m.

Barber

That the meeting be adjourned. Carried

Chair Person


Secretary

BYLAW NO. 1/90

A BYLAW TO PROVIDE FOR ENTERING INTO AN AGREEMENT RESPECTING
JOINT USE, DEVELOPMENT AND MAINTENANCE AGREEMENT:

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

- (1) The Village of Buena Vista is hereby authorized to enter into the agreement attached hereto and form part of this bylaw and identified as exhibit "A" with the R.M. of Lumsden No. 189 and the Town of Regina Beach for the purpose stated within the agreement.
- (2) The Mayor and Clerk of the Village of Buena Vista are hereby authorized to sign and execute the attached agreement identified as exhibit "A".




Mayor



Clerk

Certified a true copy
of Bylaw No. 1/90 as
adopted by resolution
of Council on the 13th
day of February, 1990.



Clerk

EXHIBIT "A"

THIS AGREEMENT made this day of , A.D. 1990.

BETWEEN:

THE TOWN OF REGINA BEACH
of Box 10, Regina Beach, Saskatchewan S0G 4C0
(the "Town" hereafter)

OF THE FIRST PART

THE RURAL MUNICIPALITY OF LUMSDEN NO. 189
of Lumsden, Saskatchewan S0G 3C0

OF THE SECOND PART

THE VILLAGE OF BUENA VISTA
Box 154, Regina Beach, Saskatchewan S0G 4C0

OF THE THIRD PART

JOINT USE DEVELOPMENT AND
MAINTENANCE AGREEMENT

1.0 PREMISES

WHEREAS:

1.1 The Town, the RM and the Village (collectively the "Partners" hereafter") are jointly undertaking the construction and operation of a multi-use recreation centre (the "Recreation Centre" hereafter) situated in the Town on the parcel of land set forth and described on Schedule "A" hereto (the "Land" hereafter);

1.2 Fund-raising for construction of the Recreation Centre has consisted primarily of fund-raising through the efforts of the Town;

1.3 The Recreation Centre shall consist of one facility, being a community hall/gymnasium, for the time being;

1.4 Construction of the Recreation Centre has commenced and the partners wish to document the respective rights and obligations of each with regard to the fund-raising, construction, use and maintenance of the Recreation Centre.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the mutual covenants, agreements, warranties, provisos and conditions hereinafter contained and provided for, the parties hereto agree as follows:

2.0 PROPORTIONATE SHARES

2.1 The Partners agree that their respective rights, benefits,

obligations and responsibilities with respect to the fund-raising,
use and maintenance of the Complex shall be apportioned as follows:

2.1.1	Town	65%
2.1.2	RM	10%
2.1.3	Village	25%

(the "Partners' Shares" hereafter)

3.0 CAPITAL COST

3.1 The Partners acknowledge and agree that the monies available
for construction of the Recreation Centre to date have consisted,
primarily of fund-raising efforts of the Town.

3.2 Additional funds shall be obtained by the Partners, in
accordance with the Partners' Shares, as follows:

- 3.2.1 in obtaining grants from federal and provincial
governments, where available for construction and/or
maintenance of the Recreation Centre.
- 3.2.2 by obtaining funds through further private fund-raising
- 3.2.3 by any other means or method the Partners shall deem
necessary or advisable from time to time and which are
required by, or which shall not interfere with, any
governmental grants and the like for the construction,
use and maintenance of the Recreation Centre.

4.0 USE AND MANAGEMENT OF RECREATION CENTRE

4.1 The Joint Use Committee shall consist of three School Board
members, two members from the Town of Regina Beach, and one member from
either the Village of Buena Vista or the R.M. of Lumsden.

4.2 Once the Recreation Centre is available for use, each of the
Partners shall be entitled to use of the Recreation Centre in proportion
to the Partners' Shares.

4.3 In the event that there is either a shortfall or surplus of
funds from time to time for the operation, use, maintenance, repair,
upkeep and management of the Recreation Centre, the Partners agree as

..../3

follows:

- 4.3.1 in the event of a shortfall, each of the Partners shall contribute immediately as and when required, in proportion to the Partners' Shares, such funds as are required to retire such shortfall;
- 4.3.2 in the event of a surplus of funds from time to time, the Partners waive any claim thereto and agree that such surplus funds shall be retained in a reserve fund for future requirements in operating, maintaining, upkeeping, repairing or expanding the Recreation Centre, as the Partners may from time to time determine (such reserve fund hereinafter referred to as the "Reserve Fund").

4.4 The Parties agree that their rights to use of the Recreation Centre and obligations with respect to maintenance, repair, upkeep and management thereof, shall commence on the day of the date that the Recreation Centre is substantially completed (as such term is defined by The Builders' Lien Act and the Recreation Centre is ready for use and operation the "Completion Date" hereafter).

5.0 INDEMNITY

5.1 The Partners agree that each shall be responsible for no more than the amount of each set forth in the Partners' Share, with respect to any claims, costs, damages, expenses, liability, whether in law or in equity, which all or any of such Partners may suffer or incur or be responsible for with respect to the Recreation Centre and each Partner agrees to indemnify and save harmless the other partners to the extent necessary to ensure that each partner is responsible or liable for no more of the same as that set forth and described herein as the Partners' Shares.

6.0 TERMINATION

6.1 This Agreement shall terminate automatically upon the expiration of five (5) years from the Completion Date.

6.2 Upon expiration of the five year term the partners hereby agree to enter into a subsequent joint use development and maintenance agreement.

7.0 GENERAL

7.1 This Agreement shall be governed by and construed in accordance with the laws of the Province of Saskatchewan.

7.2 Time shall be of the essence of this Agreement.

7.3 No modification or waiver of any of the terms of this Agreement shall be valid unless it be in writing and executed by all parties hereto with the same formalities as this Agreement.

7.4 The Parties agree to provide such further assurances and documents as may be required to give effect to the true purpose and intent of this Agreement.

7.5 In this Agreement, everything herein contained shall enure to the benefit of and be binding upon the Parties hereto and their respective successors and assigns.

8.0 SIGNATURE

8.1 IN WITNESS WHEREOF the Partners have hereunto affixed their respective corporate seals under the hands of the proper officers of each in that behalf, the day, month and year first above written.



THE TOWN OF REGINA BEACH

Per: *Mike R. Mills*
Mayor

Per: *Grace Peters*
Administrator

THE RURAL MUNICIPALITY OF
LUMSDEN NO. 189

Per: _____
Reeve

Per: _____
Administrator

THE VILLAGE OF BUENA VISTA

Per: *D. J. [Signature]*
Mayor

Per: *Shane Link*
Clerk



Joint Use Committee Budget 2024 - DRAFT

	2023 Budget	2023 Actuals	2024 Budget	2024 Actuals
<u>Revenue</u>				
Rentals	5,500.00	7,132.50	6,500.00	
Prepaid Rentals	-	242.50	-	
Donation				
Town of Regina Beach	2,479.75	3,053.20	1,825.69	
Village of Buena Vista	1,576.18	2,036.51	1,352.47	
R.M. of Lumsden	630.57	814.75	541.10	
TOTAL	\$ 10,186.50	\$ 13,279.45	\$ 10,219.25	\$ -
<u>Expenditures</u>				
Rec Centre - maintenance (PVSD)	5,600.00	5,781.14	5,800.00	
Bank charges	125.00	110.40	115.00	
Janitor Wages from 110-320-100	1,000.00	1,190.00	1,200.00	
Audit	1,100.00	1,060.00	1,100.00	
Administration Fees	871.50	1,207.22	910.50	
Advertising				
Rental cancellation / overpayments		300.00		
Vacuum	500.00	242.50	250.00	
Microphone Cord	150.00	19.03	-	
Mop heads and handle	100.00		100.00	
Dishwasher Thermometer	40.00		40.00	
Leisure Time Club rentals	100.00	50.00	-	
Sports Equipment	-		-	
Rec Centre/Janitor/Office Supplies	600.00	82.28	100.00	
Oven & Fridge Thermometers		28.59	-	
Cooler Repair from Sept 2023		2,136.12	103.75	
Dishwasher Repair		1,072.17	500.00	
TOTAL	\$ 10,186.50	\$ 13,279.45	\$ 10,219.25	\$ -

The difference is made up by contributions from the participating communities as follows:

Regina Beach - no admin fees	65%	\$ 2,479.75	\$ 3,053.20	\$ 1,825.69	\$ -
Buena Vista - *71.42% admin fee	25%	\$ 1,576.18	\$ 2,036.51	\$ 1,352.47	\$ -
R.M. of Lumsden - *28.58% admin fee	10%	\$ 630.57	\$ 814.75	\$ 541.10	\$ -
Total Expenses less Rentals		4,686.50	5,904.45	3,719.25	-



VILLAGE OF BUENA VISTA

Briefing Note

To:	Mayor and Council
Date:	December 10, 2024
Subject:	Project Concept – Edgewood Phase II Proposal

BACKGROUND: *The office received a call from a realtor about Edgewood Phase II having a conditional offer in and wanting approvals from the Village for the proposed plan for the land. They were asked to send us in writing what their intentions were. See email below.*

“I’m directing this message at your suggestion from Greg Belof regarding the possible development of Edgewood 2 a 15-acre site in Buena Vista.

My name is John Barton and I am the Business Director for a US-based company looking at doing several new environmentally responsible residential developments in the US and Canada.

Our team of climate scientists and engineers are the recognized leaders in the fast-growing what we call the New Energy -moving past fossil fuel to all clean sustainable development and living.

Based on the climate crisis and the advanced and more affordable use of solar /geothermal and batteries the transition to clean energy is affordable and far healthier for the residents and the planet.

We have been researching suitable sites in Saskatchewan and have entered into a purchase agreement on the Buena Vista site (as well as in Saskatoon and Regina) subject to due diligence and plan to develop all three sites.

We are a clean energy technology/development company that is preparing to create several well-located zero carbon solar/ geothermal all electric powered neighborhoods called Eco Villages in the US and Canada.

Our group has been involved in the development of some of the most advanced and successful electric communities in the US.

Our group has plans for the Edgewood site as a small eco-village that would be completely zero carbon all solar powered and built from all sustainable wood.

We envision a year-round community with a mix of lake-view cabins and several low-rise condominium residences. Included would be a lodge/ spa and community gathering place.

The current plan indicates 30 homesites on the 15 acres and we would like to modify it to build the mid-rise buildings on about 5-7 acres of the lower land while retaining about 20 cabin sites.

We would like to consider some kind of shared ownership of the residences which could be enjoyed by a larger number of owners at a more affordable price.

Below you will find links to the design/building team that has been responsible for these communities.

GeoSolarplus.com

Whispervalleyaustin.com

Discovergeos.com

Ecosmartsolution.com

I would like you to pass this communication to the appropriate individuals who can speak with our design team and provide feedback about our plans and how to proceed”

Some questions he has had are as follows:

Do you think a plan of 15 lake view cabins and on the lower land on the road two three-story buildings of condominiums with 40 units per three-story or 80 condominiums and the 15 cabins?

Should we offer to share the cost of the water well and storage?

Assuming a positive reaction on Dec 10 how long would the approval take?

And below is a draft of marketing material that explains the project concept.

Draft of some marketing material that explains the project concept.

Last Mountain Lake Club & Lodge is being designed as an eco-luxurious year-round residential community and lodge/health spa overlooking one of the world's most beautiful natural lakes in Saskatchewan in western Canada.

All solar/geothermal powered projects will offer deluxe lake view condominiums and stunning cabins that can be shared by owners.

All buildings will be sustainable wood mass timber that are beautiful and healthy.

A magnificent sportsperson's

the lodge will include a spa and gourmet farm/ lake fish-to-table cuisine and impeccable service for members.

Last Mountain Lake Club is easily accessible only 25 miles to Regina the capital of Saskatchewan with a modern International Airport.

It will be an exceptional destination nestled in the heart of Saskatchewan, offering an array of water activities year-round that attract adventure seekers and nature lovers alike. Known for its stunning scenery and vibrant ecosystem, this lake is not just a summer hotspot but a versatile playground for every season.

In the warmer months, Last Mountain Lake transforms into a hub of excitement and relaxation. The crystal-clear waters are perfect for activities such as sailing, boating, kayaking, canoeing, and paddleboarding, where you can bask in the serenity of nature or challenge yourself to explore every nook and cranny of the lake's expansive shoreline.

Anglers flock here for the bountiful fishing opportunities, with the lake being home to an array of fish species waiting to test your skills offering the highly coveted “Grand Slam “ of fishing.

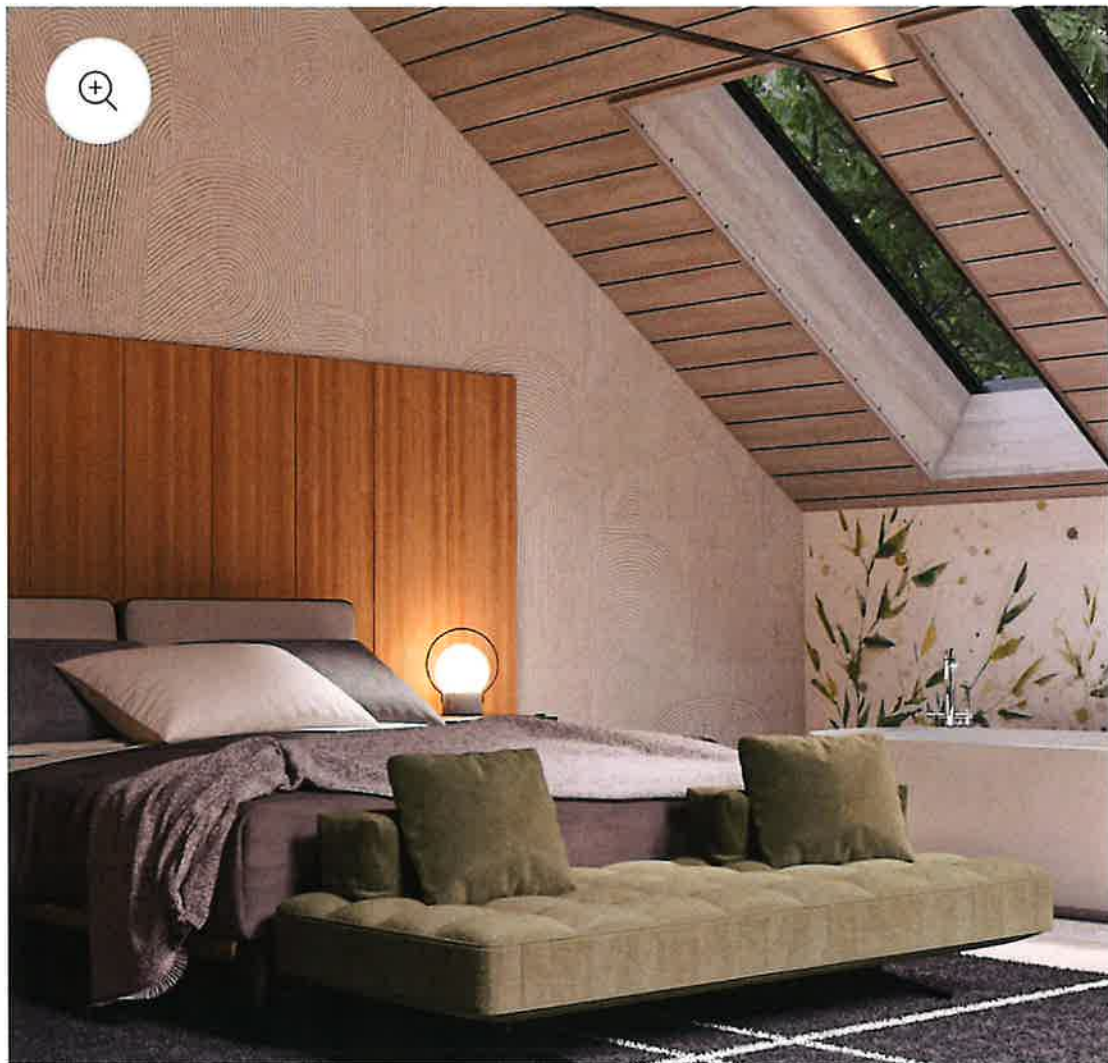
As the seasons transition and the temperatures drop, Last Mountain Lake doesn't slow down—instead, it offers new and exhilarating experiences to enjoy. The lake freezes over, becoming a winter wonderland for ice-fishing enthusiasts. The community around the lake often hosts winter festivals, bringing together locals and visitors to enjoy the festive spirit on the ice. Explore the frozen lake by snowmobile or indulge in the timeless pleasure of ice skating, with plenty of space for families and thrill-seekers alike.

But it's not just about the activities; the natural beauty of Last Mountain Lake enhances every experience. With breathtaking sunsets painting the sky in shades of orange and pink, your days on the lake will end as memorably as they began.

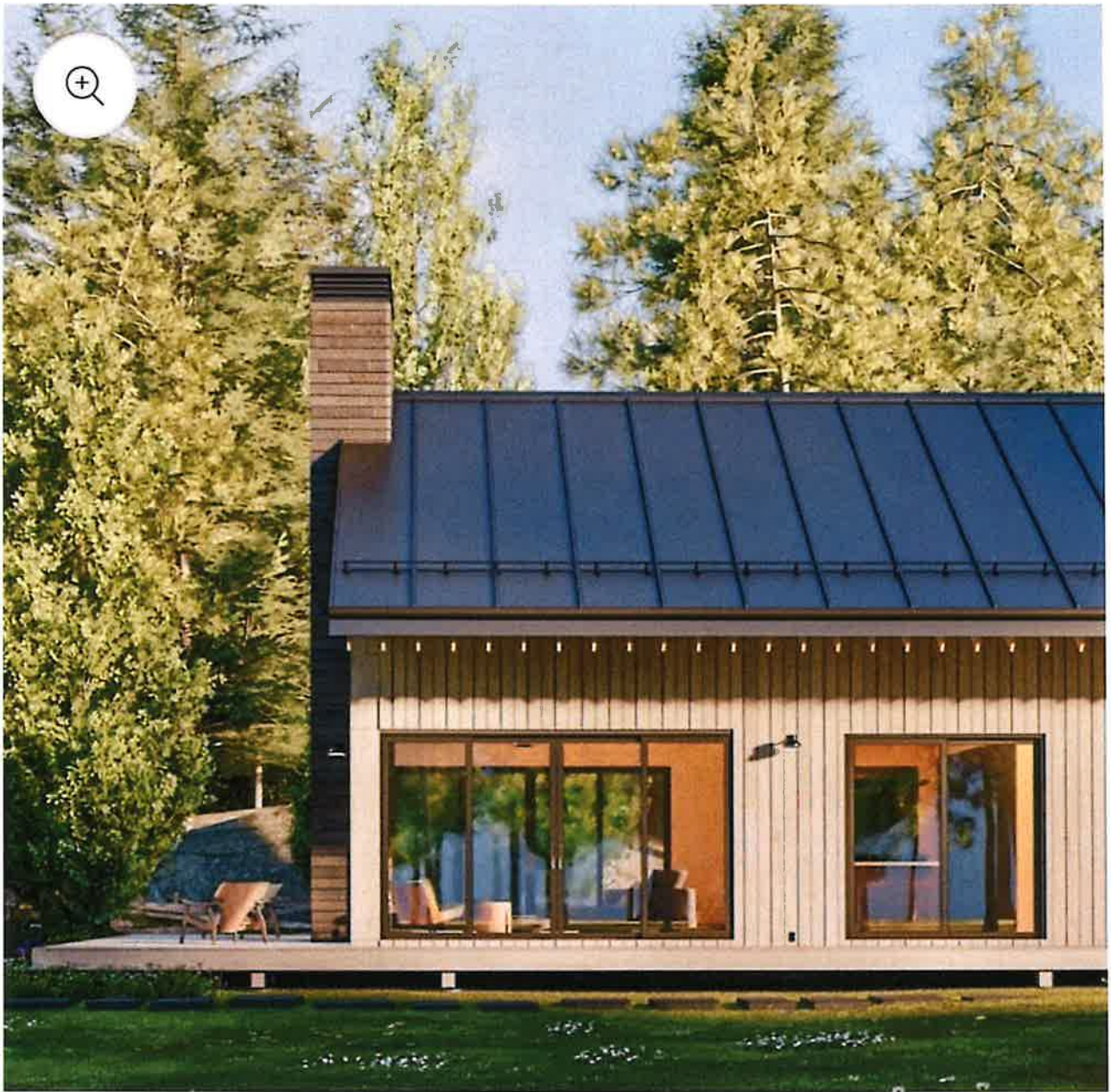
In summary, Last Mountain Lake Club & Lodge offers a rich tapestry of water activities throughout the year, ensuring that there's always something exciting and invigorating to partake in. Whether you're diving into the refreshing waters of summer or embracing the brisk chill of winter, Last Mountain Lake provides not just activities, but unforgettable experience that will keep you coming back season after season.

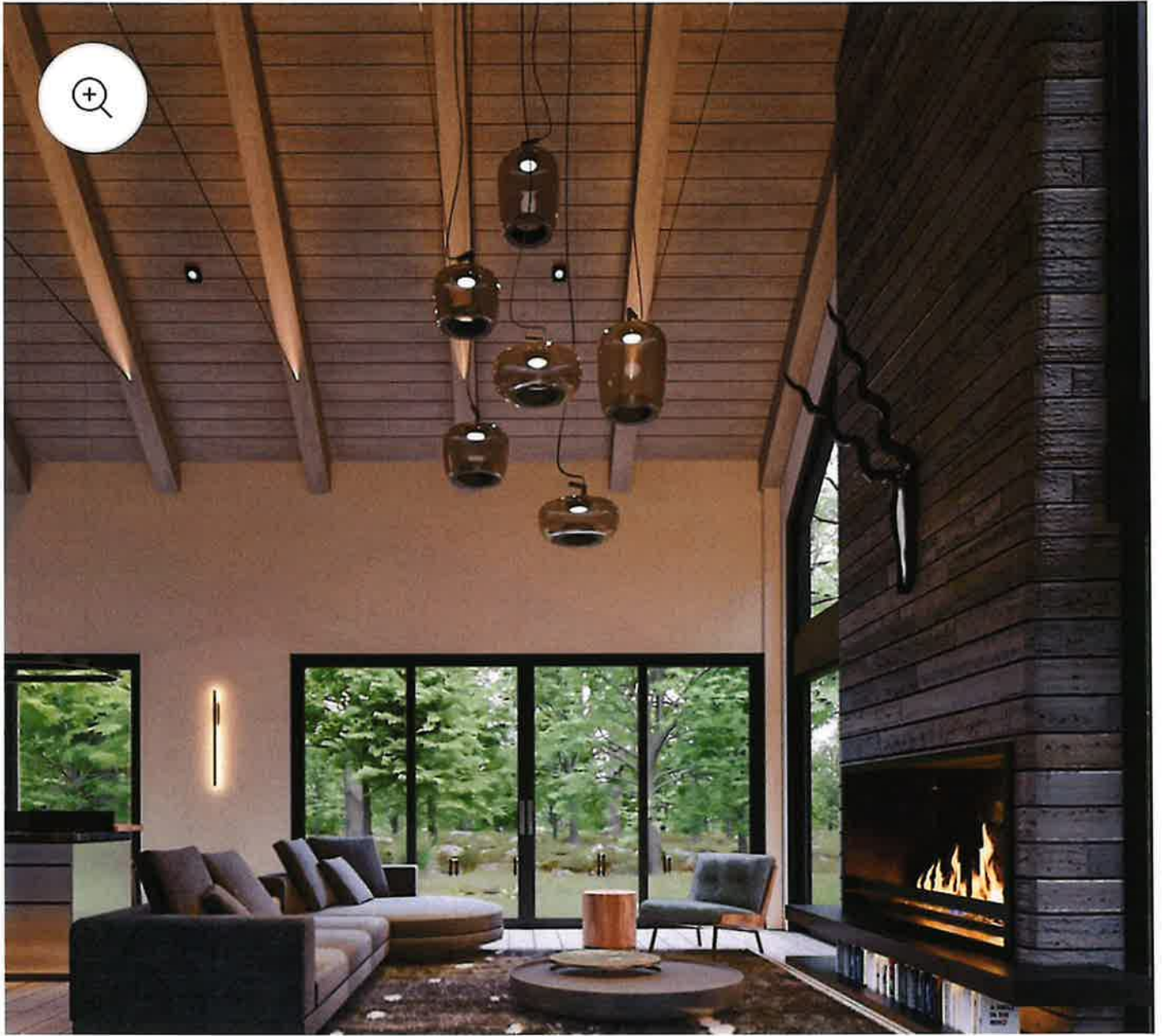
To receive information about Last Mountain Lake Club & Lodge pre-construction pricing Call....., or visit LastMountainLakeclub.com

This is an example of what the cabins and mid-rise will look like.













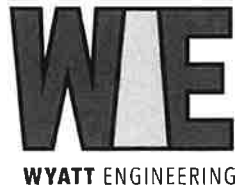


ACTION: *Council to decide if this proposal is something they would approve in concept. All water studies and water expansion would have to be done prior to any development. This is a process to complete a subdivision and takes time to get all the approvals through Community Planning too. Keeping in mind that we are also working on another proposed subdivision for the land behind the Village shop/WTP.*

MOTION:

THAT Council approve the concept plan for Edgewood Phase II subdivision with the following stipulations:

-



Village of Buena Vista
c/o Hickey Consulting
andrew@hickeyconsulting.ca

File No: P2024-4300
Date: December 6, 2024

Attention: Andrew Hickey, Waterworks Consultant

Re: **Village of Buena Vista
Waterworks System Assessment
Proposal for Engineering Services**

Thank you for the opportunity to offer our Engineering Services to the Village of Buena Vista (the Village; the Client) to complete the waterworks system assessments. We are very excited to showcase our abilities and expertise, and provide understanding on the level of service Wyatt Engineering Ltd. (WE) provides to its clients. It is our pleasure to highlight some of the key advantages WE is able to offer the Village.

Support Local – WE is Saskatchewan-owned, Saskatchewan-operated, and focused on providing locally developed solutions to Saskatchewan-based clients. Our roots are here, and we understand the needs of Saskatchewan communities. WE has a vested interest in developing our province and maintaining our reputation in Saskatchewan. We don't just work here, we call it our home.

Our Approach – WE will complete a review and evaluation of the existing conditions and design constraints to develop best-value solutions. With our experienced and knowledgeable team, we can modify and adapt solutions to meet site-specific conditions. Our team will not hesitate to complete additional analysis or impact assessments to ensure the Village is comfortable with the results of the assessment and proposed recommendations. WE is committed to providing the Village with timely, high-quality services through proactive assessment, organization, active listening and incorporation of ideas and concerns identified by the Village, Consultant and regulating agencies. Our approach integrates trust, integrity and accountability.

Our Price – As a small, agile consulting firm, WE can offer lower rates to our clients. As a relatively new consulting firm, WE has priced this project competitively to begin building our professional portfolio as an organization and develop a lasting relationship with the Village. You can be confident that we have appropriately scoped the work and have an experienced team to deliver the project within the fee provided.

Proven Track Record – WE has developed great relationships with local municipalities, suppliers, and other independent consulting firms. Although WE was founded in 2020, staff possess nearly 50 years of experience completing engineering projects and have continued to deliver a superior product to long-standing clients. A strong working relationship, good communication and active listening is our key to ensuring the results completely achieve the project objectives and the Village's expectations.

Village of Buena Vista
Waterworks System Assessment
Proposal for Engineering Services

WYATT ENGINEERING LTD.
P2024-4300
December 6, 2024

We understand the Village is searching for a qualified engineering firm to provide Municipal Engineering services, with specialized knowledge in water and wastewater infrastructure. WE is confident our team is able to assist and lead the Village in achieving their objectives of assessing their existing water treatment and supply system. The results of our assessment will be a prioritized list of recommended solutions to provide the best-value to the Village to achieve immediate and future community planning and upcoming developments.

The opportunity to submit this proposal to the Village is sincerely appreciated. Please do not hesitate to contact the undersigned with any questions, concerns or to schedule a follow-up interview to discuss the intricacies of our proposal. We look forward to hearing from you.

Regards,

WYATT ENGINEERING LTD.



Ashley Wyatt, P.Eng., PMP
Director of Civil Engineering
Phone: (306) 519-3951
awyatt@wyattengineering.ca



PROPOSAL | Wyatt Engineering Ltd.

Waterworks System Assessment

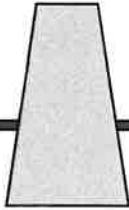
Village of Buena Vista | December 6, 2024 | 2024-4300

Submitted to:
Andrew Hickey,
Waterworks Consultant



Wyatt Engineering Ltd.
Box 802
White City, SK S4L 5B1

Ashley Wyatt, P.Eng., PMP
Director of Civil Engineering
(306) 519 - 3951
awyatt@wyattengineering.ca



EXECUTIVE SUMMARY

The statements made in this Executive Summary are subject to the same limitation included in the Statement of Limitations Section and are to be read in conjunction with the remainder of this report.

Wyatt Engineering Ltd. (WE) is pleased to provide this proposal to the Village of Buena Vista (the Village; the Client) for the provision of Engineering Services to complete a Waterworks System Assessment at the Buena Vista Water Treatment Plant located in SW-13-21-22-W2M, approximately 1 km south of Buena Vista, Saskatchewan. WE understands the Village has requested the waterworks system assessment to investigate the capacity and expected lifespan of existing water treatment system including raw water supply, water treatment, storage and distribution to accommodate the upcoming subdivision developments.

The Village's objectives include:

- ◆ Assess current water supply, treatment and distribution for current capacity and future capacity at 100 additional people and 500 additional people.
- ◆ Verify waterworks are meeting all Water Security Agency's regulatory requirements.
- ◆ Obtain prioritized recommendations for upgrades, as applicable.

In general, as the Engineering Consultant for the Water Assessments, WE will:

- ◆ Collect and review information related to the existing infrastructure to identify potential deficits or deficiencies with the existing infrastructure;
- ◆ Complete a review of historical financial operational costs to confirm sustainability of the waterworks system;
- ◆ In collaboration with the Village and Consultant, prioritize recommended solutions;
- ◆ Draft assessment report(s) demonstrating the findings of the assessment, and prioritized recommended solutions; and
- ◆ Provide technical and professional advice throughout the duration of the project.

WE has proposed the following schedule to complete the project:

Phase	Start Date	End Date	Duration
Project Award	December 6, 2024	December 31, 2024	3 weeks
Kickoff Meeting	January 6, 2025	January 10, 2025	1 day
General Information Gathering & Review	January 6, 2025	January 17, 2025	1 - 2 weeks
Assessment and Reporting	January 17, 2025	January 31, 2025	2 - 3 weeks
Village and Consultant Review	February 1, 2025	February 21, 2025	2 - 3 weeks
Finalize WWSA	February 21, 2025	February 28, 2025	1 week

Village of Buena Vista
Waterworks System Assessment
Proposal for Engineering Services

WYATT ENGINEERING LTD.
P2024-4300
December 6, 2024

WE is proposing to complete the WSA outlined in this proposal for a fixed fee **\$ 11,500** excluding applicable taxes. You can be confident that we have scoped the work appropriately and are confident we can deliver the project within the fixed fee provided.

TABLE OF CONTENTS

EXECUTIVE SUMMARY	I
1.0 WYATT ENGINEERING LTD.	1
2.0 PROJECT UNDERSTANDING	1
2.1 External Services.....	2
2.1.1 Hickey Consulting	2
2.2 Client Objectives.....	2
2.3 Proposed Approach.....	2
3.0 WORKPLAN.....	3
3.1 Scope of Work.....	3
3.1.1 Assessment Activities.....	3
3.1.2 Assessment Deliverables	4
3.1.3 Assessment Client Inputs.....	4
3.2 Project Schedule	4
4.0 WE TEAM	5
5.0 OPINION OF PROBABLE COSTS.....	7
5.1 General Provisions and Limitations	7
6.0 CLOSING.....	8
6.1 AGREEMENT	8

APPENDICES

Appendix A	Professional Services Terms and Conditions
------------	--

1 WYATT ENGINEERING LTD.

Wyatt Engineering Ltd. (WE) was founded in 2020 to provide solutions to Saskatchewan clients during a tumultuous year. WE's goal was to stay true to our Saskatchewan roots and support our local communities when they needed it most, by providing quality and trustworthy engineering services they could count on. Based out of White City, WE is Saskatchewan-owned, Saskatchewan-operated and motivated to serve our Saskatchewan-based clients with best-value solutions. WE does not just do business in Saskatchewan, we call it our **HOME**.

Our team consists of professional engineers and technologists, devoted to maintaining our reputation of providing high quality service and commitment to our Clients. With six (6) full-time employees, WE has the capacity, experience, and commitment to meet your project's needs. WE offers services in project management, and municipal and environmental engineering.

WE has a team that specializes in rural and urban infrastructure including planning, design and construction of water and wastewater infrastructure, transportation and drainage works. The WE team has completed many similar projects with upgrades and retrofit solutions in Saskatchewan communities. WE has the credentials and experience required to execute the technical and project management requirements for this project's success.

Based on our experience with municipalities, private owners and indigenous clients, WE understands the struggle to make informed decisions with highly technical issues. WE is proficient at breaking down complicated, technical jargon using simplistic terms and analogies, which can be understood at any level. This has benefited many of our clients in being able to understand the issues, how the proposed solution will address the current problem, and the potential risks or opportunities associated with the proposed solution. This provides confidence and empowers the Village to make informed decisions and provides transparency and accountability to their rate payers.

WE is committed to fulfilling our roles and responsibilities as provided in this proposal with our local team. As a small team, WE can guarantee that our experienced staff will be a major part of your project from project initiation through to completion!



1.1 EXTERNAL SERVICES

1.1.1 Hickey Consulting

The Village has retained the services of Hickey Consulting to assist with this project. We understand that Hickey Consulting will play a major role throughout the duration of the project in providing project guidance and oversight, to ensure the Village's best interests are being safeguarded. WE will incorporate Hickey Consulting throughout the project to ensure the Village's expectations are being met every step of the way. This may translate into scheduling additional time for reviews, inclusion on key meetings, providing progress updates, adapting our processes or documents to reflect the Consultants/Village preferences, etc.

WE has a good working relationship with Hickey Consulting and expects our cohesive, one-team approach will add value to the Client.

2

PROJECT UNDERSTANDING

Wyatt Engineering Ltd. (WE) is pleased to provide this proposal to the Village of Buena Vista (the Village; the Client) for the provision of Engineering Services to complete a Waterworks System Assessment at the Buena Vista Water Treatment Plant located in SW-13-21-22-W2M, approximately 1 km south of Buena Vista, Saskatchewan, herein referred to as 'the Site.'

WE understands the Village has requested the waterworks system assessment to investigate the capacity and expected lifespan of existing water treatment system including raw water supply, water treatment, storage and distribution to accommodate the upcoming subdivision developments. The Village's current population fluctuates seasonally, with an estimated 300 people in winter and between 550 to 600 people during the summer. The Village would like to review the capacity of the system for their current population, as well as compared to two future scenarios:

1. The Village has a proposed residential development anticipated to consist of a combination of thirty (30) single-family dwellings and condominium-style homes with a projected population of 100 people.
2. The Village would like to have additional capacity beyond the proposed development (estimated at 400 people), for a total increase of 500 people; nearly double the current peak water demands.

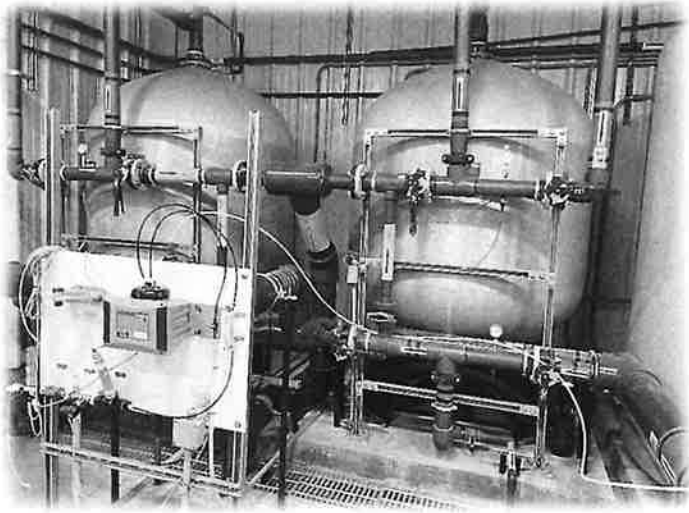
Since wastewater is managed through septage systems, wastewater is not expected to be part of the assessment's scope of work.

The Village's water treatment plant (WTP), located on the south side of the Village on Highway No. 54, was upgraded in 2019 and is in good working order with no current concerns with the level of treatment provided. The Village's Operator indicated the flow through the treatment process is reliant on one well; a smaller backup well is available but required manual startup, has poorer water quality and has not been utilized since the plant was upgraded. The Village has records of raw water



and treated water quality readily available for the main well. The secondary well water quality and flow history is not well known at this time.

The treatment process includes biofiltration for iron removal, transferred to a holding tank. Water leaving the holding tank is dosed with sodium hypochlorite for oxidation feeding into the activated alumina filters (for arsenic removal) and is dosed again prior to being pumped to the water tower for disinfection. The water tower distributes potable water through the potable water distribution network via gravity.



2.1 CLIENT OBJECTIVES

The Village's objectives include:

- ◆ Assess current water supply, treatment and distribution for current capacity and future capacity at 100 additional people and 500 additional people.
- ◆ Verify waterworks are meeting all Water Security Agency's regulatory requirements.
- ◆ Obtain prioritized recommendations for upgrades, as applicable.

2.2 PROPOSED APPROACH

WE understands that the Village would like to assess their existing water systems and receive recommendations on required upgrades to achieve regulatory compliance and allow for expansion of 100 and up to 500 additional people. Our team will work closely with the Water Security Agency (WSA) to ensure that the resulting report meets WSA's expectations for a waterworks system assessment, in alignment with the Round 3 standards¹.

In general, as the Engineering Consultant for the Water Assessments, WE will:

- ◆ Collect and review information related to the existing infrastructure to identify potential deficits or deficiencies with the existing infrastructure;
- ◆ Complete a review of historical financial operational costs to confirm sustainability of the waterworks system;
- ◆ In collaboration with the Village and Consultant, prioritize recommended solutions;
- ◆ Draft assessment report(s) demonstrating the findings of the assessment, and prioritized recommended solutions; and
- ◆ Provide technical and professional advice throughout the duration of the project.

¹ Water Security Agency. "Waterworks System Assessment – Round 3 Standards"

3

WORKPLAN

The Waterworks System Assessment (WWSA) will be completed in compliance with the Water Security Agency's (WSA's) Round 3 standards.

Our initial review will include any historical reports, drawings, water quality data, water allocation, etc. relevant to the current water system which can be provided by the Village. We will then conduct our initial site investigation with the Water Treatment Plant operator to review the existing facility and typical operations. On site, we will review record logs, condition of existing equipment, recent maintenance as well as historical issues or complaints. WE may also reach out to the local WSA Environmental Officer (EO) to discuss recent inspections and historical issues or complaints.

KEY UNDERSTANDING:

With a key member of our team being previously employed at WSA, our team is uniquely qualified with an intimate understanding of WSA regulations and guidelines.

WE will also conduct a review and compare the raw and treated water quality sampling results to the regulatory requirements, to ensure all parameters are meeting their respective thresholds.

WE will prepare a report summarizing the findings of the assessment incorporating photos from the site inspection, and provide recommendations and associated Class D cost estimates for upgrades to:

- ◆ Evaluate the impact of the proposed new development on the existing system;
- ◆ Meet regulatory requirements;
- ◆ Repair or replace items at or approaching the end of their useful lifespan; and/or
- ◆ Improve operational or maintenance practices.

As part of the assessment, our team will review the water utility rates compared to ongoing operational expenses, and considering reserves and recommended upgrades, to evaluate the sustainability of the water system.

3.1 SCOPE OF WORK

3.1.1 Assessment Activities

Based on our current knowledge of the project, the Assessment is expected to include the following:

- ◆ Gather and review existing reports, drawings, relevant regulations and standards, meter records, site utilities or other pertinent information.

- ◆ Attend a kickoff meeting with key members of the project team, to review the overall project objectives, proposed methodology, roles and responsibilities, project deliverables, and project milestones. Get key input from the Village on historical challenges or infrastructure limitations.
- ◆ Complete site reconnaissance to verify existing conditions of the Site and note any potential design constraints or deficiencies observed with the Village representative.
- ◆ Liaise with WSA Environmental Project Officer (EPO) to verify any regulatory concerns.
- ◆ Develop projected design flows for 20-year design life.
- ◆ Compare existing capacity to projected capacity requirements and identify deficits.
- ◆ Develop solutions to address deficits or deficiencies with corresponding cost estimates.
- ◆ Meet with the Village and Consultant to review assessment findings, proposed solutions, and collectively prioritize solutions.
- ◆ Compile assessment findings into a draft report.
- ◆ Submit the report for review and comment by the Village and Consultant.
- ◆ Incorporate comments and finalize document.

3.1.2 Assessment Deliverables

- ◆ Assessment Report

3.1.3 Assessment Client Inputs

- ◆ Record Drawings
- ◆ Reports
- ◆ Metering Data
- ◆ Water Quality Testing Results
- ◆ Historical issues/complaints

3.2 PROJECT SCHEDULE

Table 1 provides a general overview of the proposed estimated start and completion dates for the project. The proposed project schedule is an approximation based on the information currently available. This schedule is subject to change based on Village or Consultant requirements and inputs at the onset of the project.

Table 1 - Project Schedule

Phase	Start Date	End Date	Duration
Project Award	December 6, 2024	December 31, 2024	3 weeks
Kickoff Meeting	January 6, 2025	January 10, 2025	1 day
General Information Gathering & Review	January 6, 2025	January 17, 2025	1 - 2 weeks
Assessment and Reporting	January 17, 2025	January 31, 2025	2 - 3 weeks
Village and Consultant Review	February 1, 2025	February 21, 2025	2 - 3 weeks
Finalize WWSA	February 21, 2025	February 28, 2025	1 week

4 WE TEAM

Ashley Wyatt, P.Eng., PMP – Municipal Engineer

Role: Ashley will be the primary contact and will be directly responsible for the planning and delivery of all project services.

Experience: Ashley has 13 years of consulting experience for municipal infrastructure, including water supply, treatment and distribution, collection, treatment and disposal, urban and rural roadways, drainage and storm water management. Ashley has 2 years of experience regulating water and sewer works throughout Saskatchewan at the Water Security Agency. Her varied work experience will provide a unique perspective to the project. Ashley's work experience has encompassed a variety of projects from small system assessments to large design and construction projects valued up to \$22M.



Ashley has a unique perspective having experience as both a regulator and consulting engineer, which will be utilized to intercept foreseeable issues and proactively address regulatory hurdles. Her exemplary organization skills, communication and diligence has been recognized by her former clients and has served her well in successfully delivering municipal projects.

Erin Turner, PMP – Project Manager



Role: Erin will be assisting Ashley with the collection and review of historical information and development of the assessment. Erin will utilize her project management experience in municipal infrastructure to ensure all workplan deliverables are completed in alignment with this proposal and the Client's expectations.

Experience: Erin has over 15 years of project management experience in consulting engineering, manufacturing, and building interior fit-up firms. Her previous experience in project management in various disciplines allows her to understand the intricacies of managing and leading multi-organizational teams who have a common goal. Erin's project management experience consists of a variety of projects from smaller workplace move-management to large design and construction projects valued up to \$21M.

Erin builds relationships by listening and working to understand each of the stakeholders needs. Those relationships are maintained through effective communication.

Tristan Wyatt, P.Eng., P.Biol. – Project Sponsor

Role: Tristan is the Director of Environmental Engineering for Wyatt Engineering Ltd. and is committed to providing senior oversight and QA/QC support for the WE team.

Experience: Tristan has achieved a great deal in his 14 years of being an environmental engineering consultant. Tristan has completed environmental projects across Western Canada and into the Northern Territories. His dedication, passion and commitment to his field is truly amazing. Tristan achieved degrees in both Environmental Engineering and Biology from the University of Regina.



5

OPINION OF PROBABLE COSTS

WE is proposing to complete the work within the Waterworks Assessment for a fixed fee of **\$11,500**, exclusive of applicable taxes.

As an up-and-coming consulting company, WE has priced this project competitively to begin building our professional portfolio as an organization and develop a lasting relationship with the Village. You can be confident that we have scoped the work appropriately and are confident we can deliver the project within the estimated fee provided.

Refer to Table below for a summary of WE's professional fees.

Phase	Professional Fees	Disbursements	Total Estimated Fees
Waterworks System Assessment	11,250	250	11,500
TOTAL (exclusive of applicable taxes)	11,250	250	11,500

5.1 GENERAL PROVISIONS AND LIMITATIONS

The report to be delivered by WE, if this proposal is accepted, will be for sole use by the Client. The reports may not be relied upon by any other party without the express written consent of WE, which may be withheld at WE's discretion.

The following assumptions and limitations were considered in the preparation of this proposal:

- ◆ Field work will be conducted within standard business works of 8:00 am and 5:00 pm, unless otherwise requested.
- ◆ Information regarding policy and practices utilized within the water treatment system will be supplied to WE upon project approval.
- ◆ Laboratory analysis is planned to be completed at standard turnaround times (i.e. 5-7 business days).
- ◆ The Client will arrange for WE to have clear site entry and access throughout the subject building(s), including all spaces.



APPENDIX A PROFESSIONAL SERVICES TERMS AND CONDITIONS

Professional Services Terms and Conditions

The following Terms and Conditions are attached to and form part of a proposal for services to be performed by WYATT ENGINEERING LTD. and together, constitute the AGREEMENT between WYATT ENGINEERING LTD. and the CLIENT.

Scope of Services. WYATT ENGINEERING LTD. shall perform the work and services described in the attached proposal, including any services performed prior to the date of this AGREEMENT, subsequent changes to such services, or additional services related to the project, that WYATT ENGINEERING LTD. agrees to perform for the CLIENT (collectively, the "Services").

Description of the CLIENT. The CLIENT confirms their authority to enter into this AGREEMENT on its behalf and on behalf of the parties related to the CLIENT who may have an interest in the SERVICES.

Professional Responsibility / Standard of Care. WYATT ENGINEERING LTD. will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices normally provided in the performance of the SERVICES at the time and location in which the SERVICES were performed.

Compensation. The CLIENT shall pay WYATT ENGINEERING LTD. the fees for the SERVICES described in the attached proposal, or in absence of specified consideration, on a time and materials basis in accordance with WYATT ENGINEERING LTD.'S current rates at the time that the SERVICES were performed. Payment is due to WYATT ENGINEERING LTD. upon receipt of invoice. Failure to make payment when due is a material breach of this AGREEMENT and will entitle WYATT ENGINEERING LTD., at its option, to suspend or terminate this AGREEMENT and the provision of SERVICES. Interest will accrue on accounts overdue by 30 days at the maximum legal rate of interest. Unless otherwise noted, the fees in this AGREEMENT do not include applicable taxes. Such taxes will be added to all invoices as required.

Changes and Additional Services. The CLIENT may request a modification to the SERVICES or request services in addition to the SERVICES. Unless otherwise agreed upon, the fees for any Changes will be rendered on a time and materials basis based on WYATT ENGINEERING LTD.'S current rate, in addition to any budget or lump sum amount provided for the SERVICES, and an equitable adjustment will be made to the work schedule, as required. If during the course of performance of the SERVICES, conditions or circumstances are discovered which were not contemplated by WYATT ENGINEERING LTD. at the commencement of this AGREEMENT, WYATT ENGINEERING LTD. shall notify the CLIENT of any newly discovered conditions or circumstances and their impact on this AGREEMENT. The CLIENT and WYATT ENGINEERING LTD. agree to negotiate in good faith any changes to the price, terms and conditions, or schedule of this AGREEMENT as a result of such conditions or circumstances.

Limitation of Liability. The CLIENT releases WYATT ENGINEERING LTD. from any liability and agrees to defend, indemnify and hold WYATT ENGINEERING LTD. harmless from any and all claims, damages, losses, and/or expenses, direct and indirect, or consequential damages arising out of, or claimed to arise out of, the performance of the SERVICES, excepting liability arising from the sole negligence of WYATT ENGINEERING LTD. It is further agreed that the total amount of all claims the CLIENT may have against WYATT ENGINEERING LTD. under this AGREEMENT, including but not limited to claims for negligence, negligent misrepresentation and/or breach of contract, shall be

Professional Services Terms and Conditions

strictly limited to the lesser of professional fees paid to WYATT ENGINEERING LTD. for the SERVICES or \$50,000. No claim may be brought against WYATT ENGINEERING LTD. for SERVICES provided greater than 2 years old. WYATT ENGINEERING LTD.'S liability with respect to any claims arising out of this AGREEMENT shall be absolutely limited to direct damages arising out of the SERVICES and WYATT ENGINEERING LTD. shall bear no liability whatsoever for any consequential loss, injury or damage incurred by the CLIENT, including but not limited to claims for loss of use, loss of profits and/or loss of markets.

Project Information. The CLIENT shall provide WYATT ENGINEERING LTD. with all relevant information or data pertaining to the SERVICES. WYATT ENGINEERING LTD. shall rely upon the accuracy and completeness of such information.

Estimates. The CLIENT agrees and acknowledges that any cost and schedule estimates provided by WYATT ENGINEERING LTD. with respect to the SERVICES are estimates based on experience, but actual costs and schedules are subject to change and are contingent on factors beyond WYATT ENGINEERING LTD.'S control.

Dispute Resolution. WYATT ENGINEERING LTD. and the CLIENT shall attempt to resolve any dispute arising out of or in connection with this AGREEMENT by entering into structured non-binding negotiations with the assistance of a mediator. If the dispute cannot be settled within a period of thirty calendar days with a mediator, the dispute shall be referred to arbitration pursuant to laws of the jurisdiction.

Field Services. WYATT ENGINEERING LTD. is not responsible for any contractor's failure to completed the work in accordance with the contract documents and shall not be responsible for construction methods, techniques, sequences, or techniques. WYATT ENGINEERING LTD. will not be the prime contractor or similar under any occupational health and safety legislation.

Documents. WYATT ENGINEERING LTD. retains copyright and ownership on all documents generated during the completion of the SERVICES. In the event these documents are reused or modified without written consent of WYATT ENGINEERING LTD., the CLIENT agrees to defend, hold harmless and indemnify WYATT ENGINEERING LTD. from any claim advanced on account of said reuse or modification.

All documents prepared by WYATT ENGINEERING LTD. is intended for the sole use of the CLIENT. The documents may not be relied upon by any other party without written consent of WYATT ENGINEERING LTD., which may be withheld. Consent, if provided, will provide no greater assurance than provided to the CLIENT and will only be authorized in writing using a standard company reliance letter.

6

CLOSING

WE has proposed the aforementioned Scope of Work and Opinion of Probable Costs to reflect the waterworks assessment. Should any part of this proposal require to be changed or adjusted, we would be happy to discuss the options.

The opportunity to submit this proposal to the Village of Buena Vista is sincerely appreciated, and the approval of this proposal is respectfully requested. Please do not hesitate to contact the undersigned with any questions or concerns.

Regards,

WYATT ENGINEERING LTD.



Ashley Wyatt, P.Eng., PMP
Director of Civil Engineering
Phone: (306) 519-3951
awyatt@wyattengineering.ca

6.1 AGREEMENT

By signing this document, the CLIENT authorizes WE to proceed with the SERVICES described. The CLIENT also accepts the attached Professional Services Terms and Conditions presented in Appendix A.

Company:

Village of Buena Vista
Contact: Andrew Hickey, Waterworks Consultant

Signature: _____

Date: _____



VILLAGE OF BUENA VISTA

Briefing Note

To:	Mayor and Council
Date:	December 10, 2024
Subject:	Municipal Revenue Sharing (MRS) Declaration of Eligibility for 2025-26 MRS Grant

BACKGROUND: *The Municipal Revenue Sharing (MRS) program is the Government of Saskatchewan's revenue sharing plan with the municipal sector, linked to the performance of the province's economy. MRS provides predictable, no-strings-attached funding to eligible municipalities based on three-quarters of one point of PST revenue from two years prior. This funding has increased 167 per cent provincially since 2007.*

In 2024-25, the Government of Saskatchewan will distribute more than \$340 million to municipalities in Municipal Revenue Sharing (MRS). This is the equivalent of 0.75 of one full point of the Provincial Sales Tax (from 2023-24 Public Accounts). The total funding is reduced by \$574,663 to offset costs associated with expanding Ombudsman Saskatchewan's jurisdiction to include municipalities and municipal matters, and by \$1.5 million for Targeted Sector Support (TSS).

Of the \$340 million to be distributed to the pools, \$55.12 million will be allocated to the towns, villages, and resort villages. The grant distribution formula for towns, villages, and resort villages is comprised of a base grant of \$2,025 plus a per capita grant of \$276.73, based on 2021 Statistics Canada census populations, including revisions.

Below you will see the Village's 2024-25 grant amount.



Total MRS Funding

	Trend	2007	2024	Change
Buena Vista	↑	51,794	180,790	+249.1%

The following table summarizes the payment frequency:

Grant Amount	No. of Payments	Payment Dates
\$100,000 to \$250,000	4	Jun 15, Aug 15, Oct 15, Dec 15

ACTION: *Completion of the declaration requires a motion from council confirming that we meet all of the eligibility requirements in the declaration. The deadline for completing the declaration is January 31, 2025. The CAO will then complete and submit the declaration before the deadline.*

MOTION:

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

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

THAT we authorize the Administrator to sign the Declaration of Eligibility and submit to the Ministry of Government Relations.



VILLAGE OF BUENA VISTA

Briefing Note

To:	Mayor and Council
Date:	December 10, 2024
Subject:	Canada Summer Jobs Grant

BACKGROUND: *Canada Summer Jobs (CSJ) is a program under the Youth Employment and Skills Strategy (YESS), which aims to provide quality summer employment opportunities for youth to develop skills and gain paid work experience to successfully transition into the labour market.*

The program provides wage subsidies to support employers from not-for-profit organizations and the public sector, as well as private sector organizations with 50 or fewer full-time employees, to create quality summer work experiences for youth aged 15 to 30 years.

The CSJ program objectives align with YESS and are as follows:

- Provide quality work experiences for youth*
- Provide opportunities for youth to develop and improve their skills*
- Respond to national and local priorities to improve access to the labour market for youth who face unique barriers*

The Government of Canada aims to ensure that all CSJ-funded job opportunities take place in a safe, inclusive, and healthy work environment free from harassment and discrimination.

ACTION: *Council to make a motion agreeing to have Administration submit the Canada Summer Jobs grant for summer students for 2025 at a wage of \$20/hour (before deadline of December 19th). In the past we have had 3 summer students, I am recommending 2 (or apply for 3 and if we only get funding for 2 then we only hire 2). The past 2 years we have applied for 3 and have received funding for 2.*

MOTION:

THAT Council agree to have administration submit the Canada Summer Jobs application for two/three summer students at a wage of \$20/hour.



VILLAGE OF BUENA VISTA

Briefing Note

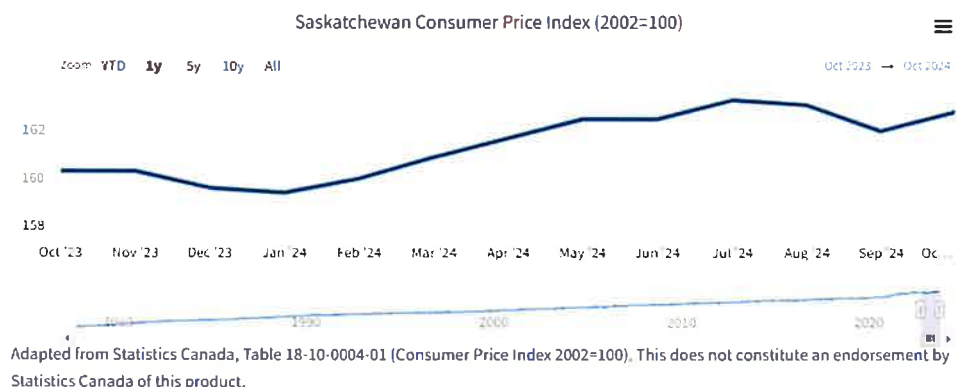
To:	Mayor and Council
Date:	December 10, 2024
Subject:	Cost of Living

BACKGROUND: Village Council has been very diligent in keeping up with the Cost of Living (COL) each year. In 2023 Council set a 4% COL increase for 2024. I believe they have followed the public annual index from the year prior.

The Consumer Price Index (CPI) measures changes in the price of goods and services over time. Inflation is indicated by the growth of CPI, which helps assess changes to the cost of living. An individual's ability to buy goods and services (also known as purchasing power) is affected by changes in income and prices.

Information can be found at [Saskatchewan's Dashboard - Consumer Price Index](#).

- Saskatchewan's Consumer Price Index (CPI) increased by 1.6%, from 160.6 in October 2023 to 163.1 in October 2024. For other Western-Canadian provinces, CPI increased in Manitoba, British Columbia and Alberta by 1.1%, 2.4% and 3.0% respectively. The national average increased by 2.0% during the same period.
- In the first ten months of 2024, consumer price index in Saskatchewan increased by 1.4%, compared to the same period in 2023.



Consumer Price Index							
Trend	Oct			Jan - Oct (YTD Average)			Change
	2023	2024	Change	2023	2024	Change	
Saskatchewan	↑	160.6	163.1	+1.6%	159.9	162.1	+1.4%

ACTION: *Council to decide what the COL will be for 2025, or if you decide not to give it. Looks like 1.4 – 1.6% would be in line with the Consumer Price Index (CPI).*

MOTION:

THAT Council approve a (#)% Cost of Living (COL) increase for all current permanent employees.



VILLAGE OF BUENA VISTA Briefing Note

To:	Mayor and Council
Date:	December 10, 2024
Subject:	Rink Shack Replacement of Damaged Door

BACKGROUND: *The Parks & Rec Board mostly take care of the rink shack, however, it is a Village owned facility and we should be helping with the maintenance and upkeep.*

Most recently, it was discovered that the inside door to the storage room has been damaged. This door is going to need to be replaced before the rink is open.

ACTION: *Council to approve the replacement of this damaged door as there was no budget for this.*

MOTION:

THAT Council approve the replacement of the damaged door in the Rink Shack up to a maximum amount of \$500.

restore = solid door



VILLAGE OF BUENA VISTA

Briefing Note

To:	Mayor and Council
Date:	December 10, 2024
Subject:	Amendment to On-Call Duty Policy No. 20-2024

BACKGROUND: *The On-Call Duty Policy was adopted by Council on October 8, 2024. I have noticed an error in the hours per on-call duty assignment that requires an amendment. 133 hours was indicated, however, it should be 123 hours. The mistake was calculating the hours of 7:00 a.m. – 9:00 a.m. that they would still have the on-call phone, however, would not need the on-call compensation as they on normal work duty at 7:00 a.m. (they are required to hold the on-call phone until 9:00 a.m. as the office phones are turned on at that time); and secondly, Friday on-call was calculated as 15 hours as well when it should only be counted until midnight which then would count as the Saturday 24 hours. Thankfully, the calculations on payroll were correct which is how I noticed the Policy had that error.*

Thursday 4:00 p.m. – Friday 7:00 a.m. = 15 hours

Friday 4:00 p.m. – Friday Midnight = 8 hours

Saturday = 24 hours

Sunday = 24 hours

Sunday midnight – Monday 7:00 a.m. = 8 hours

Monday 4:00 p.m. – Tuesday 7:00 a.m. = 15 hours

Tuesday 4:00 p.m. – Wednesday 7:00 a.m. = 15 hours

Wednesday 4:00 p.m. – Thursday 7:00 a.m. = 15 hours

ACTION: *Council to approve and adopt the amendment as marked in red font in Section 16 of the attached Policy.*

MOTION:

THAT Council amend Section 16 of the On-Call Duty Policy No. 20-2024 as recommended by Administration and listed below:

- Section 16: “Employees that receive standby pay of \$2 per hour for every hour on-call outside of the employee’s regular hours of work (~~133~~ 116 hours per on-call duty assignment from Thursday 4 p.m. to Thursday 9 a.m.).



VILLAGE OF BUENA VISTA

Policy

Department:	Human Resources	Policy No.: 20-2024	Resolution: 321/24
Title:	<u>ON-CALL DUTY & COMPENSATION</u>	Effective Date:	October 8, 2024
		Last Review Date:	December 10, 2024
Next Review Date:	October 2025	Revision Date:	December 10, 2024

PURPOSE

1. This Policy establishes a uniform procedure for administering on-call duty for employees, and to provide fair and equitable compensation to employees who have the responsibility for being on-call. This policy sets a process for those employees to receive appropriate compensation when placed on-call.

SCOPE

2. The Village requires public works employees to be on-call for matters and emergencies related to the Village's water/wastewater systems, and respond to calls requiring immediate attention after business hours to protect and/or ensure public safety. This Policy applies to qualified full-time permanent employees of the Public Works department of the Village of Buena Vista.

DEFINITION

3. In this Policy:
 - a) **On-Call (Standby)** shall be defined as a pre-authorized period of time, outside of an employee's regular hours of work, when the employee is required to be available and fully prepared to respond to telephone calls and, if necessary, to report to the workplace to resolve emergency situations outside of the employees regular scheduled hours;
 - b) **Call-In** shall be defined as an occasion when an employee who is on-call is contacted and is required to attend the workplace.

EMPLOYEE ASSIGNMENT

4. The Village requires one full-time, regular public works employee to be on-call duty at all times outside of public works regular scheduled hours.
5. An employee is assigned on-call duty for the purpose of being ready and able to handle matters and emergency situations arising at times other than regularly scheduled hours.
6. When employees are on standby they are available for work in various ways:
 - a) They may be required to travel to the workplace and/or some other site to deal with emergency situations that require their presence.
 - b) They may be required to deal with problems related to the water treatment plant by working from home using the Village supplied tablet.
7. The employee assigned to on-call duty is free to engage in personal activities during the on-call shift, but is required to:
 - a) Be reachable by telephone and or text message during times outside of the employee's regular hours of work;
 - b) Be able to report to work within a reasonable time from receipt of the contact;
 - c) Maintain a state of mental alertness and physical dexterity, same as requirement for performance of their regular duties. The employee shall remain free of the influence of alcohol, drugs or prescription drugs that would adversely affect their ability to safely and effectively respond to an emergency situation and perform their job duties in a satisfactory manner; and
 - d) Notify their supervisor and/or CAO in the event they are unable to cover their scheduled on-call shift due to illness, family emergency, etc.
8. While assigned on-call duty, an employee is required to field all telephone calls from the Village's emergency line and/or CAO. Responses may include, but are not limited to, responding to the call, speaking to a resident, following up on calls related to the situation at hand, or attend to the workplace.
9. On-call duty assignments shall be assigned to employees on a rotating basis.
10. On-call duty rotation shall be Thursday 4:00 p.m. to Thursday 9:00 a.m., unless otherwise determined by the CAO.
11. The on-call employee shall be responsible for the daily water testing, Village drive through and garbage collection in the summer months during their on-call assignment (Friday – Thursday), including weekend and statutory holidays.

12. No employee will be assigned on-call duty while on annual vacation leave.
13. An employee assigned on-call duty must ensure they forward the shop and water treatment plant phone to their cellphone by 4:00 p.m. on the Thursday their on-call duty begins.
14. An employee assigned on-call duty must ensure they are taking the Village assigned tablet, equipped with the Water Treatment Plant program, home during their on-call assignment to avoid having to call-in to work at overtime hours.
15. If the employee has a conflict and is unable to be on-call during their assigned time, it is the employee's obligation to pre-arrange with their immediate supervisor for a replacement to cover the employee's on-call shift. The CAO must be notified of this change.

COMPENSATION FOR ON-CALL DUTY

16. Compensation for being on-call (standby) is intended to recognize those situations where there is a likelihood that the employee will be contacted and/or that a call-in will occur. Employees shall receive standby pay of \$2 per hour for every hour on-call outside of the employee's regular hours of work (~~133~~ 123 hours per on-call duty assignment from Thursday 4 p.m. to Thursday 9 a.m.). This compensation will remain the same regardless of the day of the week or if on a statutory holiday.
17. On-call duty pay is in addition to any other compensation to which the employee is otherwise entitled.
18. Hours that an employee is assigned on-call duty shall not be considered hours worked for the purpose of computing overtime, pension, or annual vacation leave.
19. On-call duty pay cannot be converted to time off in lieu.
20. Employees who are required to be on-call will also be compensated for their phone usage through the *Cellphone Usage & Reimbursement Policy No. 10/2024*.
21. Employees who are on-call duty (standby) and are called in to work are entitled to receive both the standby pay and pay for the time worked.
22. If a call-in is required, the following compensation will be paid:
 - a) Call-in shall receive a minimum of three (3) hours of compensation at 1.5 times their regular pay when responding;
 - b) Call-in shall receive a minimum of 3 hours of compensation at 2.5 times their regular pay when responding on a Village approved statutory holiday; and

- c) If the employee time worked exceeds the 3-hour call-back minimum, the employee shall receive pay for the actual hours worked at the applicable overtime rate.
- 23. If a call-in was required, the employee must report this to the CAO on the next working day.
- 24. If an employee is unsure if a call-in is required and necessary, they must contact the CAO immediately for guidance to ensure frivolous matters are not being attended to on overtime rates.
- 25. Employees who have been on-call duty and/or had a call-in must submit their compensation claims on the designated portion of their timesheet, including standby hours and any call-in details.

VIOLATIONS AND DISCIPLINARY ACTION

- 26. An on-call employee who fails to respond when called and/or who fails to find a replacement are subject to disciplinary action up to and including termination.
- 27. Any violation of this Policy shall be addressed by the CAO and/or Council through the Village's *Disciplinary Policy No. 07-2024*.

POLICY REVIEW

- 28. This policy is subject to change at any time; and shall be reviewed annually and be amended as, and when, amendments to legislation and/or policies necessitate amendments.

COMING INTO FORCE

- 29. This Policy shall come into force on the day of adoption by Council.

Mayor

SEAL

Chief Administrative Officer



VILLAGE OF BUENA VISTA

Briefing Note

To:	Mayor and Council
Date:	December 10, 2024
Subject:	Performance Management Policy No. 21-2024

BACKGROUND: *I have discovered that employee performance reviews have not been completed for many years, and wage increases just given. I strongly believe that wage increases should be based on performance, therefore I put together this policy in order to have a uniform evaluation for all employees.*

Performance reviews are important because they provide a formal and structured opportunity to assess employee performance, set expectations, provide feedback and make decisions related to compensation, promotions, and career development. Some other reasons these are important are for:

- *Feedback and improvements;*
- *Goal setting;*
- *Accountability;*
- *Identifying strengths;*
- *Addressing weaknesses;*
- *Enhanced communication to ensure employees and myself are on the same page regarding expectations, reducing misunderstandings (open communication can also uncover challenges and barriers to performance, allowing for collaborative problem-solving);*
- *It summarizes ongoing performance and development conversations and provides a record of past performance and expectations for work moving forward.*

ACTION: *Council to read over the policy and then approve and adopt as presented or with changes; and to set the maximum percent increase available each year for employees. The CAO will then begin evaluations on each employee before the end of the year.*

MOTION:

THAT Council approve and adopt the Performance Management Policy No. 21-2024 as presented [or with amendment of _____]; and FURTHER set a maximum of [#]% increase available each year for all employees.



VILLAGE OF BUENA VISTA Policy

Department:	Human Resources	Policy No.: 21-2024	Resolution:
Title:	<u>PERFORMANCE MANAGEMENT</u>	Effective Date:	December 10, 2024
		Last Review Date:	
Next Review Date:	December 2025	Revision Date:	

PURPOSE

To ensure job performance is discussed and improved through an on-going and consistent process of communication throughout the departments of the Village of Buena Vista.

Each employee's work performance shall be appraised/evaluated as per the following time lines:

- For new employees at the 3-month probation period;
- For new employees at 6 months;
- For all employees annually in November/December of each year; and
- Upon request from either the employee or the employer.

Employee performance evaluations shall be retained in the employee's personnel file.

PROCEDURE

1. The performance evaluation is intended to be an objective and constructive measurement of:
 - a. The employee's demonstrated competence in performing the skills and job requirements of the position based on the employee's job description;
 - b. The employee's success in achieving job related goals and objectives which are mutually arrived at between employee and supervisor at the commencement of the evaluation period; and
 - c. The qualities and characteristics that the employee brings to the job and the workplace, and the way in which these are utilized for the betterment of the whole municipality.

2. Performance evaluations are an ongoing process of feedback, praise, constructive criticism, goal setting and communication involving both supervisor and employee. It is not done to one by the other, but with each other. The process likewise does not start nor stop with the completion of the performance evaluation form.
3. A standardized *Employee Performance Appraisal Employee – Form “A”* and an *Employee Performance Review Summary – Form “B”* have been developed for use by the Village of Buena Vista.
4. The performance evaluation is to be reviewed with the employee in a confidential interview, which is scheduled in advance to permit preparation by both parties.
5. The performance evaluation shall be conducted in the following ways:
 - a. Office staff will be conducted by the CAO;
 - b. Public Works staff will be conducted by their direct supervisor and the CAO; and
 - c. The CAO will be conducted by the Mayor.
6. The employee shall be requested to acknowledge receipt of the performance evaluation by signing and dating the form.
7. At the conclusion of the interview, the employee will be provided a copy of the written evaluation.
8. Individual performance-based pay increases will be determined after the completion of the above-mentioned employee reviews with the following criteria used to determine the actual percentage:
 - a. If the employee meets the minimum standard of 105 points for performance elements, the percentage of wage increase will be determined by the amount of points received, divided by the total maximum achievable (185) points, times maximum percentage increase approved by council;
 - b. If the total points achieved through the review process do not meet the minimum job standards of 105 performance elements points, the employee will not be eligible for a wage increase for that year. The deficiencies noted during the review process will be readdressed after a three (3) month period. If the actions/behaviors/skills have not improved, an escalation of disciplinary action may be taken, as per the Village of Buena Vista Progressive Discipline Policy. This shall be considered a written warning.

-
9. If an Employee's performance is below a satisfactory level, the CAO will discuss with the Employee the specified problem, the level of performance that is required, the suggested action items to improve performance, and the timeframe for achieving the desired level of performance. All discussions regarding performance will be documented and placed in the Employee's personnel file. If performance is unsatisfactory and does not improve according to the action plan timeframes that have been discussed, the Employee's employment may be terminated for cause.

APPENDICES

Employee Performance Appraisal – Forma "A" Attached

Employee Performance Review Summary – Form "B" Attached

POLICY REVIEW

This policy is subject to change at any time.

This policy will be reviewed annually and be amended as, and when, amendments to legislation and/or policies necessitate amendments to this policy.

VILLAGE OF BUENA VISTA

PERFORMANCE APPRAISAL “FORM A”

Employee Name:		Hire Date:	
Employee Job Title:		Department:	
Review Period Start:		Supervisor:	
Review Period End:		Appraisal Date:	

GENERAL INFORMATION:

The purpose of the review is to determine objectively how well an employee is performing in his/her present position. The review is based upon a consideration of all the major functions an employee performs.

RATING	LEVELS OF PERFORMANCE
5. Outstanding	Overall performance is outstanding. Consistently carries out responsibilities in an outstanding manner. Performance is approaching the level of the ideal employee.
4. Exceptional	Performance is very good and is above standard most of the time. Periodically exceeds expectations
3. Meets Job Standards	Overall performance is satisfactory. Does good work most of the time and meets the requirements of the job
2. Needs Improvement	Overall performance does not meet job requirements. Periodically, performance is inconsistent and unacceptable in some areas
1. Unsatisfactory	Overall performance is unsatisfactory. Consistently performs at an unacceptable level in most areas of performance

The performance appraisal has two sections:

Section I covers Goal Setting in Core Responsibilities/Duties area

Section II covers the individual's actions that support the Core Responsibilities/Duties

PERFORMANCE ELEMENTS:

MOTIVATION (A)

	N / A	1	2	3	4	5
Volunteers readily						
Undertakes self-development activities						
Seeks increased responsibilities						
Takes independent action when necessary						
Asks for help when needed						
Responds to requests for assistance						
Strives to help the Village achieve success						

COMMENTS

1.
2.
3.
4.
5.
6.
7.

Total points this section:	35	Employee Points:	
----------------------------	----	------------------	--

PLANNING AND ORGANIZATION (B)

	N / A	1	2	3	4	5
Prioritizes and plans work activities						
Uses time efficiently						
Sets goals and objectives						
Works in an organized manner						

COMMENTS

1.
2.

3.
4.

Total points this section:	20	Employee Points:	
-----------------------------------	----	-------------------------	--

QUALITY (C)

	N / A	1	2	3	4	5
Demonstrates accuracy and thoroughness						
Looks for ways to improve work quality						
Committed to always doing a good job						
Applies feedback to improve performance						
Finishes each assignment completely						
Shows commitment to customer service						

COMMENTS

1.
2.
3.
4.
5.
6.

Total points this section:	30	Employee Points:	
-----------------------------------	----	-------------------------	--

TEAM (D)

	N / A	1	2	3	4	5
Balances team and individual responsibilities						
Exhibits objectivity and is open to others' views						
Establishes and maintains effective relations						
Offers assistance and support to co-workers						
Works actively to resolve conflicts						
Contributes in meetings and discussions						

COMMENTS

1.
2.
3.
4.
5.
6.

Total points this section:	30	Employee Points:	
----------------------------	----	------------------	--

RESPECT (E)

	N/A	1	2	3	4	5
Keeps Commitments						
Inspires the trust of others						
Maintains confidentiality						
Is accountable for all actions						
Shows sensitivity to cultural differences						
Promotes a harassment-free environment						

COMMENTS

8.
9.
10.
11.
12.
13.

Total points this section:	30	Employee Points:	
----------------------------	----	------------------	--

CHANGE MANAGEMENT (F)

	N/A	1	2	3	4	5
Adapts to changes in the work environment						
Changes approach or method to best fit the situation						
Meets challenges and difficult situations with resourcefulness						
Identifies problems in a timely manner						
Balances short and long-term goals						
Seeks out and accepts performance feedback						

COMMENTS

1.
2.
3.
4.
5.

Total points this section:	30	Employee Points:	
----------------------------	----	------------------	--

SUPERVISOR'S FINAL COMMENTS:



Signature: _____

Date:

Reviewed By: Signature: _____

Date:

EMPLOYEE ACKNOWLEDGMENT:

I have reviewed this document and discussed the contents with my manager. My signature means that I have been advised of my performance status and does not necessarily imply that I agree with the evaluation.

Employee Signature: _____

Date:

EMPLOYEE COMMENTS:



PERFORMANCE REVIEW SUMMARY "FORM B"

Performance Appraisal Wage Increase Calculation

Employee Name: _____

Points

	1	2	3	4	5	Employee Point Totals
Performance elements						
Motivation points	7	14	21	28	35	A _____
Planning & Organizing	4	8	12	16	20	B _____
Quality	6	12	18	24	30	C _____
Team	6	12	18	24	30	D _____
Respect	6	12	18	24	30	E _____
Change Management	6	12	18	24	30	F _____
Total points	35	70	105	140	175	Total (A-F) <input type="text"/>

Total Years of service

	Points
1-2 years	1
3-5 years	3
6-10 years	5
11-15 years	6
16-20 years	7
21-25 years	8
25-30 years	9
31-35 years	10

Total Years of service Points (G)

Total of (A-F) + G + H

divide by

185

multiply by

Total percent wage increase

**The arrow indicates where you would input the maximum percent available set by council.

INTER-MUNICIPAL UTILITIES COMMITTEE

MINUTES

December 4, 2024 – 7:00pm – Regina Beach Memorial Hall

Call To Order: Mayor Vollman called Meeting to order at 7:05 pm.

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

Approval of Agenda: Barber That the agenda is approved as circulated. Carried

Approval of Minutes: Oldershaw That the IMUC Minutes of September 9, 2024 be approved. Carried

Introduction of

Voting Members: In follow up to recent municipal elections, IMUC municipalities signified whom their IMUC members would be going forward. There was no changes for the RM of Lumsden, Lumsden Beach or Kinookimaw. Buena Vista introduced Mayor Karen Smith and Councilor Chris Duke, as their voting reps. Regina Beach would remain status quo until naming new reps in the near future.

Business Arising From the Minutes:

- a. EMO Plan Revisions:
Arnold Buehler has agreed to Chair. Limited progress has been made with updating the EMO Plan. Work will continue with hopes of bringing forward a proposed plan in early January 2025.
- b. Lagoon Capital Expenditures Community Members Update:
Agreement has been reached between Regina Beach and the RM of Lumsden re Lagoon Road maintenance. With work to take place in 2025 using the Lagoon project Capital Grant. Engineering company projects an expense of ~\$55,000 of which Regina Beach and the RM of Lumsden would share 1/3 of the cost. The project is in the process of being re-tendered. The repair of the Liner is to also occur in 2025 at a projected cost of ~\$70,000 with 1/3 covered by IMUC members as per the capital sharing agreement. No other Lagoon capital expenditures are planned for in 2025. Regina Beach is continuing to put together each of the 5 municipalities Lagoon expenditures too date.

ACTION: M. Thorley to continue updating each IMUC member's individual expenditures to date plus any amounts owing and provide documentation for the next IMUC meeting. There has been no complete update since 2021 or 2022.

c. Fire Department Schedule A & B:

Schedule A & B have been located dated from 2018 when created by the sub-committee and approved by IMUC. Amounts in Schedule B are being used in both Actual and Budget reports. It was agreed that both Schedule A (a transition document) and Schedule B (a cost document) are in need of revision.

ACTION: Regina Beach to continue working with the volunteer firefighters to prepare a draft revision of Schedule B costs for presentation at the next IMUC meeting.

d. IMUC Reproduced Agreements:

The original IMUC operating agreements, previously approved by IMUC, were misplaced prior to all municipalities having signed the agreements. Pollock and Thorley have worked on updating, with minimal revision, the Master and seven Individual agreements.

ACTION: Thorley to circulate copies of the agreements to each IMUC member for review and any feedback. Feedback is due by December 11. If there are no further modifications, then IMUC representatives from each of the five IMUC communities are to go to the Regina Beach Office to sign the final versions of the agreements prior to December 24, 2024.

New Business:

a. Projected 2024 IMUC Actuals:

Thorley made reference to pre-circulated Actuals as of November 30, 2024 for each of the IMUC utilities. Questions were asked and responded to.

b. 2025 IMUC Budgets:

Thorley made reference to pre-circulated draft 2025 Budgets for each of the IMUC utilities. Points of interest included:

- The need to work with the Public Health to review the volunteer management as to be prepared for the future.
- The Landfill has a Permit to Operate through to 2027, but is faced with the possibility of having to decommission the site by 2026. 2/3 of funding is in place, but the 1/3 would be very expensive.
- Discussion took place regarding the budgeted planned for revenue from a \$5/load fee to be charged to septic haulers. The revenue is to be collected by Regina Beach and kept in a dedicated account, not in general revenues.

ACTION: Regina Beach to present to the next IMUC meeting their plans for how the dedicated revenues, expected to be ~\$80,000, will be used.

c. Fire Department Unexpected Expense:

Thorley referred to a previously circulated document regarding emergency repairs and temporary rental of a pumper truck that occurred during 2024.

Motion: Barber/Duke: That the cost or repairs to the Regina Beach Fire Department Pumper Truck plus the cost of rental of a pumper truck during the repair period be added to 2024 Actual Operating Expenses as they apply to IMUC.

Discussion was held on plans to replace the current recently repaired pumper truck. Repairs provided a warranty for 2-years. Regina Beach is continuing work with the Regina Beach Fire Department volunteers re size and requirements needed for a replacement truck whether new or used. Once determined Regina Beach will present their suggestion of action to IMUC.

NOTE: A reminder to IMUC communities to review their current unit counts based on the previously agreed to definition of what a unit is and submit same to the Regina Beach Financial Officer prior to January 31, 2025 as unit numbers affect invoicing of IMUC members for their share of annual operating expenses.

Next IMUC Meetings:

- a. March 3, 2025 – 7:00pm – Buena Vista Office
- b. June 2, 2025 – 7:00pm – Lumsden Beach Community Hall

Adjourn: The meeting adjourned at 9:05pm.



Regional Bylaw Services

TO THE COUNCIL OF THE VILLAGE OF BUENA VISTA

WEEKLY REPORT 2024-11-27

1164 Highwood Ave. - Upon inspection, there were two vehicles on the RoW, that appeared to be stored on the recently constructed approaches from the private lot to the street (photo on file). I issued warning #002e for service by regular mail and compliance by Dec 11/24.

Bob Gourlay – Bylaw Officer - Regional Bylaw Services

Regina Beach Local Library Board Meeting Minutes

Date: November 18th, 2024

NOT THE LIBRARY YOU REMEMBER



Call to order: 6.57pm

Attendance (please include first and last names)

Names of board members present:

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

Member of public- Margaret Gibson

Librarian- Laura Davies

Assistant Librarian- Joan Cobler

Names of board members absent:

Darlene Freitag, Sandi Metz, Chris Duke and Steven Schultz

1. Adopt Agenda

Motion: To adopt agenda as stated with amendments stated below

Moved by: Donna Gliddon. 2nd Shannon Waugh

Approved X All in favor

Items added to new business-

c. Budget 2025

d. Community tree decorating.

2. Review minutes of the September 23rd meeting

Motion: To adopt minutes as circulated.

Moved by: Donna Gliddon 2nd Virginia Percy

Approved X All in favor

3. Board Governance

a. Board member volunteer time since last meeting: 62hrs

b. Board member volunteer time year to date: 310hrs

c. Review our local branch 1-year strategic plan and goals:

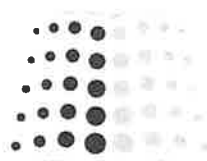
i. Goal #1: Build Volunteer Capacity.

Discussed items-

1. Volunteer Brochure – Discussed in New business item A.

ii. Goal #2: Increase Branch Visibility

iii. Goal #3: Community Engagement.



**SOUTHEAST
REGIONAL
LIBRARY**

WWW.SOUTHEASTLIBRARY.CA

49 Bison Avenue, Weyburn SK S4H 0H9
phone: 306.848.3100 | fax: 306.842.2665
email: librarysrl@southeastlibrary.ca



4. Correspondence:

- Trustee telegraph provided by HQ, circulated to all board members via email.
- Need to find out who the representative from Buena Vista office is now.

5. Librarian's Report (see attached)

Motion: To accept Librarian's Report

Moved by: Virginia Percy 2nd Shannon Waugh

Motion Passed X Motion Failed

Items discussed-

- Unable to reach program amount for children's programs this year due to the loss of Storytime.
- Switch has been received from the town. Joan and Laura working on obtaining extra support.
- Stuffie sleepover was a success and very well received by the community.

6. Financial Report

Total revenue since last meeting: \$7,182.96

Total expenditures since last meeting: \$ 9,677.11

Current bank balance: \$5,280.89

Motion: To accept Financial Report

Moved by: Donna Gliddon Seconded: Virginia Percy

Motion Passed X

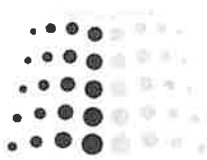
7. Facility Report

Nothing to discuss.

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

a. Discussion item: Shed signage

- Donna has provided board members with the results of her investigation into possible signage solutions. Please see email circulated on November 13th.
- Donna has been discussing options with the cultural centre about possible a collaboration.
 - Contact has been made with the school about the use of the signage on their property. Elements such as ladder training and replacing the lock on the signage door



- Donna discussing with the town about signage on 16th, 7th and at the top of centre street.
- Also, discussions between the cultural centre and Donna have outlined that there are plans to update the existing signage on the building, which the library will be included into the design. Plans for this to be discussed at the cultural centre's next board meeting. Updates to follow.
- Signage on the shed was also discussed with Jason Papp with a rough estimate of \$800.
- Donna had advised that we refrain from investing in signage outside of town and focus our efforts on the above stated possible options.

b. Discussion item: Update on tablet/computers

- Board is extremely happy that Sandi was reelected onto town council and will continue being our town representative.
- Sandi unable to attend meeting with update from town office.

c. Discussion item: 60th Anniversary

- 2026 is our 60th Anniversary.
- Gord is suggesting that in the new year we should present to both Regina beach and Buena Vista councils emphasizing that we are the oldest official small-town library in the province.
- Dates to be discussed at our January meeting.

d. Discussion item: Drop box

- Donna and Laura plan to work on the drop box in the spring.
 - Donna has spoken to Jason Papp about adding our logo and mural design into face mount plexi glass. Estimated cost of \$200 quoted by Jason Papp.
- Motion by Donna Gliddon: To spend \$200 on revamping the drop box with additional professional signage.

Amendment to motion made by Shannon Waugh to increase budget to \$300.

Moved by: Virginia Percy 2nd Shannon Waugh All in favor





9. New Business

a. Discussion item: Volunteer Brochure

- Laura to make amendments highlighted by board members and circulated for final approval
Due date for completion: Ongoing

b. Discussion item: Purchase of TV & mobile cart.

- Consider purchasing a specific unit that we can utilize for gaming and movie afternoons.
- Shannon to look into options.
- Laura to assess if the library has available space to accommodate such a unit.

Due date for completion: Ongoing

c. Discussion item: Budget 2025

- Reduce programming expenses by \$200 to match request made for last year.

d. Discussion item: Community tree decorating.

Motion: To spend up to \$50 on decorations

Moved by : Virginia Percy

Seconded: Donna Gliddon All in favor.

Who is responsible: Joan had volunteered to purchase decorations

Due date for completion: Asap

Motion Passed X Motion Failed

- Laura has begun making book ornaments.
- Vertical open book with library details for the top of the tree.
- Board members to volunteer with book making once Laura has produced a prototype.

10. Next meeting and Adjournment

Next meeting: January 20th 2025, 7:00 PM

Motion to adjourn made by: Gord Wilson at 7.54pm.

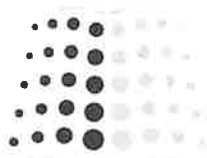
For next meeting:

Meeting minutes approval:

Date: _____

Chairperson signature: _____

Secretary signature: _____



**SOUTHEAST
REGIONAL
LIBRARY**

WWW.SOUTHEASTLIBRARY.CA

49 Bison Avenue, Weyburn SK S4H 0H9
phone: 306.848.3100 | fax: 306.842.2665
email: librarysrl@southeastlibrary.ca

The Trustee Telegraph

Southeast Regional Library – October 26, 2024

The Fall Semi-Annual Trustee meeting was held in-person on Saturday, October 26th. There were 37 trustees in attendance from 37 municipalities representing a population of 46,042.

Presentations

Strategic Plan Update— A regional update on the 2023-2028 Strategic Plan was shared with trustees. The region is focusing on promotion, technology and collections, enriching patron experiences and expanding organizational capacity. Several goals have already been started and are ongoing. For more information visit the regional website: southeastlibrary.ca

Volunteerism – Personnel Manager, Tyson Balog, spoke with Trustees about how volunteering has changed since COVID, barriers to volunteering, and how to find and motivate volunteers. Group discussions shared success stories and volunteer ideas in our local communities.

News in a Minute: Southeast Managers shared various FYI items for Trustees to be aware of in their role as library advocates. Some topics included: van delivery updates, 2024 branch stats to date, photos of recent branch renovations and grand openings, region-wide contests, partnerships and regional programming updates.

Regional Services: Enriching patrons' lives – Morgan Kelly, Community Services Manager provided Trustees with an update on our regional services including the launch of our Art Starts kits, which help libraries create partnerships to bring professional artists to their communities. She also shared about the expansion of our wireless hotspot collection, the continuation of our popular Regional Park Pass program, and an update on the new regional kits added to the collection. A brief demonstration of Kanopy and Creativebug, two of our regional eResources, was also shared.

Trustee Development – The afternoon focused on advocating the importance of librarians to the new and incoming MLAs in our library region following the 2024 election. Discussions included the new boundary changes, contacting MLAs once elected, prior success stories when meeting with elected officials and the benefits of advocacy.

2025 Budget

The proposed 2025 Southeast Regional Library budget was unanimously approved. The municipal grant rate will be \$14.75 for rural municipalities and \$37.24 for the Cities.

Annual General Meeting: April 12, 2025

Facebook: Southeast Regional Library HQ

Instagram: [southeastregionallibrary](https://www.instagram.com/southeastregionallibrary)



**SOUTHEAST
REGIONAL
LIBRARY**

WWW.SOUTHEASTLIBRARY.CA

49 Bison Avenue, Weyburn SK S4H 0H9
phone: 306.848.3100 | fax: 306.842.2665
email: librarysrl@southeastlibrary.ca

