

AGENDA
Village of Buena Vista
Regular Council Meeting on September 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 – August 27, 2024

APPROVAL OF ACCOUNTS PAYABLE

- List of Accounts for Approval – Batch 2024-00068 to 2024-00071
- Payroll – Admin August 16 – 31, 2024; Public Works August 18 - 31, 2024

REPORTS OF STAFF

- Acting CAO's Report
- Public Works Report
- Water Treatment Plant Daily Record – August 2024
- 2023 Public Reporting on Municipal Waterworks

UNFINISHED BUSINESS

- Edgewood Sewage Rates Review

NEW BUSINESS

- Advance Poll
- Employee Code of Conduct Policy No. 17-2024
- Buena Vista Parks & Recreation Board Minutes – September 3, 2024
- Application to Rezone Land – Block K, Plan 102383412
- The Royal Canadian Legion – Military Service Recognition Book Support Request

CORRESPONDENCE

- Regional Bylaw Services – August 28 & September 4, 2024
- Delco Service Report – August 27 & 28, 2024
- Waste Management Site IMUC Letter
- Certificate of Confirmation – 2024 Assessment Roll

ADJOURNMENT

**Village of Buena Vista
MINUTES OF REGULAR MEETING
AUGUST 13, 2024
1050 Grand Ave, Buena Vista, SK**

PRESENT: Mayor Gary McLennan, Councilor Chris Duke, Councilor Steven Schultz, Councilor Mike Ziglo

ADMINISTRATION: Acting Chief Administrative Officer Melissa Pollock

CALL TO ORDER:
A quorum being present, Mayor McLennan called the meeting to order at 7:15 p.m.

ADOPTION OF AGENDA:

249/24 THAT the August 27, 2024 agenda be adopted with the addition of Edgewood Phase 2 Development, and Edgewood Sewage Rates.

**Moved by Councilor Ziglo
Seconded by Councilor Duke**

CARRIED

ADOPTION OF MINUTES:

250/24 THAT the Minutes of the Regular Meeting of Council of August 13, 2024 be adopted as presented.

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

CARRIED

APPROVAL OF ACCOUNTS PAYABLE:

251/24 THAT Council approve the following accounts for payment: AP Batches 2024-00063 to 2024-00067, which includes all cheques, credit card and online payments for a total amount of \$3,645.77.

**Moved by Councilor Duke
Seconded by Councilor Ziglo**

CARRIED

252/24 THAT Council approve the following payrolls:
Public Works August 4 – 17, 2024 in the amount of \$8,772.29

Moved by Councilor Ziglo
Seconded by Councilor Duke

CARRIED

REPORTS OF STAFF:

253/24 THAT Council accept the Acting Chief Administrative Officer's administrative verbal report as presented.

Moved by Councilor Schultz
Seconded by Councilor Duke

CARRIED

254/24 THAT Council accept the Acting Chief Administrative Officer's Public Works report as presented.

Moved by Councilor Ziglo
Seconded by Councilor Duke

CARRIED

NEW BUSINESS:

255/24 THAT Council appoint Councilor Schultz to attend the Regina Beach & District Lions Dedication Service for the Lion Jim Sinclair Memorial Forest on September 8, 2024.

Moved by Councilor Ziglo
Seconded by Councilor Duke

CARRIED

- 256/24** THAT Council approves and adopts Health & Safety Policy No. 05-2024.
- Moved by Councilor Schults**
Seconded by Councilor Duke
- CARRIED**
-
- 257/24** THAT Council approves and adopts Whistleblower Policy No. 06-2024.
- Moved by Councilor Duke**
Seconded by Councilor Schultz
- CARRIED**
-
- 258/24** THAT Council approves and adopts Smoking Policy No. 09-2024.
- Moved by Councilor Duke**
Seconded by Councilor Schultz
- CARRIED**
-
- 259/24** THAT Council approves and adopts Cellphone Usage & Reimbursement Policy No. 10-2024.
- Moved by Councilor Ziglo**
Seconded by Councilor Duke
- CARRIED**
-
- 260/24** THAT Council approves and adopts Vehicle Usage & Accident Reporting Policy No. 11-2024.
- Moved by Councilor Schultz**
Seconded by Councilor Duke
- CARRIED**
-
- 261/24** THAT Council approves and adopts Video Surveillance Policy No. 16-2024.
- Moved by Councilor Duke**
Moved by Councilor Schultz
- CARRIED**

262/24 THAT Council appoint Cate McConnell and Damon Warawa as the Health & Safety Representatives as per the Health & Safety Policy No. 05-2024.

Moved by Councilor Ziglo
Moved by Councilor Duke

CARRIED

263/24 THAT Council appoint the CAO as the custodian of the surveillance system program as per the Video Surveillance Policy No. 16-2024.

Moved by Councilor Ziglo
Moved by Councilor Duke

CARRIED

264/24 THAT Council agree that if Edgewood Phase 2 development were to proceed, an updated drainage plan will be required with approval from the Village.

Moved by Councilor Ziglo
Moved by Councilor Duke

CARRIED

265/24 THAT Council agree that if Edgewood Phase 2 development were to proceed, that individual septic tanks will be required with no option of a community holding tank.

Moved by Councilor Duke
Moved by Councilor Schultz

CARRIED

266/24 THAT Council table Edgewood Sewage Rates to next meeting.

Moved by Councilor Duke
Seconded by Councilor Ziglo

CARRIED

CORRESPONDENCE:

267/24 THAT Council receive and file the following communications:
Regional Bylaw Services Reports of July 24, 31 & August 7, 2024
Community Policing Report for June 2024

Moved by Councilor Schultz
Seconded by Councilor Ziglo

CARRIED

ADJOURNMENT:

268/24 THAT the meeting be adjourned at 8:00 p.m.

**Moved by Councilor Schultz
Seconded by Councilor Ziglo**

CARRIED

Mayor

Acting Chief Administrative Officer

Date Printed
09/06/2024 11:56 AM

Village of Buena Vista
List of Accounts
Batch: 2024-00068 to 2024-00071

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Bank Code - AP - AP-General Oper

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
11082 SK Lott	09/10/2024	Buena Vista Parks & Rec Board 570-900-110 - R&C - Parks & R	Sask Lotteries Grant CG:24	7,074.00	7,074.00
11083 CG2520	09/10/2024	Critter Gitter 570-270-100 - R&C - Cont. - Pai 570-270-100 - R&C - Cont. - Pai 110-340-110 - GST Receivable 900-110-110 - GST Paid	Edgewood Gopher Control Ball Diamond Gopher Contr GST Tax Code GST Tax Code	500.00 840.00 67.00 67.00 NL	1,407.00
11084 m42367	09/10/2024	Delco Automation Inc. 580-295-105 - UT - Water - Othe 110-340-110 - GST Receivable 900-110-110 - GST Paid	1 Year ESS Agreement Both Tax Code Both Tax Code	18,385.54 867.24 867.24 NL	19,252.78
11085 278	09/10/2024	Gourlay & Associates 520-260-100 - PS -Bylaw Enforc 520-260-100 - PS -Bylaw Enforc 110-340-110 - GST Receivable 900-110-110 - GST Paid	Bylaw Service - Aug x4 Bylaw Service - Jun x4 Both Tax Code Both Tax Code	432.48 432.48 40.80 40.80 NL	905.76
11086 202450	09/10/2024	102129517 Saskatchewan Ltd. 580-295-105 - UT - Water - Othe 110-340-110 - GST Receivable 900-110-110 - GST Paid	Contr. Utilities Manag -Aug GST Tax Code GST Tax Code	4,195.00 209.75 209.75 NL	4,404.75
11087 8625	09/10/2024	Hyvac Sewer Service Ltd. 585-295-200 - UT- Sewage Pur 580-300-140 - UT - WTP Septic 570-340-120 - R&C - Utility - Se 530-300-150 - TS - Shop Septic 110-340-110 - GST Receivable 900-110-110 - GST Paid	Edgewood Septic Removal WTP Septic Removal -Aug Beach Septic Removal -Aug Shop Septic Removal -Aug GST Tax Code GST Tax Code	3,291.74 66.67 66.67 66.66 174.59 174.59 NL	3,666.33
11088 August 2024	09/10/2024	Papa Geordies Gas & Grocery 530-425-111 - TS - Fuel 510-480-100 - GG - Service Rec 110-340-110 - GST Receivable 900-110-110 - GST Paid 110-340-110 - GST Receivable 900-110-110 - GST Paid	Fuel - Aug Staff Appreciation BBQ Both Tax Code Both Tax Code GST Tax Code GST Tax Code	826.74 221.50 3.31 3.31 NL 41.34 41.34 NL	1,092.89
11089 4982535	09/10/2024	Princess Auto Ltd. 530-410-100 - TS - Shop Suppli 110-340-110 - GST Receivable 900-110-110 - GST Paid	Hoses -Speed Bump Remo Both Tax Code Both Tax Code	63.58 3.00 3.00 NL	66.58
11090 Aug	09/10/2024	Saskatchewan Health Authority 580-290-100 - UT - Water - Labr 580-290-100 - UT - Water - Labr 110-340-110 - GST Receivable 900-110-110 - GST Paid	Water Samp-1234 Highwoo Water Samp-1116 Grand A GST Tax Code GST Tax Code	21.90 21.91 2.19 2.19 NL	46.00
11091 INV727967	09/10/2024	Success Office Systems 510-430-100 - GG - Office Printi	Copier Printing Jun-Aug	520.35	

Date Printed
09/06/2024 11:56 AM

Village of Buena Vista
List of Accounts
Batch: 2024-00068 to 2024-00071

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COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name	GL Account	GL Transaction Description	Detail Amount	Payment Amount
			110-340-110 - GST Receivable	Both Tax Code	24.54	
			900-110-110 - GST Paid	Both Tax Code	24.54 NL	544.89
11092	09/10/2024	SUMA				
Aug			510-140-330 - GG - Benefits - A:	Guillemin -Group Ins. Sept	431.59	
			510-140-330 - GG - Benefits - A:	McConnell -Group Ins. Sept	418.50	
			530-130-130 - TS - Benefits - La	Neudeck, C -Group Ins. Sep	470.63	
			530-120-120 - TS - Benefits - Fc	Neudeck, J -Group Ins. Sep	387.21	
			510-130-230 - GG - Benefits - A:	Pollock -Group Ins.+Admin	611.55	
			530-130-130 - TS - Benefits - La	Warawa -Group Ins. Sept	301.77	
			110-340-110 - GST Receivable	GST Tax Code	1.00	
			900-110-110 - GST Paid	GST Tax Code	1.00 NL	2,622.25
11093	09/10/2024	Town Of Regina Beach				
2024-00118			540-200-115 - EH- Lagoon Proj	Lagoon Project Loan - Sept	5,696.31	5,696.31
Total Computer Cheque:						46,779.54
Total AP:						46,779.54

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Village of Buena Vista
List of Accounts
Batch: 2024-00068 to 2024-00071

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Bank Code - CC - CC - Credit Card

CREDIT CARD

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
092024 August	09/05/2024	Amazon			
		510-410-140 - GG - Office/Clear	Office Candies	21.19	
		510-410-140 - GG - Office/Clear	Boot Scrubber -Office	31.57	
		530-400-110 - TS - Shop - Office	Boot Scrubber -Shop	31.57	
		580-410-100 - UT - WTP Office/	Boot Scrubber -WTP	31.57	
		110-340-110 - GST Receivable	Both Tax Code	5.47	
		900-110-110 - GST Paid	Both Tax Code	5.47 NL	121.37
092024-001 Sept 5/24	09/05/2024	Canada Post			
		510-250-100 - GG - Cont. - Corr	Council Mail Out	52.20	
		110-340-110 - GST Receivable	GST Tax Code	2.61	
		900-110-110 - GST Paid	GST Tax Code	2.61 NL	54.81
092024-002 7709	09/05/2024	Saskatchewan Water & Wastewater Assoc.			
		580-250-100 - UT - Water - Men	SWWA Membership	60.00	
		580-260-100 - UT - Water - Trai	SWWA Full Seminar -Neud	440.00	
		110-340-110 - GST Receivable	GST Tax Code	25.00	
		900-110-110 - GST Paid	GST Tax Code	25.00 NL	525.00
Total Credit Card:					701.18
Total CC:					701.18

Village of Buena Vista
List of Accounts
Batch: 2024-00068 to 2024-00071

Bank Code - OB - OB - Online Banking

ONLINE BANKING

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
092024 7F1E7-4139915	09/05/2024	Gov of SK 210-210-190 - School #1 - Remi	Education Property Tax -Au	10,536.35	10,536.35
092024-001 Aug 2024	09/05/2024	Gov of SK 210-200-100 - Payroll Deduction	PW SS Pyrl Ded Jul 21-Aug	600.27	
		210-200-100 - Payroll Deduction	PW SS Pyrl Ded Aug 4-17	787.98	
		210-200-100 - Payroll Deduction	PW SS Pyrl Ded Aug 18-31	594.44	
		210-200-100 - Payroll Deduction	PW Lab/Form Pyrl Ded Jul2	2,519.80	
		210-200-100 - Payroll Deduction	PW Lab/Form Pyrl Ded Aug	1,182.42	
		210-200-100 - Payroll Deduction	PW Lab/Form Pyrl Ded Aug	2,900.95	
		210-200-100 - Payroll Deduction	Admin Pyrl Ded Aug 1-15	2,160.45	
		210-200-100 - Payroll Deduction	Admin Pyrl Ded Aug 16-31	2,195.09	12,941.40
092024-002 August 2024	09/05/2024	Gov of SK 210-200-140 - MEPP Payable	PW MEPP Aug 4-17	1,012.62	
		210-200-140 - MEPP Payable	PW MEPP Aug 18-31	1,031.62	
		210-200-140 - MEPP Payable	Admin MEPP Aug 1-15	1,233.12	
		210-200-140 - MEPP Payable	Admin MEPP Aug 16-31	1,249.08	4,526.44
092024-003 Aug Power	09/06/2024	SaskPower 580-300-150 - UT - Power - Wel	Well #1 Power -Aug	373.05	
		580-300-160 - UT - Power - Wel	Well #2 Power -Aug	100.54	
		110-340-110 - GST Receivable	GST Tax Code	23.68	
		900-110-110 - GST Paid	GST Tax Code	23.68 NL	497.27
Total Online Banking:					28,501.46
Total OB:					28,501.46
Grand Total:					75,982.18

Mayor

Administrator

Deposit RegisterPay group : **004 (CAO & Assistant)**Pay period : **16 (16Aug2024 to 31Aug2024)**Cheque date : **31Aug2024**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	31Aug2024	026	Guillemin, Karen	002	902.11
00000002	31Aug2024	040	Pollock, Melissa D.	001	2104.39
00000003	31Aug2024	047	McConnell, Catherine M.	002	1635.61

Pay Group Totals :

Number of Deposits: 3

Total Amount of Deposits: 4642.11

Deposit RegisterPay group : **002 (Public Works)**Pay period : **18 (18Aug2024 to 31Aug2024)**Cheque date : **06Sep2024**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	06Sep2024	020	Neudeck, Joel	003	2387.41
00000002	06Sep2024	024	Warawa, Lorne D	004	2044.30
00000003	06Sep2024	045	Bews, Heidi	004	670.51
00000004	06Sep2024	046	Thompson, Philip	004	1341.44
00000005	06Sep2024	048	Kobayashi, Jacob D.	004	1234.00
00000006	06Sep2024	049	Dyer, Henry R.	004	1234.00

Pay Group Totals :

Number of Deposits:6

Total Amount of Deposits:8911.66

CAO REPORT

August 27 – September 6, 2024

- **2023 Waterworks Financial Overview submitted and posted on website, office bulletin board**
 - will need to re-evaluate water rates for 2025/administration will start working on gathering info for Council
 - a municipality should not be running a deficit with their water
- **New website launched**
 - still working on some parts & more info will be added
- **Hydrant ordered for Helen Place**
 - will be scheduling the installation of this one and the raising of the hydrants on
- **Speed Sign**
 - new part had to be ordered
- **September Newsletter**
- **August Utility Billing**
- **Submit MEPP, EPT, and Payroll Deductions**
- **Public Works Scheduling**
- **Ordered Loraas bin for shop yard clean up**
- **Payroll**
- **Statistics Canada Monthly Building survey**
- **2024 Assessment Roll Certificate received and filed accordingly**
- **Ratepayers Information Package mailed out**
- **Start of Election preparation**
- **Buena Vista hoodies**
- **Renewal of plates**
- **Policies / Health & Safety Program**

PUBLIC WORKS REPORT

August 27 – September 6, 2024

- **curbstop locating/repairs/raising**
- **culvert in at Dinu Drive**
- **Shop yard clean up**
 - Ordered metal bin for shop yard clean up (couple weeks before it comes)
- **Mowing**
- **Face plate changed on the WTP NTU reader**
- **Delco came out for an inspection**
 - report under Communications on Agenda
- **Cleaned up broken chairs on Sandy Beach**
- **Water turn offs**
- **Started building roadside berms back up after rainfall**
- **Melissa Discussed 16th St drainage with Regina Beach Public Works**
 - requesting to work with them to get the grate back in so that the water coming down 16th goes into the culvert that drains the water down the hill back in
- **Pad locks from JD's ordered to move to master locks within the Village**
- **Picnic tables, etc. moved for Parks & Rec Board picnic**
- **Clean of vehicles/equipment**
- **Remove speed bumps**
- **Culvert and drainage ditch cleaning**
- **Dobson park portable cleaned**
- **Gathering quotes for roofs – Booster station & Rink shack**
- **City Trip to pick up new Hydrant, Gregg's order, Council mail drop and deposit**
- **Scheduling JRA to do the ditch mowing (fire hazard...best defence to protect the Village in the event of a fire)**

Village of Buena Vista - Water Works - Record of Operation

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

Notes: *Test results in mg/L or ppm *Well water depth - depth in feet below top of Pileless Unit *Non-pumping depth December, 2001 = 117.65 feet

Day	Time	Chlorine Usage (M ³)	Water Meter Readings (M ³)	Raw Water Readings (M ³)	Volume (M ³)	Tests		Well Water Depth (feet)		NTU max 1.0 NTU	Iron Raw	Iron max 0.12 mg/L	MN max 0.12 mg/L	Well Hours	Read by
						Cl Free 0.1 - 2.0 mg/L	Cl Total 0.5 - 2.0 mg/L	Non-Pumping	Pumping						
Forward Prev. Reading															
01-Aug	6:30am	6.24	224157	240780	333	1.27	1.39	122.5'	148.0'	0.08	0.33	0.00	0.000	9754.22	LDW
02-Aug	6:30am	10.04	224442	241575	285	0.85	1.04			0.07	0.24			9772.15	LDW
03-Aug	4:30pm	8.83	225401	242355	505	1.61	1.74		134.25	0.09	0.24	0.04	0.056	9798.94	LDW
04-Aug	5:30pm	7.54	225711	243033	454	1.42	1.51			0.07				9825.24	LDW
05-Aug	6:00am	3.41	225832	243247	310	1.46	1.54			0.07				9848.05	LDW
06-Aug	6:00am	5.93	226413	243785	311	1.41	1.51			0.08				9855.32	LDW
07-Aug	6:00am	5.25	226386	244247	243	1.24	1.33	125.0'		0.07	0.34	0.00	0.034	9873.15	LDW
08-Aug	6:00am	3.85	226576	244585	190	1.34	1.54			0.07				9888.89	LDW
09-Aug	8:00AM	6.69	226881	245181	190	1.20	1.42			0.07	0.30	0.00	0.022	9900.54	LDW
10-Aug	12:15pm	7.27	227254	245650	373	1.29	1.52		145.0	0.09				9920.76	SEN
11-Aug	3:00pm	7.64	227635	246507	381	1.37	1.53			0.10				9942.58	SEN
12-Aug	9:15AM	6.06	227862	246959	227	1.21	1.51		144.8	0.09	0.14	0.02	0.023	9965.59	SEN
13-Aug	6:00am	4.37	228064	247358	207	1.31	1.47			0.09				9994.57	LDW
14-Aug	6:30am	7.87	228443	248054	374	1.18	1.38			0.10				10018.18	LDW
15-Aug	6:30am	3.45	228608	248370	316	1.16	1.35		145.2	0.08	0.15	0.03	0.035	10028.74	LDW
16-Aug	6:30am	5.44	228649	248646	248	1.32	1.52		0.127	0.08				10045.27	SEN
17-Aug	5:00pm	5.54	229117	249341	268	1.41	1.60			0.12				10062.01	SEN
18-Aug	6:00pm	2.95	229237	249451	120	1.23	1.44			0.09	0.27	0.00	0.035	10084.08	LDW
19-Aug	6:00am	2.97	229454	249912	222	1.11	1.27			0.10				10078.34	LDW
20-Aug	6:30am	4.09	229536	250198	77	1.15	1.27			0.11				10091.04	LDW
21-Aug	6:30am	2.44	229659	250414	123	1.02	1.24			0.12				10098.57	LDW
22-Aug	6:30am	3.92	229813	250730	154	1.17	1.25			0.13	0.35	0.08	0.032	10107.33	LDW
23-Aug	6:30am	3.54	229457	250489	144	1.18	1.27			0.13				10118.24	LDW
24-Aug	6:30am	2.81	230104	251239	147	1.05	1.14			0.13				10126.35	LDW
25-Aug	10:00am	4.37	230298	251629	144	1.27	1.37			0.12				10140.46	SEN
26-Aug	4:15pm	1.32	230378	251748	80	1.16	1.22			0.13	0.22	0.00	0.039	10143.94	LDW
27-Aug	6:30am	4.20	230514	252016	141	1.19	1.29			0.12				10152.65	LDW
28-Aug	6:30am	2.93	230624	252248	105	1.09	1.22			0.13				10161.12	LDW
29-Aug	6:30am	2.30	230739	252464	115	1.01	1.16	121.8		0.13	0.17	0.00	0.023	10168.24	LDW
30-Aug	6:30am	3.97	230739	252464	115	1.01	1.16	121.8		0.13	0.17	0.00	0.023	10168.24	LDW
31-Aug	12:00pm	3.97	230927	252810	188	1.10	1.27			0.10				10180.34	SEN
TOTALS															
MIN VALUE															
MAX VALUE															
AVG VALUE															
														CAO Signature	
														Mayor Signature	



2023 Public Reporting on Municipal Waterworks:

- Total waterworks revenues (R) - \$416,156
- Total waterworks expenses (E) - \$501,204

Comparison of waterworks revenues to expenditures plus debt payments,
expressed as ratio:

$$\underline{R = (\$416,156) =}$$

$$E = (\$501,204)$$

For 2023, waterworks revenues covered 0.83 % of the waterworks (not including debt payments) – in 2022 waterworks revenues covered 0.67% of the waterworks expenditures.

Note that the following information required pursuant to section 54 of *The Municipalities Regulations* is available for inspection at the municipal office during regular office hours:

- Waterworks rate bylaw
- 2023 waterworks financial overview as per the above.
- Current reserves.

2024	# Accts	Flat Fee	Swr \$ fr Edgwd	Sew/Wat	Monthly Total	Diff fr last yr	Septic pump cost
January	30	\$ 1,200.00	\$ 1,983.52	\$ 1,554.21	\$ 4,737.73	\$ 1,423.85	\$ 2,078.45
February	30	\$ 1,200.00	\$ 1,834.14	\$ 1,519.81	\$ 4,553.95	\$ 1,321.81	\$ 1,928.30
March	30	\$ 1,200.00	\$ 2,417.94	\$ 1,594.44	\$ 5,212.38	\$ 1,802.27	\$ 2,336.44
April	30	\$ 1,200.00	\$ 1,557.17	\$ 1,680.36	\$ 4,437.53	\$ 1,077.11	\$ 3,074.22
May	30	\$ 1,200.00	\$ 2,907.16	\$ 3,232.62	\$ 7,339.78	\$ 2,052.14	\$ 3,994.61
June	30	\$ 1,200.00	\$ 2,055.46	\$ 1,893.95	\$ 5,149.41	-\$ 1,905.56	\$ 4,045.18
July	30	\$ 1,200.00	\$ 3,998.44	\$ 4,506.88	\$ 9,705.32	\$ 2,274.95	\$ 3,608.84
August	30	\$ 1,200.00	\$ 3,393.83	\$ 3,118.43	\$ 7,712.26	\$ 1,306.29	\$ 3,456.33
September					\$ -	-\$ 5,221.74	
October					\$ -	-\$ 3,478.70	
November					\$ -	-\$ 5,454.00	
December					\$ -	-\$ 5,229.78	
2023 Total		\$ 9,600.00	\$ 20,147.66	\$ 19,100.70	\$ 48,848.36	-\$ 10,031.36	\$ 24,522.37

BUENA VISTA PARKS & RECREATION

Minutes

September 3rd. 2-024

Present: Donna Hall, Gary McLennan , Sharon Mittermayr , Cathy Klemm, Peg Frey , Jeff Jacobs, Nancy Koszman

Absent; Alex Neuls, , Ruebi Erfle, Brenda Burns Mark Percy, Jan Franklin

Meeting called to order at 7:00m at the Village office

Motion to accept agenda - Sharon 2nd Cathy carried

Motion to accept Previous minutes- Cathy 2nd Peg- carried

BUSINESS ARISING:

- **Community Picnic-** another big success. Suggestions: possibly try a new band- Dave Anthony, Face painter needs to be off of the grass.
- **Suggestion to have put in the Village News letter that bottles can be dropped off by the Village Quonset as this pays for our FREE events.**
- **Zucchini -** Overall a very good event. We talked about putting it on the Saturday of the Sept. long weekend. Apparently some people thought the \$10.00 was too much for lunch. We will advertise earlier about the seeds being at the office.

FINANCIAL REPORT

- Nancy Provided an up to date budget. We have \$2,693.95 in our checking account and \$712.70 in the Heritage account. We had a profit of \$172.65 from the Zucchini event and lost \$677.04 at the picnic.
- **Motion by Cathy that we purchase the stickers- 2nd. Nancy-- carried.**

NEW BUSINESS

- Cathy brought with her a sample tumbler with the BV emblem on it. We can purchase them for \$10.00. Everyone thought they would be good prizes for the disc golf.
- **Cat Rescue-** A letter was received requesting donations towards the cat rescue. **Motion by Peg that we donate \$200.00, 2nd Sharon- carried.** We will also suggest to the them that they could put a table at the Zucchini event where they could raise money.
- **T-Shirts-** We need to purchase new t-shirts for the committee members. Sharon will look into this!
- **Jackets-** Donna advised that she will check into this.
- **Banners-** new ones have not been ordered. Apparently Joel was going to devise some mechanism that would make it easier to put up and take down banners. Gary will check with Joel.
- **Pumkin Carving-** Community Gardens are donating approx.. 10 pumpkins. We will advertise that they can be picked up Oct 24th and have to be back by Oct 28th . Same pay out as last year- 60/40/20. Donna will arrange to have the instructions attached to the pumpkins.
- **Fire Pit-** Gary advised that Damon has volunteered to build a fire pit for the Winter carnival.
- **Bottles-** Shed is ¼ full. We will arrange a sort at the next meeting.

. **Meeting adjourned at 7:50pm. Next meeting October 1st, 2024**



VILLAGE OF BUENA VISTA POLICY

Department:	Human Resource	Policy No.: 17/2024	Resolution:
Title:	<u>EMPLOYEE CODE OF CONDUCT</u>	Effective Date:	September 10, 2024
		Last Review Date:	
Next Review Date:	September 2025	Revision Date:	

PURPOSE

1. As stewards of public resources, Village employees must observe the highest standards of conduct in the performance of their duties. This Policy will provide guidance to all municipal employees on the conduct expected of them in the fulfillment of their duties.

SCOPE

2. This Policy shall apply to all municipal employees in their dealings with colleagues, members of Council, the public and all clients, vendors and suppliers.

PRINCIPLE

3. The Village of Buena Vista employees must observe the highest standards of conduct in the performance of their duties, regardless of personal consideration. Employees must avoid situations in which their personal interest conflicts, or appears to conflict, with the interests of the municipality in their dealings with persons doing or seeking to do business with the municipality.

Employees will strive to represent our Village and community positively in their conduct and behaviours and commit to demonstrating honesty, integrity and respect in all that is done.

DUTIES AND RESPONSIBILITIES

4. It is the responsibility of every municipal employee to build and maintain this Code of Conduct.
5. Each new employee shall receive a copy of this Policy at the time of hire, and the employee shall sign the declaration.
6. Failure to comply due to lack of familiarization with this Policy will not be an excuse for non-compliance.

7. **Council shall:**

- a) Periodically review, and modify as necessary, the Employee Code of Conduct Policy to ensure it reflects the Village's changing needs, realities and responsibilities;
- b) Review, when requested by the CAO, reported cases of violation to the Code of Conduct;
- c) Ensure, with the assistance of the CAO, that all employees are made aware of and comply with the Village's Code of Conduct.

8. **The CAO shall:**

- a) Implement, administer and promote the Village's Code of Conduct;
- b) Ensure that all management personnel are made aware of and comply with this Policy;
- c) Ensure that department heads inform their department employees of and promote the ethical standards expressed within this Policy;
- d) Advise Council on desirable modifications to the Code of Conduct; and
- e) Investigate and review reported cases of violation of this Policy and approve and/or administer any subsequent corrective action.

9. **Department heads and management shall:**

- a) Report to the CAO any possible violations of this Policy by departmental personnel; and
- b) Advise the CAO of desirable modifications to this Policy.

10. **Employees shall:**

- a) Request an interpretation of the Code of Conduct if they are unsure whether their behaviour, circumstances, or interests contravene the Code;
- b) Observe the highest standards of conduct in the performance of their duties regardless of personal consideration;
- c) Abide by the highest moral and ethical standards and avoid any conduct or illegal activity which could bring the Village into disrepute or compromise the integrity of the organization.
- d) Avoid situations in which their personal interest conflicts, or appears to conflict, with the interests of the municipality in their dealings with persons doing or seeking to do business with the municipality.
- e) Employees shall not engage in any conduct or activity that contravenes Village bylaws or any law in force in Saskatchewan which may:
 - i. Detrimentally affect the municipality's reputation;
 - ii. Make the employee unable to properly perform his or her employment responsibilities;
 - iii. Cause other employees to refuse or be reluctant to work with the employee; or
 - iv. Otherwise inhibit the municipality's ability to efficiently manage and direct its operations.

CODE OF CONDUCT

11. General Conduct

Employees are agents of the public. In that regard, they are to uphold and carry out the laws of the Village, as well as applicable federal and provincial laws, so as to foster and enhance respect for the government. As public servants, they are to observe in their official acts a high standard of ethics and to discharge faithfully the duties of their office regardless of personal or financial considerations and interests. Their conduct in official affairs should be above reproach at all times. Employees shall not in their official capacity, either privately or publicly, contradict or fail to present the official policy established by Village Council or the CAO.

12. Use of Municipal Property and Equipment

Employees shall not request or permit the use of Village owned vehicles, equipment, materials, or property for personal convenience or profit, except when such services are generally available to the public and is being used by the employee in that capacity like any other member of the public (i.e., using a municipal park or other facility for recreational purposes); or are provided as Village Policy for the use of the employee in the conduct of official business.

Only Village assigned emails are to be used for official business. Electronic records stored on municipal computer systems or equipment are the property of the Village of Buena Vista. The Village maintains the right to access and monitor records in electronic format including flash drives, hard drive and emails. The use of Village computer equipment shall not:

- a) Attempt unauthorized access to systems, information, processes or products;
- b) Broadcast email messages that are not work related or are otherwise authorized;
- c) View, retrieve, transmit or disseminate:
 - i. Any pornographic or obscene messages, images or materials;
 - ii. Any other message, images or materials which are offensive to human dignity.
- d) Only licensed software and registered shareware acquired by and paid for by the municipality are to be operated on a municipal system;
- e) No municipality licensed software is to be copied or transferred to personal computers; and
- f) No software of a personal nature is to be maintained on the municipal system.

13. Obligations to Citizens

No employee shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.

Employees shall be sensitive and responsive to changing needs, expectations, and rights of a diverse public in the proper performance of their duties.

14. **Confidentiality**

Every municipal employee must hold in strict confidence all information of a confidential nature acquired in the course of their employment with the municipality. Confidential information means information that is not part of the public domain and information designated by Council as confidential such as personal information, internal policies, items under any legal proceeding, etc.

Confidential information, in any form that employees receive through their employment shall not:

- a) Be disclosed, released, or transmitted to anyone other than persons who are authorized to receive the information; or
- b) Be used by an employee for the purpose of furthering any financial or other private interests of themselves or others.

The proper handling and protection of confidential information is applicable both within and outside of employment and continues to apply after the employment relationship ends.

Employees having care or control of personal or sensitive information, electronic media, or devices shall handle and dispose of these appropriately.

Employees who are in doubt as to whether certain information is confidential shall ask the CAO before disclosing, releasing, or transmitting it.

15. **Conflicts of Interest**

Employees shall not engage in any business or transaction or have a financial or personal interest, direct or indirect, which is incompatible with the proper discharge of their official duties in the public interest or would tend to impair their independence of judgement or action in the performance of their official duties. For the guidance of employees, specific conflicts of interest are as follows:

- a) **Incompatible Employment:** Employees may engage in volunteer activities, supplemental employment, including self-employment, provided it does not:
 - i. Appear, by the way in which it is performed, to be an official act or to represent the Village;
 - ii. Interfere with the performance of their duties as a Village employee;
 - iii. Represent a conflict of interest or create the reasonable perception of a conflict of interest;
 - iv. Impair the employee's independence of judgement or action in the performance of their duties for the Village; or

-
- v. Involve the unauthorized use of work time or Village premises, services, equipment or supplies.
- b) **Gifts and Favours**: Personal integrity and sound business practices require that relationships with vendors, contractors and others doing business with the Village be such that no employee can be accused of showing favouritism or bias toward the vendor, contractor or others. Consequently, employees are prohibited from accepting gifts or favours from any vendor, contractor or others doing business or intending to do business with the Village that could be reasonably perceived to influence them in the proper discharge of their official duties. Prizes and favours received at an event which is attended as a Village representative, for example: draw prizes at a SUMA convention, are exempt from this provision. Small advertising items with a value under \$50 are also exempt from this provision.
- c) **Political Activity**: Any employee of the Village may seek nomination and election to Council, subject to compliance with the provisions of *The Local Government Election Act* and *The Labour Standards Act*. No employee shall promise an appointment of any Village position as a reward for any political activity. Public employees are to be politically neutral in carrying out their official duties and must not use Village resources or Village work time to engage in political activity on behalf of any candidate.
- d) **Hiring Practices/Nepotism**: The Village will not discriminate in its hiring practices on the basis of any prohibited ground. The Village will also avoid the practice and appearance of nepotism, the favouring of relatives or friends, in the hiring process. The Village recognizes that in a small community employees may know, or be related to, a prospective employee therefore, relatives and close friends of Village employees are eligible for employment with the Village provided that:
- i. The hiring process is open and equitable, and candidates are selected in accordance with the Village's hiring-related policies;
 - ii. The candidate has all, or a majority of, the requisite qualifications;
 - iii. Village employees do not directly or indirectly influence the selection and hiring process in which their relative and/or close friend is a candidate;
 - iv. Where practicable, managers and supervisors exclude themselves from any hiring process where their relative and/or close friend is a candidate;
 - v. A direct supervisor reporting relationship is not created between such employees; and
 - vi. Relatives and/or close friends are not employed in positions where a real or perceived conflict of interests exists.

When an employee marries or cohabits with another employee and a conflict of interest or favoritism situation is obvious, if an alternative position is not available, one of the employees will be required to resign.

- e) **Contracts with the Village:** Employees who have the authority to commit the Village to contracts for goods or services, to agreements for the sale or disposition of Village property, or are otherwise in a position of authority affecting the rights of third parties shall not, either directly or indirectly through immediate family members or close friends, have a financial relationship with or derive a financial benefit from an individual or organization doing business with the Village, where such employee is in a position to influence a decision with the Village pertaining to such individual or organization. As the likelihood of dealing with friends or relations is high in a community the size of Buena Vista, such contracts shall be permitted where:
- i. The contract is made upon a competitive bid in writing, publicly invited and publicly opened;
 - ii. All bids received and all documents pertaining to the award of the contract are available for public inspection in accordance with *The Municipalities Act*; and
 - iii. The employee refrains from participating in any decisions made in relation to the contract; or
 - iv. The employee informs the CAO of the potential conflict of interest and the CAO directs another employee to handle the contract, where possible. In such cases, the employee's conflict situation shall be acknowledged, and the CAO shall ensure action is undertaken with the utmost fairness and objectivity.

Employees who believe they may be engaged in an activity or situation which could present a conflict of interest are obligated to report it to the CAO. The CAO shall take appropriate steps to prevent and stop conflicts of interest in their areas of responsibilities.

WORKPLACE BEHAVIOUR

16. The conduct of employees in the workplace shall meet acceptable social standards and must contribute to a positive work environment with respect and dignity given to all.
17. Employees are expected to perform their job duties in a manner conducive to a safe workplace, following all Village practices, policies and procedures.
18. Unacceptable behaviours shall include, but not be limited to the following:
 - a) Causing physical harm to another person;
 - b) Threats or harassing behaviour;
 - c) Wilful damage or destruction to employer property, or employee property;
 - d) Possession of a weapon while on employer premises, or while conducting business on behalf of the employer;
 - e) Disorderly, immoral, or indecent conduct;
 - f) Violation of health and safety practices, policies and procedures;
 - g) Theft, including physical and intellectual properties;

- h) Dishonest, illegal or improper business activities;
- i) Job abandonment;
- j) The use, possession, sale, manufacture or dispensation of any illegal drug, alcohol, or paraphernalia associated with either;
- k) The use of alcohol or non-prescribed narcotics off employer premises that adversely affects the employee's work performance, the employee's own safety or the safety of others at work, or the employer's reputation in the community;
- l) Failure to report to management the use of any prescribed drug which may alter the employee's ability to safely perform their duties;
- m) Arriving to work late or leaving early without providing advance notice or without reasonable cause; and
- n) Failure to properly report an absence.

OFF-DUTY BEHAVIOUR

19. The Village has a right to regulate employees' off-duty behaviour only as far as necessary to protect the Village interests directly implicated by the conduct. The Village has the right to discipline or discharge an employee for just cause for off-duty behaviour when the behaviour:
- a) Damages the Village's reputation;
 - b) Renders the employee unable to do their job effectively;
 - c) Makes co-workers unwilling, unable or reluctant to work with the employee; and/or
 - d) Makes it difficult for the Village to properly carry out its function of efficiently managing its works and efficiently directing its working forces.
20. Unacceptable behaviours at Village events shall include, but not be limited to, the following:
- a) Causing physical harm to another person;
 - b) Threats or harassing behaviour, including verbal, physical, or sexual harassment;
 - c) Wilful damage or destruction of property;
 - d) Possession of a weapon while in attendance at a company event;
 - e) Disorderly, immoral, or indecent conduct;
 - f) The use, possession, sale, or dispensation of any illegal drug;
 - g) Theft; or
 - h) Any behaviour that adversely affects the employer's reputation.
21. While alcohol may be served at Village events, it is expected that attendees drink responsibly.

NEGLIGENCE

22. Negligence is defined as an employee's failure, without proper cause, to perform his duties with a standard of care that the employee would reasonably be expected to observe in the completion

and fulfillment of their duties or tasks.

23. Negligence in the performance of duties shall include blatant disregard and violation of Village bylaws, policies, and procedures.

INSUBORDINATION

24. Excluding for reasons of safety, insubordination shall include refusal to carry out direction given by a supervisor.

MISUSE OF LEAVE AND UNSATISFACTORY ATTENDANCE

25. Misuse of leave or unsatisfactory attendance shall not be tolerated.

THEFT AND/OR DISHONESTY

26. Theft shall include taking Village or another employee's property.
27. Dishonesty shall include falsifying records for any reason.

REPORTING A VIOLATION

28. Council and employees who believe they have witnessed a violation of this Policy are encouraged to bring their concerns to the CAO. This disclosure must be made in good faith and be made in writing. Unsigned and/or anonymous complaints will not be recognized or acted upon.
29. Where a member of the public suspects that an employee is, or may potentially be, in conflict with any of the provisions of this Policy, the member of the public must disclose the conflict or potential conflict in writing to:
- a. The CAO of the Village; or
 - b. The Mayor of the Village in the case of the CAO.
30. Any reported incidence of violation of this Policy will be subject to investigation by the CAO who may refer the matter to Council (in the case that the CAO is subject to investigation this will be reported and performed by the Mayor). Where a disclosure is made, the matter will be treated seriously and will maintain confidentiality of information reported to the extent reasonably practicable. The CAO or Mayor must review the disclosure within five (5) business days, from the date the disclosure is made, and determine an appropriate course of action to address the actual or potential conflict.

31. Violations may constitute a cause for suspension, removal from employment, or other disciplinary action. Disciplinary action shall be decided upon investigation and shall depend on the specific circumstances of the case.
32. Complaints that are considered frivolous and vexatious by the CAO or mayor will not be subjected to an investigation.

RETALIATION AND MALICIOUS COMPLAINTS PROHIBITED

33. No adverse action shall be taken against any individual who, acting in good faith, brings forward information relating to a breach of this Policy. Retaliation against the complainant is strictly prohibited and will result in appropriate disciplinary action. Any complaint made in bad faith, if demonstrated as being such through convincing evidence, will result in disciplinary action being taken against the individual lodging the fraudulent or malicious complaint.

POLICY REVIEW

34. 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

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

Mayor

SEAL

Chief Administrative Officer

CODE OF CONDUCT DECLARATION

I, _____, have read, understand and agree to abide by the Employee Code of Conduct of the Village of Buena Vista and I understand that such adherence is a condition of my employment . I understand that a violation of the Employee Code of Conduct may be grounds for dismissal for just cause without notice or pay in lieu of notice.

Signed this _____ day of _____, 20 _____.

Employee Signature



APPLICATION TO REZONE LAND

1. **Applicant:**

Address:

Phone:

Cell:

Fax:

Email:

Note: If the applicant is not the registered owner of the subject property, the owner of the property must also sign the application form or provide a letter of consent for the application to be processed.

2. **Registered Owner:** Same as Above ☐; Or:

Name:

Address:

Phone:

Cell:

3. **Legal Description of Land Proposed for Development**

All/Part of _____ 1/4, Section _____, Township _____, Range _____, LSD(s) _____

Lot(s) _____, Block(s) K, Plan(s) 102383412

Certificate of Title No.(s) 156146935

4. **Present Zoning Designation:**

Proposed Zoning Designation:

Note: The applicant shall be invoiced for all costs associated with providing the required public notice pursuant to provisions of *The Planning and Development Act, 2007*.

5. **Existing Use of Land** – List number of buildings and type (provide sketch if necessary)

empty lot

6. **Brief Description of Topography of Land**
(fault lines, trees, etc. – provide sketch if necessary)

7. **Existing land uses within 2 miles of proposal**

Village Shop
Proposed Subdivision
Cottage Industrial - shop/storage

8. **Proposed Use of Land** (check one)

Single Detached Dwelling <input type="checkbox"/>	Commercial <input checked="" type="checkbox"/>
Duplex/Triplex/Fourplex Dwellings <input type="checkbox"/>	Industrial <input checked="" type="checkbox"/>
Multi-Unit Dwellings <input type="checkbox"/>	Recreational <input type="checkbox"/>
Other <input type="checkbox"/> -	

9. **Number of Sites Proposed** _____ **Total Area** _____

10. **Brief Description of Proposed Development:** _____

• Shop - storage/work shop
• possible future plans of business
• possible living quarters on one end of shop for company → not a rental business see back →

11. **Declaration by Applicant:**

I, Cole Karst, of Bucra Vista
(Municipality)

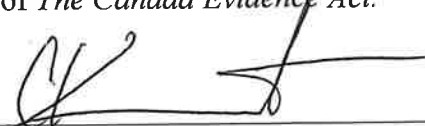
hereby certify that I ☒ am the registered owner of the land proposed for rezoning OR

☐ am authorized to act on behalf of the registered owner

and that all statements contained within the application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of *The Canada Evidence Act*.

Date: Sept. 5/24

Signature: _____



TO THE COUNCIL OF THE VILLAGE OF BUENA VISTA

WEEKLY REPORT 2024-08-28

Lic. 056 NGX – Upon inspection, this vehicle has been removed from the RoW along the access road. Close file.

115-10th St. – The office received a report of a band playing loud music during the evening of Sunday, August 25/24. The occupant had not applied for a permit for this event. I issued warning # 498 and directed the office to include a copy of the Noise Bylaw 07/13.

Bob Gourlay – Bylaw Officer - Regional Bylaw Services

TO THE COUNCIL OF THE VILLAGE OF BUENA VISTA

WEEKLY REPORT 2024-09-04

118 Lakeview Cres. – There have not been any further nuisance barking reports related to this address. Close file.

40 Valley View Cres. – The property owner and office are in discussion related to this property. Close file.

1279 Grand Ave. – Upon inspection, there was a 4" corrugated drain pipe attached to the rear downspout. However, this pipe continues to direct storm water into the neighbouring lot. I issued OTR # 45 for service by registered mail and compliance by Sept 17/24.

Bob Gourlay – Bylaw Officer - Regional Bylaw Services



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

Buena Vista – August 27th to August 28th

Field Service Techs: Chase Flamand – (306)281-6419
Levi Lenius – (306)371-9985

Location and Contact: Buena Vista, SK
Damon – (306)861-7025
water@buenavista.ca

Work Scheduled:

1. Operator discussion:
 - a. Plant performance
 - b. Issues with equipment or programming
 - c. Possible maintenance issues you may have noticed
 - d. Best practice – CIP, calibrations, routine maintenance items
2. Clean and calibrate field instruments
 - a. Fill in calibration sheets
 - b. Note any probe/ instruments that may need replacing either now or in the future
3. Calibrate/Verify handheld instruments
 - a. Fill out certificates if needed (Check when last Certified, good for one calendar year)
 - b. Update software if needed
4. Chemical Pumps and Equipment
 - a. Flush all foot valves and tubing
 - b. Fix any leaks on system
5. Perform a site audit
 - a. Inspect mechanical systems
 - i. Chemical dosing equipment, valves, analytical
 - ii. Leaking fittings or damaged equipment
 - b. System performance
 - i. Fill in profile sheet
 - ii. Setpoint adjustment as needed



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

Work Completed:

August 27 – On Site 10:30am – 4:00pm

- Arrived on site and conducted site inspection and discussion with operations.
 - Operations noted a pump malfunction issue that shut down the plant.
- Began calibration of field and handheld instruments.
 - All Handhelds were certified this trip – all certifications are valid for one calendar year.
 - 2100Q handheld faceplate has a broken button. New faceplate to be quoted.
- Samples and readings of all filter removal rates for future reference and comparison.

August 28 – On Site 7:30am – 9:20am

- Finalized calibrations on field and handheld instruments.
 - Bio Feed Turbidity (TU5300sc) unit displays two warnings. After inspection and correspondence with HACH, the unit has returned with Delco techs to shop for repair/replacement.
 - See attached calibration sheet for additional information.
- Performed maintenance items on air compressors/air dryer.
 - Blow down condensate valves on tanks.
 - Clean internal air filters.
 - Blow off excessive dust build-up on exterior finned surface.
 - The air dryer displays a maintenance code on screen.
 - Operations is aware and will perform their scheduled maintenance and clear the alarm.
- Inspection of chemical dosing equipment.
 - Flushing of foot valves and tubing.

Quoting:

- 2100Q Faceplate
- MP-6p handheld device
- Set of vials
- Atlas Copco LF Air compressor



Calibration Sheet

Date:
Location:
Cal Tech:

2024-08-27
Buena Vista
Chase Flamand / Levi Lenius

pH Probes:

Tag:	Description:	Make:	Model:	Serial #:	Measurement/ Standard:	As Found: (pH)	As Left: (pH)	Slope: (mV/pH)	Comments:
AE-9022	Reservoir Feed pH	HACH	DPD1P1	1911448330	7.01	6.75	7.04	55.9	Cleaned and Calibrated
					10	9.89	10.06		
AE-2422	FTR Filtrate pH	HACH	DPD1P1	2206448307	7.01	6.74	7.05	56.30	Cleaned and Calibrated
					10.00	9.60	10.03		

ORP Probes:

Tag:	Description:	Make:	Model:	Serial #:	Measurement/ Standard:	As Found (mV):	As Left (mV):	Comments:
AE-2423	FTR Filtrate ORP	HACH	DRD1P5	22064313	200 mV	246.1	200.6	Cleaned and Calibrated

Turbidimeters:

Tag:	Description:	Make:	Model:	Serial #:	Measurement/ Standard (NTU):	As Found:	As Left:	Gain:	Comments:
AE-2467	Bio Turb	HACH	TU5300sc	1905841	20 NTU	16.8	20	1.197	Calibrated and Verified
					Verification: <0.1 NTU		Passed		
AE-9026	Treated Turb	HACH	TU5300sc	1908617	20 NTU	18.9	20	1.057	Calibrated and Verified
					Verification: <0.1 NTU		Passed		

LDO Analyzers:

Tag:	Description:	Make:	Model:	Serial #:	Measurement/ Standard:	As Found: (ppm)	As Left: (ppm)	Gain:	Comments:
AE-2424	FTR Filtrate Dis. Oxygen	HACH	LDO2	191640000037	Air	9.82	9.41	0.9	Cleaned and Calibrated



Calibration Sheet

Date:
Location:
Cal Tech:

2024-08-27
Buena Vista
Chase Flamand / Levi Lenius

Turbidity:

Tag:	Description:	Make:	Model:	Serial #:	Measurement/ Standard:	As Found:	As Left:		Comments:
	Turbidimeter Handheld	HACH	2100Q	18050C066774	20 NTU	21	20.1		Calibrated and Verified
					100 NTU	101	99.5		
					800 NTU	809	791		
					Verification: 10 NTU		Passed - 9.94		

Colorimeter:

Tag:	Description:	Make:	Model:	Serial #:	Measurement/ Standard:	STD #1	STD #2	STD #3	Comments:
	Colorimeter Handheld	HACH	DR900	190720001023.00	Chlorine	0.19	0.86	1.54	Verified
					420 nm	0.623	1.254	1.773	
					520 nm	0.632	1.269	1.794	
					560 nm	0.644	1.291	1.82	
					610 nm	0.62	1.241	1.755	

DELCO WATER CERTIFICATE

of

CALIBRATION and/or VERIFICATION

Customer: Buena Vista

Lot No. STD: A4123, A4117, A4122

Manufactured by: HACH

Expiry Date: Aug-25, Aug-25, Aug-25

Model No: 2100Q

Serial No: 18050C066774


Standard	As Found	As Left		
20 NTU	21	20.1		
100 NTU	101	99.5		
800 NTU	809	791		
< 0.1 NTU		Passed		

After calibration verification (if needed):

This certificate certifies that the subject instrument is calibrated and/or verified.

Calibration Date: August 27, 2024

Certificate No: 08272024-1



Instrumentation and Controls
Technician

DELCO WATER CERTIFICATE

of

CALIBRATION and/or VERIFICATION

Customer: Buena Vista

Manufactured by: HACH

Model No: DR900

Serial No: 190720001023

Lot No. Absorbance STD: A3153

Expiry Date: Jun-25

Lot No. Chlorine STD: A3031

Expiry Date: Feb-25

Standard	1	2	3	4
Chlorine	0.19	0.86	1.54	
420 nm	0.623	1.254	1.773	
520 nm	0.632	1.269	1.794	
560 nm	0.644	1.291	1.82	
610 nm	0.62	1.241	1.755	

After calibration verification (if needed):

This certificate certifies that the subject instrument is calibrated and/or verified.

Calibration Date: August 27, 2024

Certificate No: 08272024-2



Instrumentation and Controls
Technician



August 29, 2024

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

Via Email: admin@buenavista.ca

RE: Waste Management Site IMUC Agreement

Dear Mayor & Council,

The formal request by the Village of Buena Vista to update the Waste Management Site IMUC Agreement between our two communities was addressed at the regular council meeting of August 27, 2024.

Here is the outcome of that request as per the following resolution:

Agenda Item # 12.1 Landfill Proposal - Village of Buena Vista

Moved By: Mark Oldershaw **Seconded By:** Leah Switzer

THAT Council approve of the formal request from the Village of Buena Vista to have the Waste Management Site IMUC Agreement to be updated to reflect the fixed annual payment of \$35,000; Administration to re-vamp Agreement and introduce at next IMUC quarterly meeting.

Carried

Our Administrative Office will have an agreement document put in place shortly and send it over to your office for review.

The Town of Regina Beach council is glad that the Village of Buena Vista is able to see the benefit that the Waste Management Site is to your community and the area. We all look forward to better communication between the communities in this are plus others going forward.

Sincerely,

Mike Thorley
Chief Administrative Officer
Town of Regina Beach

Town of Regina Beach

Box 10, Regina Beach, Saskatchewan S0G 4C0 Telephone: (306) 729-2202 Fax: (306) 729-3411

Email: townoffice@reginabeach.ca Website: www.reginabeach.ca



Village of Buena Vista

1050 Grand Avenue
Buena Vista, SK
S2V 1A2

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

Email: admin@buenavista.ca

July 30, 2024

Town of Regina Beach Mayor & Council
PO Box 10
Regina Beach, SK S0G 4C0

Re: Waste Management Site IMUC Agreement

Dear Mayor & Council:

Further to our meeting on July 29th with Mayor Vollman and CAO Mike, the Village would like to formally request that the Waste Management Site IMUC Agreement be updated to reflect a fixed annual payment. After some discussions, the Village has proposed an annual payment of \$35,000.

This will help alleviate the struggle of timely budget being presented to the Village each year and will continue to ensure that the Village residents are able to utilize the landfill; while ensuring Regina Beach residents will not carry the burden of the revenue loss.

The original rationale for the termination was due to the substantial increase to the Village without budgetary presentation (which would not have been feasible for the Village). We now understand that this increase was in fact a mistake, and we believe that Regina Beach, and ourselves can better understand the importance of communication to ensure these agreements continue to benefit the communities as a whole.

We appreciate Randy and Mike for taking the time to meet with us. We look forward to working with you further on the IMUC agreement updates and building a lasting relationship for the better good of our communities.

We look forward to hearing from you after your Council meeting on August 13th.

Sincerely,

Melissa Pollock
Acting Chief Administrative Officer
Village of Buena Vista



RECEIVED

AUG 27 2024

Central Office

200 - 2201 11th Avenue
Regina SK Canada
S4P 0J8

T: 306.924.8000
TF: 800.667.7262
F: 306.924.8070
W: www.sama.sk.ca

August 21, 2024

Ms. Melissa Pollock, Administrator
VILLAGE OF BUENA VISTA
1050 Grand Ave
BUENA VISTA, Saskatchewan S2V 1A2

Dear Ms. Pollock:

The assessment roll for the **VILLAGE OF BUENA VISTA** has been confirmed for the year 2024 and the Certificate of Confirmation is enclosed herewith.

This Certificate should be attached to the last page or card of the assessment roll.

Sincerely,

Karlo Simonson
Managing Director,
Quality Assurance Division

Enclosure



sama

SASKATCHEWAN ASSESSMENT
MANAGEMENT AGENCY

Certificate of Confirmation

Assessment Roll Year
(Confirmation)

VILLAGE OF BUENA VISTA

2024 (1)

This certificate certifies that the 2024 assessment roll of the VILLAGE OF BUENA VISTA was confirmed as at August 21, 2024 by Order of the Board of Directors of the Saskatchewan Assessment Management Agency dated August 21, 2024 pursuant to subsection 258(2) of *The Municipalities Act*.

Tax Classes	Assessment Total (Percentages Applied)
Non-Arable	\$295,515
Other Agricultural	\$12,925
Residential	\$102,868,160
Multi-Unit Residential	\$0
Seasonal Residential	\$22,770,880
Commercial And Industrial	\$4,795,530
Elevators	\$0
Railway R/W and Pipeline	\$0

Tax Status	Assessment Total (Percentages Applied)
Exempt	\$3,050,690
Taxable	\$127,692,320
Total	\$130,743,010

Assessment Total	(100%)
Total	\$163,370,800

Myron Knafelc
Chairman

RECEIVED

AUG 29 2024



“Military Service Recognition Book”

Dear Sir/Madam:

Thank you for your interest in **The Royal Canadian Legion Saskatchewan Command and Saskatchewan’s Veterans**. Please consider this our written request for your support as per our recent telephone conversation.

Our **Provincial Command** is very pleased to be printing our **19th Annual Remembrance project “Military Service Recognition Book”**, which is designed each year to recognize and honour many of Saskatchewan’s brave **Veterans** on an individual basis who have served our Country so well in the past three major world conflicts (WW1, WW2 and the Korean War), peacekeeping missions and recent conflicts such as Afghanistan. This publication goes a long way to help our Legion in our role as the **“Keepers of Remembrance”**.

It is distributed to public and school libraries in Saskatchewan, Legion branches, and other public facilities.

We would like to have your organization’s support for this milestone project of our **Saskatchewan Command Legion**, by purchasing an advertisement space in our **“Military Service Recognition Book”**. Proceeds raised from this important project allow us to make this unique publication available throughout the province and also benefit the many ongoing community activities of our Provincial Command including **Scholarships, Youth Sponsored Programs** and, of course, our ongoing tireless support for **Saskatchewan’s Veterans** and their dependants.

Please find enclosed a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be sincerely appreciated. For further information please contact our **Saskatchewan Command Military Service Recognition Book Office** toll free at **1-888-692-3422**.

Thank you for your consideration and/or support.

Sincerely,

Carol Pederson
President
The Royal Canadian Legion Saskatchewan Command



Saskatchewan Command

“Military Service Recognition Book”

Advertising Prices

<u>AD SIZE</u>		<u>PRICE</u>		<u>GST</u>		<u>TOTAL</u>
Full Color Outside Back Cover		\$1,809.52	+	\$90.48	=	\$1,900.00
Inside Front/Back Cover (Full Colour)		\$1,566.67	+	\$78.33	=	\$1,645.00
2-Page Full Colour Spread		\$2,409.52	+	\$120.48	=	\$2,530.00
Full Page (Full Colour)	7"X 9.735"	\$1,204.76	+	\$60.24	=	\$1,265.00
Full Page	7"X 9.735"	\$961.90	+	\$48.10	=	\$1,010.00
½ Page (Full Colour)	7"X4.735"	\$723.81	+	\$36.19	=	\$760.00
½ Page	7"X4.735"	\$595.24	+	\$29.76	=	\$625.00
¼ Page (Full Colour)	3.375"X4.735"	\$476.19	+	\$23.81	=	\$500.00
¼ Page	3.375"X4.735"	\$357.14	+	\$17.86	=	\$375.00
1/10 Page (Full Colour)	3.375"X1.735"	\$271.43	+	\$13.57	=	\$285.00
1/10 Page (Business Card)	3.375"X1.735"	\$238.10	+	\$11.90	=	\$250.00

G.S.T. Registration # 107933665RT0001

All typesetting and layout charges are included in the above prices.

A complimentary copy of the Military Service Recognition Book will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation.



PLEASE MAKE CHEQUE PAYABLE TO:

**Saskatchewan Command
The Royal Canadian Legion
(SK RCL)**

**P.O.Box 1563 Stn. Main
Regina, SK S4P 3C4**

Tel (Toll Free): 1-888-692-3422



Cate McConnell

From: Robert Griffiths <rgriffiths@campaign-office.com>
Sent: August 29, 2024 10:53 AM
To: Cate McConnell
Subject: Royal Canadian Legion Saskatchewan Command - "Military Service Recognition Book"
Attachments: Rates24'.pdf



Hello ,

First, We would like to thank VILLAGE OF BUENA VISTA for your past support for the Saskatchewan Command of the Royal Canadian Legion annual Military Service Recognition Book.

We would like to count on your support for the Legion and our Veterans by once again sponsoring the \$250 Business Card spot. The Color option is just \$35 more at \$285 tax inc.

The Military Service Recognition Book is comprised of photographs, stories, and biographies of our Saskatchewan Veterans. The book will be distributed free-of-charge through our 166 provincial Legion Branches and made available to our 9,000+ Saskatchewan Legion members, provided to our advertising partners, schools, public and community facilities, and will be available on the Legion Command website www.sasklegion.ca

Proceeds raised are used by Saskatchewan Command for the benefit of Saskatchewan Veterans, providing direct support to our Veterans and their families, to

enhance the Legion's community initiatives and Veteran Services, and our many youth programs and educational bursaries.

You can reach me by email or at 1-888-692-3422 with any questions or concerns.

Thank you for your consideration,

Rob Griffiths

Advertising Rep/Military Service Recognition Book

Royal Canadian Legion Saskatchewan Command

Publication Office

1-888-692-3422

<http://www.sasklegion.ca>



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