

AGENDA
Village of Buena Vista
Regular Council Meeting on May 14, 2024 at 7:00p.m.
1050 Grand Avenue,
Buena Vista, Saskatchewan

CALL TO ORDER

APPROVAL OF AGENDA

ADOPTION OF MINUTES

- Minutes of Regular Council Meeting – April 23, 2024

APPROVAL OF ACCOUNTS PAYABLE

- List of Accounts for Approval
- Payroll

REPORTS OF STAFF

- Acting CAO's Report
- Public Works Foreman's Report
- Water Treatment Plant Daily Record – April 2024

UNFINISHED BUSINESS

- Dinu Drive – Road Improvements

NEW BUSINESS

- Councillor Philip Thompson Resignation – May 1, 2024
- Buena Vista Parks & Rec Board Minutes – May 7, 2024
- Signage Request on Walking Path Entrances
- Bulk Water Sales
- Appeal Request to Move Shack on Waterfront
- Belleridge Community Planning Submission
- South Shore Joint Use Financial Statements – Year Ended December 31, 2023
- Violence Prevention Policy
- Harassment Policy
- Zero Tolerance Policy

CORRESPONDENCE

- Regional Bylaw Services Weekly Report – May 1, 2024
- Call to Action Letter – Creation of Saskatchewan Marshals Service

IN CAMERA

ADJOURNMENT

Date Printed
05/14/2024 11:44 AM

Bank Code - ABW - ABW - Automatic Withdrawal

AUTOMATIC WITHDRAWAL

Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
042024	04/22/2024	RBC			
Mar/Apr		510-290-100 - GG - Cont. - Banl	Mar Bank Activity Fee	254.64	
		510-290-100 - GG - Cont. - Banl	Apr Bank Int Fee	9.23	
		510-290-100 - GG - Cont. - Banl	Apr Bank Mon Fee	183.58	
		510-290-100 - GG - Cont. - Banl	Apr Bank Activity Fee	235.90	683.35
			Total Automatic Withdrawal:		683.35
				Total ABW:	683.35

Village of Buena Vista
List of Accounts
Batch: 2024-00025 to 2024-00027

Bank Code - AP - AP-General Oper

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
10942 INV1111936	05/14/2024	ClearTech Industries Inc.			
		580-450-100 - UT - WTP - Chen	Sodium Hypochlorite x2	267.32	
		580-450-100 - UT - WTP - Chen	NaOCI Container Deposit x	180.00	
		110-340-110 - GST Receivable	GST Tax Code	22.37	
		900-110-110 - GST Paid	GST Tax Code	22.37 NL	469.69
10943 38447	05/14/2024	Commissionaires			
		520-260-100 - PS -Bylaw Enforc	Bylaw Services Mar 25-Apr	106.00	
		110-340-110 - GST Receivable	GST Tax Code	5.30	
		900-110-110 - GST Paid	GST Tax Code	5.30 NL	111.30
10944 343	05/14/2024	Day, Richard & Day, Brenda			
		210-300-100 - Meter Deposits	WMD Refund A#343	138.33	138.33
10945 223	05/14/2024	Gourlay & Associates			
		520-260-100 - PS -Bylaw Enforc	Bylaw Services - Apr 17	108.12	
		110-340-110 - GST Receivable	Both Tax Code	5.10	
		900-110-110 - GST Paid	Both Tax Code	5.10 NL	113.22
10946 202427	05/14/2024	102129517 Saskatchewan Ltd.			
		580-295-105 - UT - Water - Othe	WTP Op Training/Onsite Sy	1,777.50	
		110-340-110 - GST Receivable	GST Tax Code	88.88	
		900-110-110 - GST Paid	GST Tax Code	88.88 NL	1,866.38
10947 8585	05/14/2024	Hyvac Sewer Service Ltd.			
		585-280-100 - UT - Sewer - Con	Edgewood Septic Removal	2,927.83	
		110-340-110 - GST Receivable	GST Tax Code	146.39	
		900-110-110 - GST Paid	GST Tax Code	146.39 NL	3,074.22
10948 April 2024	05/14/2024	Information Services Corp.			
		510-210-127 - GG - ISC - Title S	ISC Monthly Activity -April	99.00	
		110-340-110 - GST Receivable	GST Tax Code	1.20	
		900-110-110 - GST Paid	GST Tax Code	1.20 NL	100.20
10949 50324BV	05/14/2024	Kot, Carl			
		580-290-105 - UT - Water - Con	Rplc Pump/Motor-Backwasl	908.95	
		110-340-110 - GST Receivable	Both Tax Code	42.88	
		900-110-110 - GST Paid	Both Tax Code	42.88 NL	951.83
10950 0008074942	05/14/2024	Loraas Disposal South Ltd.			
		540-200-130 - EH - Waste Colle	Apr 1,15&29 Waste Collecti	7,606.90	
		540-210-300 - EH - Cont. - Recy	Apr 5&19 Recycling Collect	3,230.12	
		110-340-110 - GST Receivable	GST Tax Code	541.85	
		900-110-110 - GST Paid	GST Tax Code	541.85 NL	11,378.87
10951 Mar 2024	05/14/2024	Estate of Krista Manz			
		510-110-230 - GG - Salaries - Ac	Vacation Pay Mar 1-15	36.93	36.93
10952 3996891	05/14/2024	Miller Thomson LLP			
		510-200-110 - GG - Cont. - Leg	Caveat Opinion - April	17,449.19	
		110-340-110 - GST Receivable	Both Tax Code	823.08	
		900-110-110 - GST Paid	Both Tax Code	823.08 NL	18,272.27
10953 69139	05/14/2024	Muir Barber Ltd.			
		530-410-130 - TS - Maint/Parts	Air Compressor Blowgun	28.61	

Village of Buena Vista
List of Accounts
Batch: 2024-00025 to 2024-00027

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name	GL Account	GL Transaction Description	Detail Amount	Payment Amount
			580-430-100 - UT - Materials & ;	Hose Clamps x3	11.77	
			530-400-130 - TS - Maint. - Misc	Screws	14.19	
			530-400-110 - TS - Shop - Office	Toilet Brush set	10.59	
			530-425-112 - TS - Vehicle/Equi	Windshield Antifreeze	4.23	
			570-410-100 - R&C - Park Supp	Garbage Bags	30.71	
			570-410-100 - R&C - Park Supp	Garbage Can/Paint	99.95	
			570-410-100 - R&C - Park Supp	Mouse Traps x2 -Ball Diamr	4.75	
			510-220-100 - GG - Office Mainl	Wood Shims -file cabinet	6.67	
			510-220-100 - GG - Office Mainl	Office Door - chain	1.71	
			110-340-110 - GST Receivable	Both Tax Code	10.05	
			900-110-110 - GST Paid	Both Tax Code	10.05 NL	223.23
10954	05/14/2024	Munisoft				
2024/25-01020			510-410-190 - GG - Office - Soft	IT Services Prem - Jun	218.36	
			110-340-110 - GST Receivable	Both Tax Code	10.30	
			900-110-110 - GST Paid	Both Tax Code	10.30 NL	228.66
10955	05/14/2024	Papa Geordies Gas & Grocery				
April			530-425-111 - TS - Fuel	Fuel -April	292.04	
			510-410-140 - GG - Office Supp	Kleenix/soap/toilet paper	29.44	
			110-340-110 - GST Receivable	Both Tax Code	1.38	
			900-110-110 - GST Paid	Both Tax Code	1.38 NL	
			110-340-110 - GST Receivable	GST Tax Code	14.61	
			900-110-110 - GST Paid	GST Tax Code	14.61 NL	337.47
10956	05/14/2024	Princess Auto Ltd.				
4736831			570-420-140 - R&C - Supplies -	First Aid Kit -Ball Diamond (42.39	
			530-410-130 - TS - Maint/Parts -	Mower Belts x2	38.14	
			110-340-110 - GST Receivable	Both Tax Code	3.80	
			900-110-110 - GST Paid	Both Tax Code	3.80 NL	84.33
10957	05/14/2024	Professional Bldg. Insp. Inc.				
2404309			525-230-110 - PS - Building Insp	Building Inspections - April	240.00	
			110-340-110 - GST Receivable	GST Tax Code	12.00	
			900-110-110 - GST Paid	GST Tax Code	12.00 NL	252.00
10958	05/14/2024	Saskatchewan Health Authority				
3466754			580-290-100 - UT - Water - Labo	Water Sample Testing -Apr	21.90	
			580-290-100 - UT - Water - Labo	Water Sample Testing -Apr	21.90	
			580-290-100 - UT - Water - Labo	Water Sample Testing -Apr	21.91	
			110-340-110 - GST Receivable	GST Tax Code	3.29	
			900-110-110 - GST Paid	GST Tax Code	3.29 NL	69.00
10959	05/14/2024	South Shore Rec Centre Joint Use Comm				
52			570-500-150 - R&C - Rec. Centr	Rec Cent. Maint 4th Qtr Auc	55.87	55.87
10960	05/14/2024	TAXervice				
2417427-24174:			510-260-100 - GG - Cont. - Tax	TE Pub Fees - R#5 Hill	30.00	
			510-260-100 - GG - Cont. - Tax	TE Pub Fees - R#97 Evans	30.00	
			510-260-100 - GG - Cont. - Tax	TE Pub Fees - R#132 Petka	30.00	
			510-260-100 - GG - Cont. - Tax	TE Pub Fees - R#169 Schu	30.00	
			510-260-100 - GG - Cont. - Tax	TE Pub Fees - R#221 Dobs	30.00	
			510-260-100 - GG - Cont. - Tax	TE Pub Fees - R#339 West	30.00	
			510-260-100 - GG - Cont. - Tax	TE Pub Fees - R#375 Blenk	30.00	
			510-260-100 - GG - Cont. - Tax	TE Pub Fees - R#603 Dobs	30.00	

Date Printed
05/14/2024 11:44 AM

Village of Buena Vista
List of Accounts
Batch: 2024-00025 to 2024-00027

Page 4

COMPUTER CHEQUE

Payment #	Date	Vendor Name	GL Account	GL Transaction Description	Detail Amount	Payment Amount
Invoice #						
			110-340-110 - GST Receivable	GST Tax Code	12.00	
			900-110-110 - GST Paid	GST Tax Code	12.00 NL	252.00
10961	05/14/2024	Thompson, Philip				
Apr		510-110-198 - GG - Council Rer	Apr Remuneration - Thomp:		260.00	260.00
10962	05/14/2024	Town Of Regina Beach				
2024-00059		540-200-115 - EH- Lagoon Proj	Lagoon Proj Loan - May		5,696.31	5,696.31
Total Computer Cheque:						43,972.11
Total AP:						43,972.11

Village of Buena Vista
List of Accounts
Batch: 2024-00025 to 2024-00027

Bank Code - CC - CC - Credit Card

CREDIT CARD

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
042024-001 876501	04/26/2024	Allied Lumbar Ltd 530-460-100 - TS - Maint. - Asph	Asphalt Premix -Pot Hole R	20.13	
		110-340-110 - GST Receivable	Both Tax Code	0.95	
		900-110-110 - GST Paid	Both Tax Code	0.95 NL	21.08
042024-002 May 2/24	04/26/2024	Hordos Insurance Brokers Inc. 510-230-100 - GG - Cont. - Insu	Insurance - 2012 Chev 575I	1,419.50	
		510-230-100 - GG - Cont. - Insu	Insurance - 2010 GMC 006I	392.92	
		510-230-100 - GG - Cont. - Insu	Driver Abstract - Bews, H	15.00	
		510-230-100 - GG - Cont. - Insu	Driver Abstract - Thompson	15.00	1,842.42
042024-003 00761576	04/26/2024	J D Industrial Supplies 530-425-112 - TS - Vehicle/Equi	2-Cycle Oil x6	25.38	
		530-410-130 - TS - Maint/Parts	Hardhat Comfort Bands x6	14.30	
		110-340-110 - GST Receivable	Both Tax Code	1.88	
		900-110-110 - GST Paid	Both Tax Code	1.88 NL	41.56
042024-004 24-294	04/26/2024	Last Mountain Times 510-200-170 - GG - Cont. - Adv	Assessment Roll Notice	45.22	
		110-340-110 - GST Receivable	GST Tax Code	10.11	
		900-110-110 - GST Paid	GST Tax Code	10.11 NL	55.33
042024-005 3202375593	04/26/2024	Pitney Bowes 510-280-100 - GG - Cont. - Post	Postage Mach Lease Apr-Jl	251.03	
		110-340-110 - GST Receivable	Both Tax Code	11.84	
		900-110-110 - GST Paid	Both Tax Code	11.84 NL	262.87
042024-006 372729	04/26/2024	Sask Battery 530-410-130 - TS - Maint/Parts	Mower Battery -E05	105.10	
		110-340-110 - GST Receivable	Both Tax Code	5.00	
		900-110-110 - GST Paid	Both Tax Code	5.00 NL	110.10
042024-007 T092262	04/26/2024	Security Key & Lock Service 510-220-100 - GG - Office Maint	Replace Lock Cylinders on	1,304.83	
		110-340-110 - GST Receivable	Both Tax Code	61.55	
		900-110-110 - GST Paid	Both Tax Code	61.55 NL	1,366.38
Total Credit Card:					3,699.74
Total CC:					3,699.74

Date Printed
05/14/2024 11:44 AM

Village of Buena Vista
List of Accounts
Batch: 2024-00025 to 2024-00027


Page 6


Bank Code - OB - OB - Online Banking

ONLINE BANKING

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
042024-006 Apr. 2024	04/30/2024	Gov of SK			
		210-210-190 - School #1 - Remi	SK Education Property Tax	4,621.60	
		210-200-100 - Payroll Deduction	Pyrl Ded -Admin Apr 1-15/1	3,361.52	
		210-210-190 - School #1 - Remi	Pyrl Ded -PW Mar31-Apr13	19,556.51	27,539.63
042024-007 April 2024	04/30/2024	MEPP (PEBA)			
		210-200-140 - MEPP Payable	MEPP - Admin Apr 16-30	1,033.92	
		210-200-140 - MEPP Payable	MEPP - PW Mar 31-Apr 13	1,532.60	
		210-200-140 - MEPP Payable	MEPP - PW Apr 16-30	1,337.38	3,903.90
042024-008 Apr/24	04/30/2024	SaskPower			
		580-300-150 - UT - Power - Wel	Power Well #1 -Apr	15.76	
		580-300-160 - UT - Power - Wel	Power Well #2 -Apr	1.12	
		110-340-110 - GST Receivable	GST Tax Code	24.34	
		900-110-110 - GST Paid	GST Tax Code	24.34 NL	41.22
Total Online Banking:					31,484.75

Total OB: 31,484.75
Grand Total: 79,839.95


Mayor


Administrator

Deposit RegisterPay group : **002 (Public Works)**Pay period : **09 (14Apr2024 to 27Apr2024)**Cheque date : **03May2024**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Institute / Transit / Account	Amount
00000001	03May2024	013	Neudeck, Catrina	004		1353.79
00000002	03May2024	020	Neudeck, Joel	003		2308.24
00000003	03May2024	024	Warawa, Lorne D	004		1625.27

Pay Group Totals :

Number of Deposits:3

Total Amount of Deposits:5287.30

Deposit RegisterPay group : **004 (CAO & Assistant)**Pay period : **08 (16Apr2024 to 30Apr2024)**Cheque date : **30Apr2024**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Institute / Transit / Account	Amount
00000001	30Apr2024	026	Guillemin, Karen	002		1373.85
00000002	30Apr2024	039	Davies, Lorna	002		93.61
00000003	30Apr2024	040	Pollock, Melissa D.	001		1998.64
00000004	30Apr2024	044	Hogenhout, Jaimie	002		548.89

Pay Group Totals :

Number of Deposits:4

Total Amount of Deposits:4014.99

Deposit Register

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

Pay period : **10 (28Apr2024 to 11May2024)**

Cheque date : **17May2024**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Institute / Transit / Account	Amount
00000001	17May2024	020	Neudeck, Joel	003		2287.12
00000002	17May2024	024	Warawa, Lorne D	004		1692.78
00000003	17May2024	045	Bews, Heidi	004		1009.41

Pay Group Totals :

Number of Deposits:3

Total Amount of Deposits:4989.31

Deposit RegisterPay group : **002 (Public Works)**Pay period : **10 (28Apr2024 to 11May2024)**Cheque date : **17May2024**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Institute / Transit / Account	Amount
00000001	17May2024	046	Thompson, Philip	004		379.42

2024

*Non-pumping depth December, 2001 = 117.65 feet

[illegible]



May 7th, 2024

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

Via Email

Attention: Karen Guillemin

RE: Road Reconstruction

This letter is intended to provide pricing for construction phase 1 from the end of Town of Regina Beach property on Rge Rd. 2222, approximately 200m south of Highway #54 to Twp 212 – Rge 2230. Attached is JRA Quotation 20240501. The terms and conditions under which we have agreed to provide our services are as follows:

1. JRA will provide our road construction services commencing effective when road bans are lifted or such other date as may be agreed to between JRA and the Owner and will continue in the provision of our services on a daily basis until the required road construction services have been completed. Schedule will not be pushed through weekends or statutory holidays.
2. Clay borrow pit material costs would be provided by the Owner. Access roads to and from the borrow pit to the construction site will be responsibility of the Owner.
3. That the estimated unit cost associated with the supply of a Kobelco ED195 Bladerunner excavator with roto-tilt bucket(one operator);1 crew truck; and a three tandem axle dump trucks.
4. In those instances where the equipment and JRA personnel are on site, but the work is delayed by the Owner, such as road access, JRA shall be entitled to invoice the Owner for its on site personnel at the rate of \$65.00 per hour plus GST for regular hours and \$97.50 per hour plus GST for overtime hours and equipment charges including: tandem axle dump trucks at a rate of \$65.00 per hour and excavator at \$165.00 per hour plus fuel use surcharges.
5. That JRA will provide a support vehicle to transport personnel, equipment, supplies and materials to the job site at a flat rate of \$150.00 per day per truck plus GST which is included in the estimated haul rates.
6. The Owner shall provide daily direction and scope of work for the operators.
7. That JRA will invoice the Owner for the services provided on a bi-weekly basis.

Mailing Address

10 Pearl Cres Emerald Park, SK S4L 1A5
E: greg@jraconstruction.ca

Business Address

Centre St South Regina Beach, SK
P: 306.539.0221

8. That all invoices submitted shall be due and payable 30 days from the date of their submission. Unpaid invoices shall bear interest at the rate of 2% per month or 24% annually.
9. Any quality control and quality assurance such as survey, proctor density testing, compaction testing, or other consulting fees shall be provided at additional cost to the Owner.
10. JRA shall take all precautions in the performance of its work to protect the safety and health of employees and the public and shall comply with all safety and health measures initiated by the Owner and comply with all applicable laws, codes, ordinance rules, regulations and lawful orders of any public authority for the safety of persons or properties applicable to the jobsite. JRA shall be solely responsible for the protection and safety of their employees, for the final selection of all safety methods and means, for required safety reports and records, for daily inspection of its work area and its employees' safety equipment, and for the continual instruction of its employees on health safety, including daily safety meetings.


Any additional services and/or equipment requested over and above those outlined herein will be subject to separate pricing and agreement between the parties.

It is strongly advised that the Village of Buena Vista should acquire an engineering consultant to develop a design and specifications for proper road rehabilitation. At no time will JRA assume liability for design or construction of the road that was not properly surveyed, improperly designed, improper materials selection, or constructed improperly.

If you are in agreement with the terms as outlined herein, we would request that you kindly confirm your acceptance of these contractual arrangements by completing and returning back to us the acknowledgement in the form provided below.

If you have any questions, please do not hesitate to contact myself, Greg Johnson at 306-539-0221 or our President, Randy Loustel at 306-570-1887; or by email at greg@jraconstruction.ca or randy@jraconstruction.ca.

Yours truly,



Per: Greg Johnson, CD, A.Sc.T, NCSO
General Manager
JRA Construction Services Ltd.

I, _____, on behalf of the Village of Buena Vista, hereby acknowledge and agree to the terms as outlined herein.

Date: _____

Village of Buena Vista Rep Signature

Mailing Address

10 Pearl Cres Emerald Park, SK S4L 1A5
E: greg@jraconstruction.ca

Business Address

Centre St South Regina Beach, SK
P: 306.539.0221



JRA Construction Services Ltd.
10 Pearl Crescent, Emerald Park, SK S4L 1A5
Phone: (306) 539-0221
Email: greg@jraconstruction.ca



Quotation - 20240501

To: Village of Buena Vista

Date: May 1, 2023

Place: Rge Rd. 2222

Phone: 306-729-4385

Buena Vista/RM of Lumsden No. 189, Saskatchewan

Fax:

Attn: Joel Neudeck

Email: admin@buenavista.ca

Item Description

Qty Unit Unit Price Extension

Quotation for: mobilization/demobilization; supply of				
labour, equipment & material for the excavation, loading, and				
delivery of common fill material from the Town of Regina Beach				
old lagoon embankment to Sta 0+000 to 0+800 of Rge Rd. 2222				
as per drawing VBV 23-01.				
Item	Labour			Total
1	Excavation & hauling of common fill from Town of Regina	2200	tonne	\$8.00
	Beach old lagoon to Rge Rd 2222.			
	Equipment			Total
1	Excavation & hauling of common fill from Town of Regina	2200	tonne	\$10.50
	Beach old lagoon to Rge Rd 2222.			
SUB-TOTAL				\$40,700.00
PST				\$ 2,442.00
GST				\$ 2,035.00
TOTAL				\$ 45,177.00

Note: Applicable taxes will be charged. Quote is valid for 60 days.

Payment shall be due and payable within 30 days from the receipt of an approved invoice.

Projects greater than two weeks in length will require a 50% progress payment.

Unpaid invoices shall bear interest at the rate of 2% per month (or 24% per annum).

We look forward to this opportunity. Please call if you have any questions or concerns.

Regards,

Greg Johnson, A.Sc.T.

General Manager

JRA Construction Services Ltd.

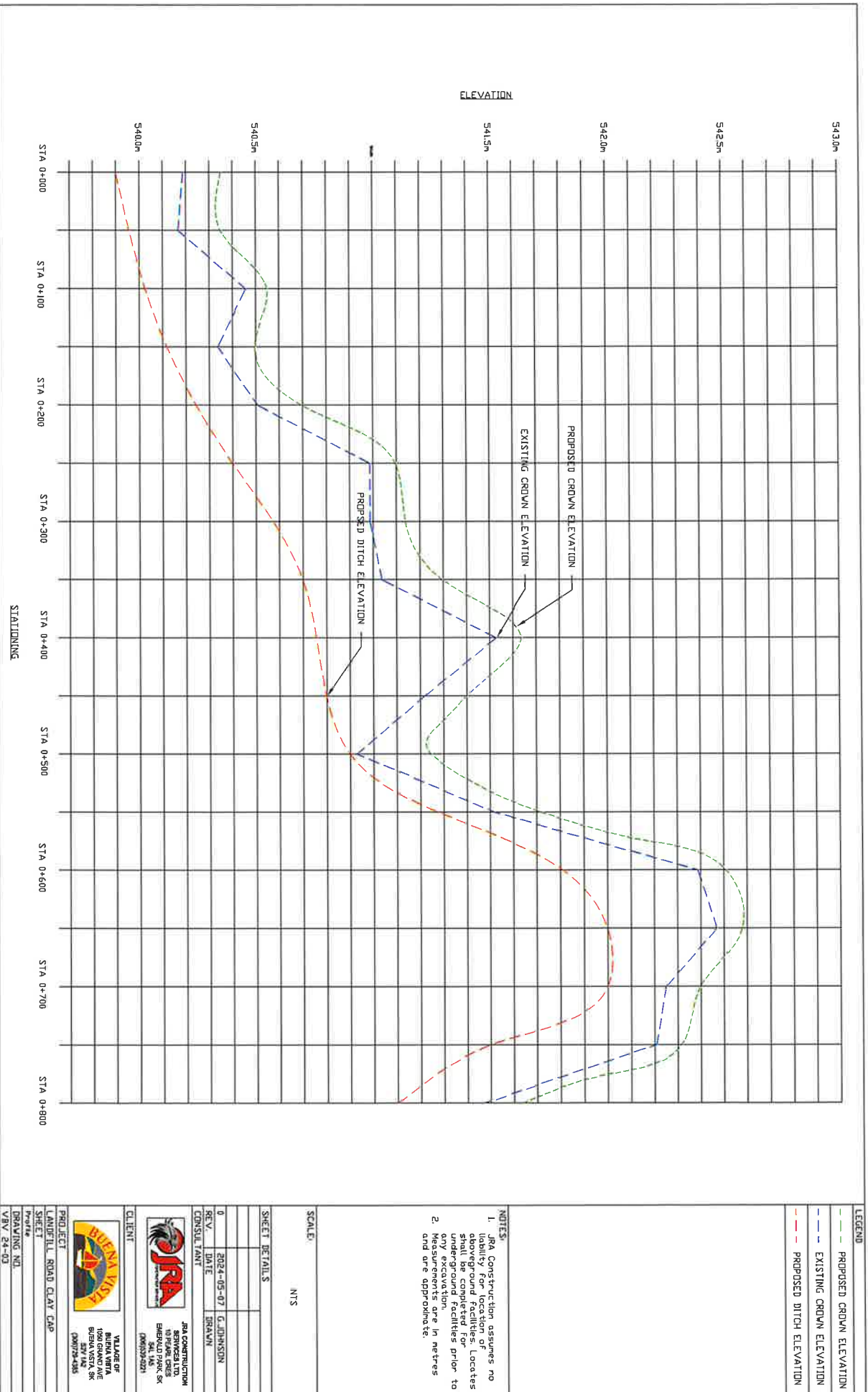
We take no exception to Quotation - 20240501

Organization Name

Per:

Authorized Signing Officer

Date



LEGEND

- PROPOSED CROWN ELEVATION
- EXISTING CROWN ELEVATION
- PROPOSED DITCH ELEVATION

NOTES:

- JRA Construction assumes no liability for location of aboveground facilities. Locates shall be confirmed by the client prior to any excavation. Measurements are in metres and are approximate.

SCALE:

NTS

SHEET DETAILS

REV.	DATE	BY	CHKD.
0	2024-05-07	G. JOHNSON	
CONSULTANT			
JRA CONSTRUCTION			
1000 GRAND AVE			
BUREAU VISTA, SK			
(200)734-4565			



CLIENT

1000 GRAND AVE
BUREAU VISTA, SK
(200)734-4565

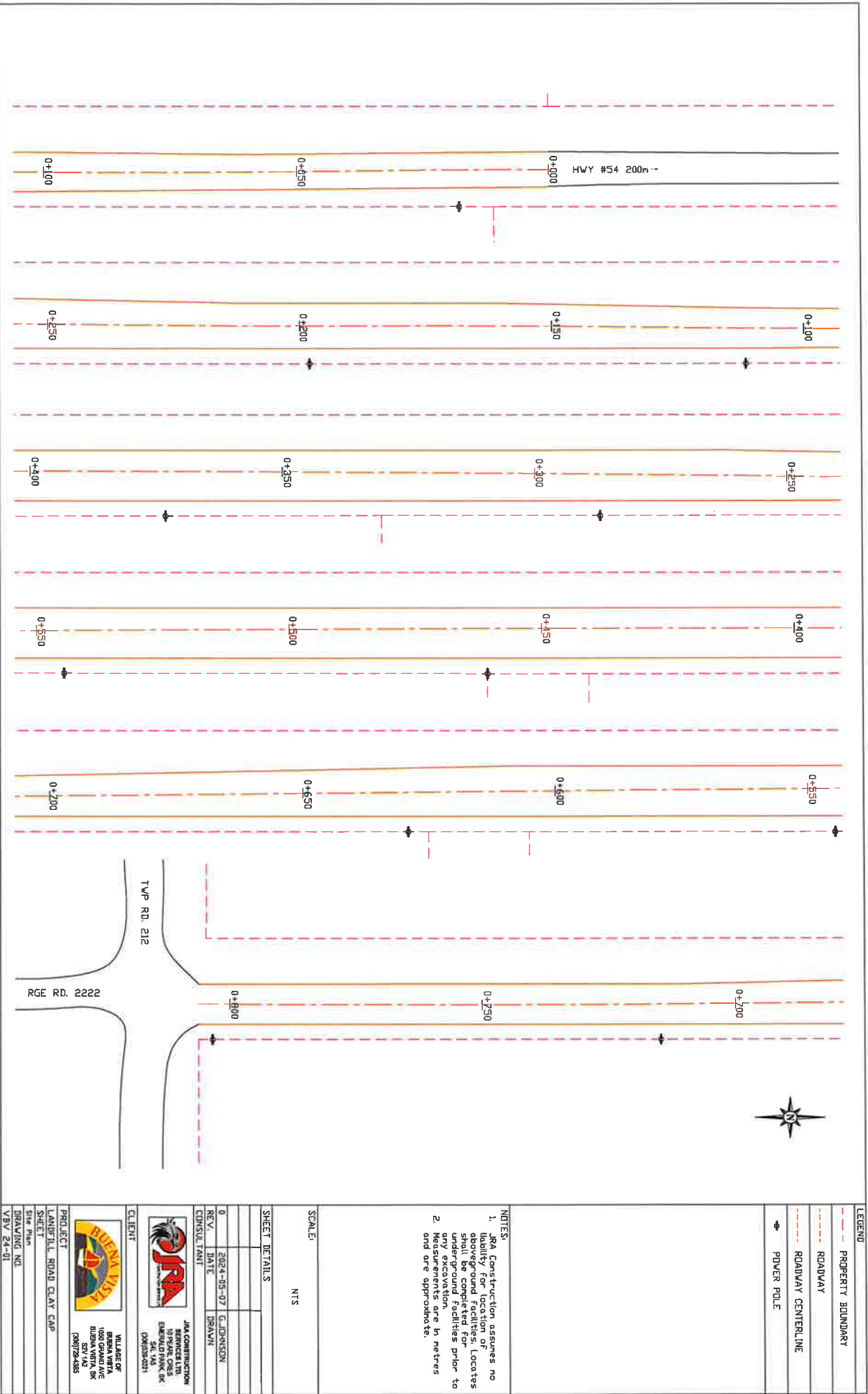


PROJECT

LANDFILL ROAD CLAY CAP

DRAWING NO.

VEY 24-03



LEGEND

- PROPERTY BOUNDARY
- ROADWAY
- ROADWAY CENTERLINE
- POWER POLE

NOTES

- JRA Construction assumes no liability for location of aboveground facilities. Locates shall be completed for any excavation activities prior to and are approximate.

SCALE

NTS

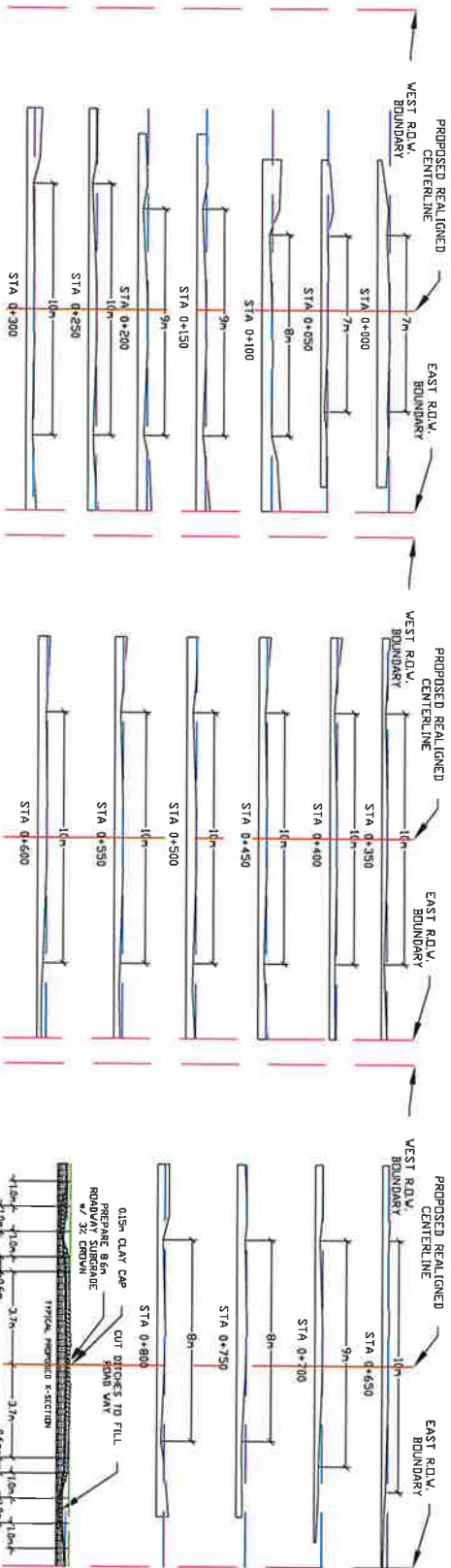
SHEET DETAILS

REV.	DATE	DRAWN
0	2024-05-07	G. JOHNSON
CONSULTANT		

JRA
JRA CONSTRUCTION
1000 GRAND AVE
BUBA VISTA, NM
87003-4685

BUENA VISTA
WILLIAM OF ORANGE
1000 GRAND AVE
BUBA VISTA, NM
87003-4685

PROJECT: LANE 1111, ROAD CLAY GAP
SHEET: 1111-1
DRAWING NO: VBY-24-01



LEGEND	
---	PROPERTY BOUNDARY
---	EXISTING CROWN ELEVATION
---	PROPOSED ROADWAY

NOTES:
1. JBA Construction assumes no liability for location of aboveground facilities. Locates shall be completed for aboveground facilities prior to any excavation.
2. Measurements are in metres and are approximate.

SCALE:
NTS

SHEET DETAILS

REV.	DATE	DRAWN
0	2024-05-07	G. JOHNSON
CONSULTANT		JBA CONSTRUCTION SERVICES LTD



CLIENT:
BUENA VISTA
BUREAU OF LAND MANAGEMENT
SAL, PLS
(06)559 0271



PROJECT:
LAUREL ROAD CLAY CAP
SHEET:
DRAWING NO:
REV: 24-02

PHILIP THOMPSON

20 VALLEYVIEW CRESCENT

BUENA VISTA, SK

RECEIVED
MAY 01 2024

TO THE CAO, MAYOR AND FELLOW COUNCIL MEMBERS,

I AM WRITING TO FORMALLY RESIGN FROM MY POSITION AS COUNCILLOR FOR THE VILLAGE OF BUENA VISTA, EFFECTIVE IMMEDIATELY.

IT HAS BEEN A PRIVILEGE TO SERVE THE RESIDENTS OF BUENA VISTA DURING MY TENURE, AND I VALUED THE OPPORTUNITY TO CONTRIBUTE TO THE GROWTH AND DEVELOPMENT OF OUR COMMUNITY ALONGSIDE MY COLLEAGUES AND ALL THE VILLAGE STAFF MEMBERS.

THANK YOU ONCE AGAIN FOR THE OPPORTUNITY TO SERVE ON VILLAGE COUNCIL.

SINCERELY, PHILIP THOMPSON



MAY 1ST, 2024

BUENA VISTA PARKS & RECREATION

Minutes

May 7th, 2024

Present: Donna Hall, Gary McLennan , Sharon Mittermayr , Cathy Klemm, Alex Neuls, Peg Frey
Jan Franklin Jeff Jacobs

Absent; Ruebi Erfle, Stephanie Caswell Mark Percy Nancy Koszman

Meeting called to order at 7:02m at Donna's residence

Motion to accept agenda -Alex 2nd Sharon carried

Motion to accept Previous minutes- Jeff 2nd Sharon- carried

- **Mugs-** Cathy brought a sample of both mugs with the BV crest. She received 50 ea. And is storing them at her residence for the time being. Total cost \$650.00
- **Zucchini seeds-** Alex had some seeds donated and it was decided to put about 3-4 seeds in each bag that she leaves at the Village office. Donna will check at the Village office about having this event put on the BV website.
- **Cemetery-** Gary advised that he hopes that it will all be settled at the June IMUC meeting.

FINANCIAL REPORT

- Nancy not present but had forwarded the 2024 budget to everyone. She advised we have \$4,540.70 in our account and \$610.55 in the Heritage account.

REC. DIRECTOR

Steph not present but provided an update of all the events. Copy of file.

NEW BUSINESS

- **Mobi Mats-** Gary advised that he received an estimate for 75" of mobi mats and tied downs and delivered here for \$5,023.03. We are not prepared at this time to pay and it will be brought up at the August meeting when we can vote on it and have the money to pay for them.
- **Disc Golf-** Mark looks after this but he is away until the beginning of June so we should begin to look for donations for this tourney. We will set up the tent and barbeque and get some advertisement out for it
- **Parade** discussion around what we will do for decorations. We decided to use the BV logo and build a plywood shaped moon and decorated the BV logo on it and have it stand up in the trailer. Sharon volunteered her garage to decorate it.
- **Lumsden Grad-** Donna advised that she will approach Ruebi and see if she can attend this event on June 27th.
- **Bottle Shed-** The Village received a complaint from our neighbor that cans etc are all over her yard and she would like it cleaned up. We agreed that we will check the shed more often and ensure there is not a great deal of cans outside the shed. There will be a sort on **May 14th at 6pm.**
- **Lucas 2-** Gary advised that due to the tragic death of Krista that the RM of Lumsden has advised that they would donate \$1000 towards the purchase of a Lucas 2. Gary explained the details around the Lucas 2 and that we could get one for approx.. \$10k. We agreed that we should participate if this goes ahead.

- **Benches** the Lions Club is back in the business of building benches. We agreed that we should look at purchasing a couple more for the beach. Alex advised that we should put on one of the benches "In Honor of Krista"
- **Tables-** Jeff advised that he saw some fold up tables at Costco for \$200.00. They would be perfect for us. Check of the Costco website and we could not find them. We agreed that if anyone is in Costco and sees them to purchase 4. **Motion Jeff- that we purchase 4 of these tables- 2nd Alex- carried.**

Meeting adjourned at 8:00pm. Next meeting June 4th, 2024

May 2, 2024

To: The Town Council of Regina Beach and the Village Council of Buena Vista

Subject: Bylaw Enforcement for dogs running off leash on the walking path

On the afternoon of Thursday, April 25, 2024, I was riding my e-bike on the walking path. I was slowing down to pass between the concrete blocks at the junction of Regina Beach and Buena Vista. A man called his border collie up from the beach, I hit the dog and flew over my handlebars. Fortunately, I was wearing a helmet when my head hit the ground. My lower right shin and ankle are extremely bruised, but nothing was broken. The dog owner showed great remorse, and offered to pay for the damages to my bike. He said that his dog was not injured when I asked.

However, it is clear to me that the following bylaws are not being enforced:

- Buena Vista Bylaw No. 1-14 The Dog Bylaw section 9, 10
- Regina Beach Bylaw No. 09-2019 Animal Control – Dogs 5 (b), (c), (d) and e(iii)

I strongly advise that a sign about leashing and controlling dogs be installed at all entrances to the path, similar to the dog defecation notices.

Please let me know if further action on my part is required. I look forward to this issue being resolved in a satisfactory manner, in order to protect both people and animals.

Sincerely,



Colleen Zurowski
328 Grand Avenue
Buena Vista, SK S2V1A1
(Home) 306-729-2680
(Cell) 306-539-0231

Assistant CAO Buena Vista

From: Stacey Grohs <stacey@griconstruction.ca>
Sent: April 24, 2024 9:36 AM
To: Assistant CAO Buena Vista
Cc: [REDACTED]
Subject: water purchase

Follow Up Flag: Follow up
Flag Status: Flagged

Good morning,

We are currently seeking water for Hidden Hills Campground for the 2024 season approximate usage will be 160,000 gallons over the course of 20 weeks, starting may long weekend.

Thanking you,
Stacey Grohs
Hidden Hills Campground
306-541-5533

This email (including attachments) is confidential, No waiver of confidentiality or privilege nor consent to disclosure may be inferred from the electronic nature or transmission of this communication. If you are not the intended recipient, your use, dissemination, copying or retention of this email is strictly prohibited. If you have received this email in error or are not a named recipient, please immediately notify the sender, by return email, and destroy all copies of this email in your possession.

Application to Subdivide Land

1. Location of Land to be Subdivided:

Buena Vista

Municipality (City, Town, Village)

SW 1/4 Sec. 13 Twp. 21 Rge. 22 Mer. 2

Lot(s) _____ Block(s)/Parcel(s) E _____ Plan No. 10216774

2. The Proposed Subdivision involves:

- ☒ Plan of Proposed Subdivision
- ☐ Parcel Tie Removal
(describe and include parcel pictures)
- ☐ Other Subdividing Instrument
(lease, easement)

3. Legal and Physical Access to the Subdivision is via:

☒ Paved ☐ Gravel ☐ Unimproved

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Grid Road | <input type="checkbox"/> Highway | <input type="checkbox"/> Resource Road | <input type="checkbox"/> Northern Crown Land |
| <input type="checkbox"/> Main Farm Access | <input checked="" type="checkbox"/> Urban Street | <input type="checkbox"/> Road Allowance | <input type="checkbox"/> Trail |

4. Physical Nature of the Land to be Subdivided:

a) What is the physical nature of the proposed lot(s) or parcel(s)?

- ☐ Wooded/Treed ☐ Cultivated ☐ Pasture ☒ Hilly ☒ Level/Flat ☐ Low/Swampy
☐ Adjacent to a Lake, River or Creek

Describe the physical nature in more detail:

The majority of the land is level flat up to the edge of the valley where it tapers down towards the Village and the Lake

b) Drainage:

How will the proposed lot(s) or parcel(s) be drained? ☐ Natural ☒ Ditches ☐ Curb and Gutter ☐ Storm

Do you propose to discharge surface water into a highway ditch or waterway? ☐ Yes ☒ No

Show drainage courses on the Plan of Proposed Subdivision.

5. Land Use:

a) What is the land presently used for?

☒ Agriculture ☐ Residential ☐ Seasonal Recreation (Cottage) ☐ Commercial ☐ Industrial ☐ Other

Describe the present land use in more detail:

Grassland

b) What is the **intended** use of the proposed lot(s) or parcel(s)?
☐ Agriculture ☒ Residential ☐ Seasonal Recreation (Cottage) ☐ Commercial ☐ Industrial ☐ Other

Describe the intended land use in more detail:

0.5-1.0ac lots

c) Are there any buildings on the land being subdivided? ☐ Yes ☒ No

Indicate the location, distance from the property boundary and use of all buildings and utility lines on the Plan of Proposed Subdivision/Parcel Picture.

6. Services:

a) Water Supply is:

<input type="checkbox"/> Existing	<input checked="" type="checkbox"/> Proposed	<input type="checkbox"/> Not Required
<input type="checkbox"/> Communal System	<input type="checkbox"/> Cistern	<input type="checkbox"/> Lake / Waterbody
<input type="checkbox"/> Municipal Well	<input type="checkbox"/> Private Well	<input type="checkbox"/> Other

Describe / specify proposed water source: _____

b) Sewage Disposal is:

<input type="checkbox"/> Existing	<input checked="" type="checkbox"/> Proposed	<input type="checkbox"/> Not Required
<input type="checkbox"/> Private-On-Site	<input type="checkbox"/> Mound	<input type="checkbox"/> Chamber
<input type="checkbox"/> Jet	<input type="checkbox"/> Municipal/Communal	<input type="checkbox"/> Absorption Field
	<input type="checkbox"/> Lagoon	<input type="checkbox"/> Holding Tank
		<input type="checkbox"/> Other
		<input type="checkbox"/> Septic Tank

Describe / specify proposed sewage disposal system: _____

Please show all set back distances from the property boundary, house, well and water course(s) on the plan of proposed subdivision.

7. Utility Services:

Electric power is:	<input type="checkbox"/> Existing	<input checked="" type="checkbox"/> Proposed	<input type="checkbox"/> Not Required	<input type="checkbox"/> Not Available
Telephone service is:	<input type="checkbox"/> Existing	<input checked="" type="checkbox"/> Proposed	<input type="checkbox"/> Not Required	<input type="checkbox"/> Not Available
Natural gas is:	<input type="checkbox"/> Existing	<input checked="" type="checkbox"/> Proposed	<input type="checkbox"/> Not Required	<input type="checkbox"/> Not Available

8. Surrounding Land Users:

If the proposed subdivision is in a Rural Municipality, are any of the following within 5 km; or
 If in an Urban Municipality, are any of the following within 500 m? Check all that apply. Use Section 9 (Additional Comments) to identify surrounding land use details.

	If checked, please state distance:
<input type="checkbox"/> Airport	
<input type="checkbox"/> Intensive Livestock Operation	
<input type="checkbox"/> Sewage Treatment Facility or Sewage Lagoon	
<input type="checkbox"/> Landfill for disposal of garbage or refuge	
<input type="checkbox"/> High Voltage Power Transmission Line	
<input type="checkbox"/> High Pressure Gas Transmission Line, Oil Line (specify)	
<input type="checkbox"/> Industrial Commercial Operation (specify)	
<input type="checkbox"/> National, Provincial or Regional Park	
<input checked="" type="checkbox"/> Residential Lot(s)	Buena Vista, adjacent
<input checked="" type="checkbox"/> Water Body or Course	Last Mountain Lake, 300-500m
<input type="checkbox"/> Cemetery	
<input type="checkbox"/> School Bus Route	
<input checked="" type="checkbox"/> Urban Municipality	Within Buena Vista town limits
<input checked="" type="checkbox"/> Water Treatment Plant or Reservoir	Adjacent on Parcel "E"
<input type="checkbox"/> Oil or Gas Well or Facility (within 500m)	

9. Additional Comments:

10. Other Requirements:

1. Applications must include a current copy of the title to the land being subdivided and the Basic Fees. Also include any relevant permits or approvals obtained from other agencies or a municipality.
2. Basic Fees are \$300 per parcel (non-refundable) plus \$150 for issuance of a Certificate of Approval. The fees are exempt from GST & PST. Make a cheque or money order payable to the Minister of Finance.
3. Applicants may be asked for additional fees and information if found to be needed during the review of an application.
4. Until the review of an application is done and a decision is issued, no binding contracts for the land should be made and no construction or site preparation work should be started.
5. Personal information given on this form is collected pursuant to *The Freedom of Information and Protection of Privacy Act* and will be shared with other agencies involved in reviewing subdivision applications. If you do not want your personal information to be shared, contact the Community Planning Branch to discuss your concerns before submitting a completed form.

11. Applicant(s): *(persons making application and to whom correspondence should be addressed)*

- a) Name of registered owner of land to be subdivided:

Name: ANCHOR POINT DEVELOPMEAddress: 2728 McAra StCity/Town/Village: ReginaProv: SK Postal Code: S4N2X1Email: info@anchorpoint. Tel: 30672681

- b) Land Surveyor / Planner / Lawyer / Agent (specify):

Name: Malcolm Van Company: 20/20 GeorAddress: 15 Penfold PlaceCity/Town/Village: ReginaProv: SK Postal Code: S4V0J7Email: malcolm.vanstone@ Tel: 306-569-2

- c) Declaration by registered owner or authorized designate:

I, Matthew Butz hereby certify that I am the registered owner of the land proposed for subdivision or I am authorized, in writing, to act as the registered owner per Sections 2(d) and 5(3) of *The Subdivision Regulations, 2014*. By signing below, I certify that all information contained herein is true and correct. I understand that submittal of this application does not entitle the applicant to engage in the work applied for and there shall be no construction, site preparation work undertaken nor entering into any binding agreements for such work or selling the proposed property until such application is approved and the permit is issued. I also understand that all work must be permitted in compliance with all applicable provincial, federal, and local laws. I hereby swear that all statements contained with this 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*.

Signature:  Date: May 3 2024Name: Matthew Butz Address: 2728 McAra StCity/Town/Village: Regina Prov: SK Postal Code: S4N2X1 Tel: 3067268123Replies are to be sent to (please specify from above): ☒ a ☒ b ☐ c

Email: _____

10. Other Requirements:

1. Applications must include a current copy of the title to the land being subdivided and the Basic Fees. Also include any relevant permits or approvals obtained from other agencies or a municipality.
2. Basic Fees are \$300 per parcel (non-refundable) plus \$150 for issuance of a Certificate of Approval. The fees are exempt from GST & PST. Make a cheque or money order payable to the Minister of Finance.
3. Applicants may be asked for additional fees and information if found to be needed during the review of an application.
4. Until the review of an application is done and a decision is issued, no binding contracts for the land should be made and no construction or site preparation work should be started.
5. Personal information given on this form is collected pursuant to *The Freedom of Information and Protection of Privacy Act* and will be shared with other agencies involved in reviewing subdivision applications. If you do not want your personal information to be shared, contact the Community Planning Branch to discuss your concerns before submitting a completed form.

11. Applicant(s): *(persons making application and to whom correspondence should be addressed)*

- a) Name of registered owner of land to be subdivided:

Name: VILLAGE OF BUENA VISTA

Address: 1050 GRAND AVE.

City/Town/Village: BUENA VISTA

Prov: SK Postal Code: S2V1A2

Email: _____ Tel: _____

- b) Land Surveyor / Planner / Lawyer / Agent (specify):

Name: Malcolm Vanstone Company: 20/20 Geomatics Ltd.

Address: 15 Penfold Place

City/Town/Village: Regina

Prov: SK Postal Code: S4V 0J7

Email: malcolm.vanstone@2020geomatics.com Tel: 306-569-2020

- c) Declaration by registered owner or authorized designate:

I, _____ hereby certify that I am the registered owner of the land proposed for subdivision or I am authorized, in writing, to act as the registered owner per Sections 2(d) and 5(3) of *The Subdivision Regulations, 2014*. By signing below, I certify that all information contained herein is true and correct. I understand that submittal of this application does not entitle the applicant to engage in the work applied for and there shall be no construction, site preparation work undertaken nor entering into any binding agreements for such work or selling the proposed property until such application is approved and the permit is issued. I also understand that all work must be permitted in compliance with all applicable provincial, federal, and local laws. I hereby swear that all statements contained with this 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*.

Signature: _____ Date: _____

Name: _____ Address: _____

City/Town/Village: _____ Prov: _____ Postal Code: _____ Tel: _____

Replies are to be sent to (please specify from above): ☐ a ☐ b ☐ c

Email: _____

**SOUTH SHORE RECREATION CENTRE
JOINT USE COMMITTEE**

Financial Statements

Year Ended December 31, 2023

SOUTH SHORE RECREATION CENTRE JOINT USE COMMITTEE
Index to Financial Statements
Year Ended December 31, 2023

	Page
INDEPENDENT AUDITOR'S REPORT	1 - 2
FINANCIAL STATEMENTS	
Statement of Financial Position	3
Statement of Revenues and Expenditures	4
Statement of Changes in Net Assets	5
Statement of Cash Flows	6
Notes to Financial Statements	7 - 8

DUDLEY & COMPANY LLP

Chartered Professional Accountants

INDEPENDENT AUDITOR'S REPORT

To the Members of South Shore Recreation Centre Joint Use Committee

Opinion

We have audited the financial statements of South Shore Recreation Centre Joint Use Committee (the organization), which comprise the statement of financial position as at December 31, 2023, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the organization as at December 31, 2023, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Basis for Opinion

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

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

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

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

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

(continues)

Independent Auditor's Report to the Members of South Shore Recreation Centre Joint Use Committee
(continued)

Auditor's Responsibilities for the Audit of the Financial Statements

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

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

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

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

Regina, Saskatchewan
May 6, 2024



Dudley & Company LLP
Chartered Professional Accountants

SOUTH SHORE RECREATION CENTRE JOINT USE COMMITTEE
Statement of Financial Position
December 31, 2023

	2023	2022
ASSETS		
CURRENT		
Cash	\$ 3,496	\$ 8,829
Municipal contributions receivable (Note 4)	<u>1,460</u>	<u>-</u>
TOTAL ASSETS	<u>\$ 4,956</u>	<u>\$ 8,829</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 2,462	\$ 2,637
Municipal contributions (Note 4)	1	3,942
Deposits received	<u>2,493</u>	<u>2,250</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 4,956</u>	<u>\$ 8,829</u>

ON BEHALF OF THE BOARD

_____ *Director*

_____ *Director*

The accompanying notes form an integral part of these financial statements

SOUTH SHORE RECREATION CENTRE JOINT USE COMMITTEE
Statement of Revenues and Expenditures
Year Ended December 31, 2023

	2023	2022
REVENUES		
Rentals	\$ 6,958	\$ 6,515
Grants (Note 3)	6,128	1,999
	<u>13,086</u>	<u>8,514</u>
EXPENDITURES		
Interest and bank charges	112	103
Administration	1,207	774
Janitor	1,190	910
Audit	1,166	1,060
Recreation centre maintenance	9,039	5,652
Recreation centre supplies	372	15
	<u>13,086</u>	<u>8,514</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>

The accompanying notes form an integral part of these financial statements

SOUTH SHORE RECREATION CENTRE JOINT USE COMMITTEE
Statement of Changes in Net Assets
Year Ended December 31, 2023

	2023	2022
NET ASSETS - BEGINNING OF YEAR	\$ -	\$ -
NET ASSETS - END OF YEAR	\$ -	\$ -

The accompanying notes form an integral part of these financial statements

SOUTH SHORE RECREATION CENTRE JOINT USE COMMITTEE

Statement of Cash Flows

Year Ended December 31, 2023

	2023	2022
CASH FLOWS FROM (FOR) OPERATING ACTIVITIES		
Cash receipts from customers	\$ 11,869	\$ 8,618
Cash paid to suppliers and related parties	(17,202)	(4,588)
INCREASE (DECREASE) IN CASH FLOWS	(5,333)	4,030
Cash - beginning of year	8,829	4,799
CASH - END OF YEAR	\$ 3,496	\$ 8,829

The accompanying notes form an integral part of these financial statements

SOUTH SHORE RECREATION CENTRE JOINT USE COMMITTEE

Notes to Financial Statements

Year Ended December 31, 2023

1. NATURE OF OPERATIONS

The South Shore Recreation Centre (the "organization") is a Joint Committee created by the Town of Regina Beach, the Village of Buena Vista, and the Rural Municipality of Lumsden. Only the assets, liabilities and activities connected with the South Shore recreation centre are included in the financial statements. The South Shore Recreation Centre is exempt from income taxes under the *Tax Act* of Canada.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Revenue recognition

Revenues from the rental activities are recognized when the rental services are rendered and when reasonable assurance exists regarding collectability. The organization follows the deferral method of accounting for contributions.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Capital assets

Capital assets are recorded as expenditures in the year of acquisition, rather than being capitalized and amortized.

3. GRANTS

The Town of Regina Beach, the Village of Buena Vista, and the Rural Municipality of Lumsden make contributions to the committee to cover the shortfall of the expenses less other revenues. The contributions are as follows:

	2023	2022
Regina Beach - 65%	\$ 3,199	\$ 796
Buena Vista - 25%	2,092	859
Rural Municipality of Lumsden - 10%	837	344
	\$ 6,128	\$ 1,999

SOUTH SHORE RECREATION CENTRE JOINT USE COMMITTEE

Notes to Financial Statements

Year Ended December 31, 2023

4. MUNICIPAL CONTRIBUTIONS

The amounts due to (from) each municipality is as follows:

	2023	2022
Municipal contributions due to:		
Regina Beach	\$ 1	\$ 2,958
Buena Vista	-	703
RM of Lumsden	-	281
Total Municipal Contributions Due To	<u>1</u>	<u>3,942</u>
Municipal contributions due from:		
Regina Beach	\$ 186	\$ -
Buena Vista	910	-
RM of Lumsden	364	-
Total Municipal Contributions Due From	<u>\$ 1,460</u>	<u>\$ -</u>

5. FINANCIAL INSTRUMENTS

It is management's opinion that the fair value of the financial assets and liabilities approximates their carrying value due to their short term nature.

6. VOLUNTARY SERVICES

The operation of the organization is partially dependent on voluntary services. Since these services would not normally be purchased by the organization and because of the difficulty of determining the fair market value of donated services, these donated services are not recognized in these statements.



VILLAGE OF BUENA VISTA Policy

Department:	Human Resources	Policy No.: 02-2024	Resolution: 139/24
Title:	<u>HARASSMENT</u> <u>PREVENTION</u>	Effective Date:	May 14, 2024
Revised:		Next review date	May 2025

POLICY STATEMENT

The Village of Buena Vista (hereinafter the 'Municipality') is committed to make every practical effort to ensure employees are provided with a safe, healthy and respectful workplace free from destructive behaviours such as conflict, harassment of any kind, discrimination and workplace violence.

With this purpose in mind, this Policy supports a safe workplace free of harassment.

STATEMENT OF COMMITMENT

Every worker is entitled to employment free of harassment. The Village is committed to ensuring a productive work environment where the dignity and worth of every person is respected. Harassment in the workplace, or any work-related setting, will not be tolerated, and the Municipality will make every reasonable, practicable effort to ensure that no individual is subjected to workplace harassment.

SCOPE

This Policy applies to all Village of Buena Vista elected officials, employees, all volunteers working for the Village, independent contractors, agents, applicants and representatives of the Village when conducting business or performing duties or services on behalf of the Village (regardless of location).

While attending a Village workplace, members of the public, visitors and individuals conducting business with the Village, including but not limited to contractors, consultants, residents, vendors or delivery persons, are expected to refrain from any form of harassment.

All harassment is offensive, and, in many cases, it intimidates others. Harassment against Village Personnel will not be tolerated.

DEFINITION

Pursuant to *The Saskatchewan Employment Act*:

Harassment means any objectionable conduct, comment, action, gesture or display by a person that constitutes a threat to the health or safety of the worker and is either:

- a) made on the basis of race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; or
- b) adversely affects the worker's mental or physical well-being and that the person known or ought reasonably to know would cause a worker to be humiliated or intimidated (also referred to as personal harassment)

Discriminatory Harassment

Any inappropriate conduct, comment, display, action or gesture by an individual that is made on the basis of race, creed, religion, colour, sex, gender identity, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin or any other ground prohibited by provincial human rights legislation, and constitutes a threat to the health and safety of a worker.

Sexual Harassment

Sexual harassment, being discrimination on the grounds of gender, is a violation of *The Saskatchewan Human Rights Code, 2018*. Unwanted sexual advances, unwanted requests for sexual favours, and other unwanted verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a) submission to such conduct is made either explicitly or implicitly a term of, or condition of, an individual's employment; or
- b) submission to, or rejection of, such conduct by an individual affects that individual's employment.

Sexual harassment can include such things as pinching, patting, rubbing or leering (unwanted physical contact), "dirty" jokes, pictures or pornographic materials, comments, suggestions, innuendos, requests or demands of a sexual nature, refusing to work with or have contact with individuals because of their sex, gender or sexual orientation. The behaviour need not be intentional in order to be considered sexual harassment.

Personal Harassment

Personal harassment may involve repeated conduct or a single, serious incident that causes a lasting harmful effect on the worker. Personal harassment may take many forms, both subtle and overt. Personal harassment is sometimes referred to as “bullying.” This includes any inappropriate conduct, comment, display, action or gesture by a person that:

- a) adversely affects a worker’s physiological or physical well-being; and
- b) the perpetrator knows or ought to reasonably know would cause a worker to be humiliated or intimidated.

Each person also has a different threshold for what is considered normal joking or discussion. The following list is provided to show some of the patterns of behaviour that would be considered harassment. It is not intended to be definitive or to cover every possible circumstance. Harassment may include:

- a) spreading malicious gossip, rumours, or innuendo;
- b) undermining or deliberately impeding a person’s work;
- c) intimidating or threatening a person;
- d) intruding on a person’s privacy;
- e) yelling or using profanity;
- f) constantly criticizing a person;
- g) withholding necessary information or purposefully providing false information;
- h) tampering with a person’s personal belongings or work equipment; or
- i) refusing to work or co-operate with others.

The following are not considered to be harassment, in and of themselves:

- a) expressing differences of opinions;
- b) offering constructive feedback, guidance or advice about work-related actions or behaviour;
or
- c) reasonable action taken by an employer or supervisor relating to the management of the workplace.

Harassment does not include any reasonable actions taken by the Municipality, a manager or supervisor relating to the performance, management and direction of an individual’s work or the workplace. This includes, but is not limited to, day-to-day management or supervisory decisions, job assessment and evaluation, performance discussions, expectation for work productivity and quality, and disciplinary action.

Virtual Harassment

Virtual Harassment involves the use of information and communication technologies such as email, social networking sites such as, but not limited to, Facebook, and Instagram, cell phone and pager text messages, instant messaging, personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behaviour by an individual or group, that is

intended to harm others. Cyber-bullying or cyber-harassment is a term often included under virtual harassment.

If your online profile refers to your employment or identifies you as a member of Village Personnel, you are expected to clarify that you speak only for yourself, not on behalf of the Village. You need to use good judgement.

Sometimes harassment can be clear-cut, for example, leaving cruel cell phone text messages or mean comments posted to websites. Other acts are less obvious, such as impersonating a victim online or posting personal information or videos designed to hurt or embarrass another person. The impersonal nature of text messages, IMs and emails make it very hard to detect the sender's tone – one person's joke or sense of humour could be considered by another as a harmful insult.

Other Prohibited Behaviour

The Municipality recognizes that certain conduct, while being inappropriate and/or disruptive, may fall short of the definition of 'harassment' within the meaning of this Policy and/or applicable legislation. The Municipality, at its discretion, may nonetheless determine that disruptive or inappropriate conduct falling short of harassment shall warrant some form of corrective and/or disciplinary action.

MUNICIPALITY AND WORKER RESPONSIBILITY

No individual shall participate in or encourage the harassment of another individual. All individuals must co-operate with harassment complaint investigations and keep all information confidential in accordance with this Policy.

PROCEDURE FOR DEALING WITH HARASSMENT CONCERNS

All complaints will be taken seriously. The rights of all concerned will be respected. Workers are encouraged to use these steps to address the incidents of alleged harassment internally.

If you believe you are being harassed:

1. You are encouraged to first tell the harasser their conduct is unwelcome and ask them to stop immediately; and
2. Attempt to resolve the issue by direct discussion with the offending individual.

3. Where this cannot be done, or is not reasonable, or if the harassment continues after asking the harasser to stop their behaviour, the complainant may report the problem to one of the following individuals:

- a. Chief Administrative Officer (CAO)
- b. Public Works Manager
- c. Council, in the event that the complaint is about the CAO.

In general, the recommended practice is for your manager to be the first point of contact, with the issue being escalated to the CAO if it cannot be resolved at the department level. The complaint form, attached as Form 'A' shall be used for filing formal complaints.

Keep a record of incidents that include date, times, locations, possible witnesses, what happened, and your response. You do not have to have a record of events in order to file a complaint, but a record can make your case stronger and help you remember details over time.

DEALING WITH A COMPLAINT

1. If there is sufficient basis in the written report, or if the Municipality otherwise deems it necessary to do so, the manager or designate will carry out a formal investigation into the conduct contained in the written report in a prompt, fair and impartial manner.
2. Both the complainant and the respondent will typically be interviewed, as will any individuals who may be able to provide relevant information. All information will be kept in confidence except as is necessary for the investigation of the complaint or matters arising therefrom
3. All written reports, response statements, witness statements, interview notes and other documentation gathered as part of an investigation will be securely stored in a confidential investigation file.
4. The CAO and/or Council will decide on any action to be taken as a result of the findings of an investigation. The individual who reported the alleged harassment and the alleged harasser will be informed as to the outcome of the investigation.
5. Where the investigation reveals evidence to support the complaint of harassment, the Municipality will take appropriate corrective action and/or disciplinary action, up to and including termination of employment, and the incident will be documented in the respondent's file.
6. Where harassment is not substantiated, no action will be taken against an individual who made the allegation of harassment in good faith. Where, however, a complaint is fraudulent, malicious or otherwise made in bad faith, the individual who made the allegation of harassment may be subject to disciplinary or other action.

7. If the investigation fails to find evidence to support the complaint, there will be no documentation concerning the complaint placed in the file of the respondent.
8. If the investigation substantiates the complaint of harassment and the respondent is not a member of Village Personnel, resultant action shall be determined pursuant to the Village's *Zero Tolerance Policy No. 04-2024*.
9. If the alleged harasser is a Council member, please refer to the Village of Buena Vista Code of Ethics Bylaw for the procedure to be followed and available sanctions.

TEMPORARY OR INTERIM MEASURES

In the event of an allegation of harassment, the Municipality has full discretion to take whatever temporary interim measures that it deems appropriate to ensure the workplace remains a safe and productive environment and/or helps to facilitate an investigation into said harassment including, but not limited to, removing an individual from the workplace.

VARIATION FROM THE GENERAL PROCEDURE

The steps set out above and the manner in which an investigation is carried out is intended to be flexible in order to permit the Municipality to respond to the specific circumstances at issue in each case. The Municipality reserves the right to engage in a different procedure as it deems appropriate in any given circumstance. In the event that an individual does not proceed with a formal report of harassment or decides to later withdraw a written report, the Municipality may still initiate a formal investigation of the conduct reported if the Municipality determines it is necessary to ensure the health and safety of individuals at the workplace or to comply with applicable laws.

COMPLAINTS TO BE MADE IN GOOD FAITH

Complaints should be undertaken with great care because they may result in pain and damage to the respondent's reputation and disruptions in the workplace. Complaints made frivolously, maliciously, or without factual basis may constitute defamation, may be actionable by the respondent, and may result in disciplinary action against the complainant, up to and including dismissal.

RETALIATION

The Municipality does not condone acts of retaliation against an individual who has reported harassment, either formally or informally, or participated in any manner in the investigation or resolution of a report of discrimination or harassment, and may result in disciplinary action, up to and including dismissal.

CONFIDENTIALITY

The Municipality will not disclose the name of the individual who reported the harassment, the alleged harasser or the circumstances related to the report of alleged harassment to any individual except where disclosure is necessary for the purposes of investigation of the alleged harassment report or taking corrective action, or where such disclosure is required by law.

All individuals involved with the investigation of an incident shall treat all information related to the matter as strictly confidential. Unwarranted or inappropriate breaches of confidentiality may be subject to disciplinary action, up to and including dismissal.

OTHER LEGAL RIGHTS

Nothing in this Policy is intended to prevent or discourage an individual from exercising the right to contact the Saskatchewan Human Rights Commission or the Occupational Health and Safety Division to file a complaint of harassment, sexual harassment or other discrimination on prohibited grounds and Village Personnel retain the right to pursue criminal charges with the RCMP if appropriate. In all cases, Village Personnel retain the right to exercise any other legal avenues available. This may be done at any step within this procedure.

VISITORS AND GENERAL PUBLIC

All Village facility visitors and the general public are subject to this Policy and to the Villages *Zero Tolerance Policy* and are expected to treat employees with respect. Harassment will not be tolerated from anyone. Individuals found to be harassing an employee will be required to leave the facility and management may take additional actions pursuant to this Policy or the Village's *Zero Tolerance Policy* if determined by the Village to be appropriate.

AVAILABILITY OF THE POLICY

The Municipality shall make a copy of this Policy readily available for workers' reference and shall be posted in a conspicuous place in the workplace.

POLICY REVIEW

The Village shall ensure that this Policy is reviewed and, where necessary, revised at least annually. A review may also be done whenever there is a change of circumstances that may affect the health or safety of workers.

HARASSMENT COMPLAINT COMPLAINANT INFORMATION “FORM A”

Submit the completed form to your manager or to the CAO. The content of this form will be kept confidential and used only for the purpose of investigating the report of harassment. Please note that this will include notifying the respondent of the allegations against them as part of the investigation.

Complainant Information

Name:

Position:

Preferred Contact Information:

Manager:

Respondent Information

If your complaint has more than one Respondent, please complete a separate form for each.

Name:

Position:

Relationship to Complainant (supervisor, co-worker, etc.):

Witness Information

Name:

Position:

Contact Information:

Name:

Position:

Contact Information:

Description of Harassment

Please attach a description of the incident(s) of harassment. Your report should include:

- Who was involved;
- What was said or done;
- The time period – when did the harassment begin and when was the most recent incident;
- Any witnesses who may have heard or seen the behaviour in question;
- Supporting evidence, if available; and
- If the incident was reported to management, what actions were taken.

Please check all that apply to the type of harassment you feel is being experienced:

- ☐ Repeated incidents that have caused you to be humiliated or intimidated
- ☐ A single serious incident that has had a lasting, harmful effect
- ☐ Retaliation
- ☐ Verbal abuse and/or threats
- ☐ Physical contact and/or assault
- ☐ Abuse of authority (using a workplace authority position for actions that serve no legitimate work purpose)
- ☐ Sexual harassment, based on gender or of a sexual nature
- ☐ Based on any of the following prohibited grounds:
 - ☐ Sex
 - ☐ Race
 - ☐ Age
 - ☐ Creed
 - ☐ Sexual Orientation
 - ☐ Marital Status
 - ☐ Colour
 - ☐ Disability
 - ☐ Nationality
 - ☐ Religion
 - ☐ Ancestry
 - ☐ Place of Origin
 - ☐ Physical Weight/Height
 - ☐ Family Status
 - ☐ None of the Above

Interim Measures

Do you believe the Village needs to take any interim pending resolution of your complaint, such as workplace relocation? If yes, please describe the requested measure and reasoning for it.

What type of resolution do you seek? (e.g., supervisor to direct or counsel person to correct conduct; facilitated meeting with alleged harasser; apology; workshops or training sessions; mediations; or other)

Other Processes

Have you initiated any other processes to deal with this harassment?

Declaration

I certify the information provided in this complaint to be accurate, true and complete to the best of my knowledge. I understand that I will not be subject to any adverse treatment as a result of making this complaint, provided that it has been made in good faith and does not contain information that I know to be incorrect, untrue or misleading. I understand that the Village will maintain the confidentiality of any information gathered as a result of this complaint, but will share information as necessary to pursue resolution. I understand that filing this complaint does not prevent me from pursuing any other avenues that may be available, which are separate from this Policy.

Signature

Date

I acknowledge receipt of this complaint:

Administrator or Council Signature

Date

***VILLAGE OF BUENA VISTA HARASSMENT
PREVENTION POLICY NO. 02-2024***
**ACKNOWLEDGEMENT & DECLARATION FORM –
EMPLOYEE**

I, _____, an employee of Village of Buena Vista acknowledge that I have been provided with a copy of the *Village of Buena Vista Harassment Prevention Policy No. 02-2024* (the 'Policy') and have read and understood it and acknowledge that I will abide by the Policy. I understand that if I violate the rules set forth by this Policy, I may face disciplinary action up to and including termination of employment.

Employee Signature

Date

**VILLAGE OF BUENA VISTA HARASSMENT
PREVENTION POLICY NO. 02-2024
ACKNOWLEDGEMENT & DECLARATION FORM –
COUNCILLOR**

I, _____, a Council member of Village of Buena Vista acknowledge that I have been provided with a copy of the *Village of Buena Vista Harassment Prevention Policy No. 02-2024* (the 'Policy') and have read and understood it and acknowledge that I will abide by the Policy. I understand that if I violate the rules set forth by this Policy, I may face disciplinary action or sanctions.

Councillor Signature

Date



VILLAGE OF BUENA VISTA Policy

Department:	Human Resources	Policy No.: 03-2024	Resolution: 139/24
Title:	<u>VIOLENCE PREVENTION</u>	Effective Date:	May 14, 2024
Revised:		Next Review Date:	May 2025

POLICY STATEMENT

The Village of Buena Vista (the 'Municipality') is committed to providing a safe and healthy workplace free from actual, attempted or threatened violence. The Municipality recognizes that workplace violence is a health and safety, and human resources issue and will take reasonable precautions to prevent workplace violence and to protect employees at the workplace.

PURPOSE

This Policy is intended to:

1. Create and foster a work environment free from workplace violence;
2. Provide a definition of workplace violence;
3. Establish and detail the responsibilities of all persons in Municipal workplaces to maintain a workplace free of actual, attempted or threatened violence;
4. Ensure that incidents of workplace violence are reported to management and/or law enforcement as appropriate;
5. Ensure that complaints of workplace violence are handled in a timely and equitable manner by the Municipality.

SCOPE AND APPLICATION OF POLICY

This Policy applies to all Municipal employees regardless of position, classification, or membership. This Policy also applies to all persons who attend a Municipal workplace including, but not limited to, all visitors, contractors, vendors, and delivery persons.

For the purposes of this Policy, a Municipal workplace includes all places where business occurs and includes all:

- Municipal buildings (whether owned or leased) and surrounding perimeter including parking lots, sidewalks, and driveways ("Municipality Grounds");
- Municipal vehicles;
- Off-site locations where business occurs;
- Municipality-sponsored functions and recreational or social events, whether taking place on Municipality Grounds or elsewhere; and
- Travel for Municipality business.

WORKPLACE VIOLENCE DEFINED

In this Policy, workplace violence includes but is not limited to the following:

1. The use of physical force against or by a worker that causes or could cause physical injury. This includes, but is not limited to, physical acts such as punching, hitting, kicking, pushing, damaging property or throwing objects;
2. The attempted use of physical force against or by a worker that could have caused physical injury;
3. An action or statement (or series of actions or statements) reasonably believed to be a threat of physical harm or as a threat to safety or security in the workplace; and
4. Bringing a weapon of any kind to a Municipal workplace or possessing a weapon of any kind while carrying out Municipal business or threatening to bring a weapon to a workplace.

This is the companion Policy to the Village of Buena Vista *Harassment Prevention Policy No. 02-2024* which addresses harassment, including conduct that is not covered by the definition of workplace violence but that demeans, embarrasses, humiliates or is known, or ought to be known to be unwelcome.

ZERO TOLERANCE

The Village of Buena Vista values the health and safety of its employees and expects that its workplace(s) will be free of workplace violence. The Municipality will not tolerate incidents of workplace violence perpetrated against or by any employee, customer, vendor, contractor, visitor or any other person at a Municipality workplace or involved in Village business.

Every person at a Municipal workplace is responsible for acting in compliance with this Policy.

With respect to acts of workplace violence, as defined in this Policy, the Municipality may, where appropriate:

- Remove the perpetrator from a Municipal workplace by security or the RCMP;
- Discipline any employee, up to and including dismissal, and/or report the conduct to the RCMP; and
- Report the conduct of any other person to the Chief Administrative Officer (CAO), and/or Public Works Manager, and/or Council and/or to the RCMP.

All physical assaults involving an employee or occurring at a Municipal workplace will be reported to RCMP. All other incidents or threats of workplace violence will be reported to RCMP as appropriate.

RESPONSIBILITIES AND OBLIGATIONS

It is the responsibility of:

1. The Village of Buena Vista:

- To take reasonable preventative measures to protect employees and others in Municipal workplaces from workplace violence;
- To ensure that a workplace violence assessment is conducted;
- To develop procedures to address the workplace violence risks identified in the violence assessment;
- To ensure that all employees are trained in this Policy;
- To post this Policy in a conspicuous place in the workplace;
- To ensure that this Policy is communicated to contractors and other persons who attend Municipal workplaces;
- To establish a process for reporting and responding to incidents of workplace violence;
- To ensure the process for reporting and responding to incidents of workplace violence is communicated, maintained, and followed; and
- To ensure that this Policy is reviewed at least annually.

2. Administrator and Council:

- To understand and abide by the requirements of this Policy;
- To communicate and review this Policy with the employees they supervise or manage;
- To verify that all contractors and others who attend Municipal workplaces are aware of this Policy;
- To adequately train employees in the Municipal procedures that address the workplace violence risk(s) applicable to the employee;

- To encourage employees to report complaints or incidents of workplace violence;
- To respond to all complaints or incidents of workplace violence in a professional manner appropriate for the circumstances of the complaint or incident;
- To promptly report all complaints or incidents of workplace violence they receive or witness to the CAO and/or Council.

3. Employees (Including Managers and Supervisors):

- To comply with this Policy at all times to protect themselves and others in the workplace from workplace violence;
- To immediately notify the CAO, and/or Public Works Manager, and/or Council of any incident of workplace violence whether the notifying worker is the victim or not. In the case of an extreme or imminent threat of physical harm to themselves or any person from workplace violence, the worker should contact the RCMP;
- To participate in training regarding this policy and Municipal procedures directed at workplace violence risks in the workplace; and
- To fully cooperate in any investigation of complaints or incidents of workplace violence or breaches of this Policy.

Medical aid and counselling is available to any worker who is a victim of violence. An offer of medical aid and counselling will be made by the Municipality. The offer will be documented, and every effort will be made to ensure the worker understands this offer at that time.

Workers have a right to refuse medical aid and/or counselling at any time.

If a worker seeks medical aid or counselling, injury reports must be filed with the Saskatchewan Workers' Compensation Board (WCB). The worker must submit a W1 form, and the employer must submit an E1 form. These forms are available on the WCB's website at www.wcbsask.com.

DOMESTIC VIOLENCE

Any employee experiencing violence outside of the workplace (i.e. domestic violence) that may create a risk of danger to themselves or others in the workplace is encouraged to report such violence so that the Municipality can take reasonable preventive steps.

REPORTING AND INVESTIGATING WORKPLACE VIOLENCE

1. Reporting Threats of Workplace Violence

- All incidents of workplace violence or reprisal must be immediately reported to the CAO, and/or Public Works Manager, and/or Council;

- Any person subjected to workplace violence should, where appropriate, go to a safe location at the workplace and report the incident to their CAO, and/or Public Works Manager, and/or Council or through the Employee Assistance Program so that the incident can be investigated and addressed;
- All complaints and incidents are to be recorded in writing by the reporting person/employee, the CAO, and/or Council. The date, time, location, potential witnesses and nature of the incident should be documented;
- If the RCMP have not previously been summoned, the Municipality will report all physical assaults to RCMP. All other incidents or threats of workplace violence will be reported to the RCMP as appropriate;
- If an incident of workplace violence involves a person who is not an employee of the Municipality, the CAO, and/or Council will report the incident to that person's employer and/or such other person as the Municipality determines is appropriate in the circumstances.

2. Investigation

- All violent incidents will be investigated by the CAO and/or Council.
- The CAO and Council will make recommendations for corrective actions to prevent similar incidents from recurring.
- The CAO will document deficiencies and the appropriate changes will be made.
- Workers will be informed of the results of the investigation and of any changes in this Policy and prevention plan that result.
- If changes require worker re-training, the training will be provided by the employer.
- The investigation will include:
 - a. A documented interview with the complainant and/or victim;
 - b. A documented interview with the alleged perpetrator(s);
 - c. A documented interview with any witnesses with relevant information to provide; and
 - d. Any other step the investigator(s) deems necessary to fully and fairly investigate the complaint or incident;
- At the conclusion of the investigation into an incident or complaint, the CAO and/or Council will prepare a written report of the findings of fact and – after evaluating existing policies, procedures, physical premises and devices, employee training – any suggestions to prevent a recurrence;
- The CAO and Council will decide upon any recommendation or on any action to be taken as a result of the findings of an investigation. The individual who reported the alleged harassment and the alleged harasser will be informed as to the outcome of the investigation; and

- Where the perpetrator is a Municipal employee, the supervisor of the perpetrator, in consultation with the CAO and Council will take any necessary disciplinary action. The severity of any disciplinary action, which may include dismissal from employment, will be consistent with the seriousness of the conduct at issue such that more significant discipline will follow more serious conduct or repeated violations of this Policy.

NO REPRISAL

Workplace violence and this Policy are serious matters. This Policy prohibits reprisals against employees who have made good faith complaints or provided information regarding a complaint or incident of workplace violence. Employees who engage in reprisals or threats of reprisals may be disciplined up to and including dismissal from employment.

Reprisal includes:

- Any act of retaliation that occurs because a person has complained of or provided information about an incident of workplace violence;
- Intentionally pressuring a person to ignore or not report an incident of workplace violence; and
- Intentionally pressuring a person to lie or provide less than full cooperation with an investigation of a complaint or incident of workplace violence.

An employee who makes a false complaint or otherwise abuses this Policy may be disciplined up to and including dismissal from employment. Such discipline is not a reprisal or breach of this Policy.

NO LOSS OF PAY OR BENEFITS

The Municipality will ensure victims of violent incidents do not lose pay or other benefits for visiting a physician or other health care specialist for treatment or counselling during work hours.

POLICY REVIEW

The Village shall ensure that this Policy is reviewed and, where necessary, revised at least annually. A review may also be done whenever there is a change of circumstances that may affect the health or safety of workers.

VIOLENCE INCIDENT REPORT "FORM A"

General information

Date of incident _____ Time _____ ☐a.m. ☐p.m.

Name of employee _____ Job title _____

Shift _____ Office/Shop/Work Location _____

Location of incident (select all that apply):

☐Parking Lot ☐Shop ☐Boardroom ☐Counter/reception area ☐Other: _____

Type of incident (select all that apply):

☐Verbal ☐Threat ☐Pushed ☐Scratched ☐Bitten ☐Struck ☐Other: _____

RCMP called:

☐ yes ☐ no

Advised of right to consult a medical professional:

☐ yes ☐ no

Medical attention/first aid obtained:

☐ yes ☐ no

WCB form completed:

☐ yes ☐ no

Please describe the incident (use back side):

Witness Information

Name _____ Phone number _____

Name _____ Phone number _____

3 . Suspect Information:

☐ Member of Public ☐ Current employee ☐ Former employee ☐ Delivery
person Other: _____

Name and contact information of suspect (if known):

Was the suspect involved in previous violent incidents? ☐ yes ☐ no



VILLAGE OF BUENA VISTA

Policy

Department:	General Government	Policy No.: 04-2024	Resolution: 139/24
Title:	<u>ZERO TOLERANCE</u>	Effective Date:	May 14, 2024
Revised:		Next review date	May 2025

POLICY STATEMENT

By implementing this Policy, the Village of Buena Vista commits to providing a safe, respectful community where children, youth and adults can enjoy work, sport, physical activity, cultural activity, and other community activities and business.

Included in this commitment is an understanding that individuals and organizations using or present on/in any Village of Buena Vista facilities and property must take PRIMARY responsibility for the behaviour of themselves and all others associated with them, including residents, elected officials, organizers, board members, and any others.

This Policy shall be prominently displayed in all facilities open to the public that are owned by the Municipality. All members of Village Council and Committees of Council and staff of the same will be expected to read this Policy and adhere to its contents.

GUIDING PRINCIPLES

- Violent, abusive, harassing, threatening, disrespectful or hostile behaviour (whether physical, written or verbal, actual or implied) has no place in the Village of Buena Vista.
- Committed volunteers and Village of Buena Vista Council and staff, and Village of Buena Vista Parks & Recreation Board members provide programs and services for residents of and guests to the Village of Buena Vista. These volunteers and staff dedicate time and energy to allow members of our community and guests to participate in sport, recreation, culture and leisure activities, and to conduct Village-related business. Therefore, these volunteers and staff should have the ability to work in a safe, positive and respectful environment, and so do all the users and guests occupying Municipal-owned facilities.

DEFINITION OF VIOLENCE OR ANTI-SOCIAL BEHAVIOUR

For the purpose of this Policy, violence or anti-social behaviour is seen as, but is not limited to, the following behaviour:

- Loud and/or repeated verbal assaults;
- Aspersions, character assassinations, unsubstantiated comments;
- Harassing or repeated negative written or verbal comments;
- Threats and attempts to intimidate;
- Throwing of articles in a deliberate or aggressive manner;
- Aggressive approaches to another individual;
- Battery;

- Bullying;
- Vandalism to building or property;
- Racial, ethnic, sexist, bigoted slurs;
- Illegal consumption of alcohol or drugs;
- Attempts to incite violence in others;
- Outright disrespect of facilities, Municipal staff, volunteers and guests.

CONSEQUENCES

Individuals who engage in any of the behaviours outlined in this Policy may be subject to immediate ejection from the property or facility and a mandatory suspension from select or all municipal facilities for a period of time as outlined below.

Minor incidents of a non-threatening nature may initially result in an official verbal warning from Municipal staff and will be noted and reported.

Serious and physical assault incidents will be reported to the RCMP or other authority and criminal or other charges may follow.

1. First offence:
Minimum 30-day suspension from select or all facilities within the Village of Buena Vista. A serious offence will result in an up to 365-day suspension, even if it is a first offence.
2. Second offence:
Minimum 365-day suspension from select or all facilities within the Village of Buena Vista.
3. Third or repeated offence:
Permanent suspension from select or all facilities within the Village of Buena Vista.

The above suspension period is a minimum only and may be extended by the Village of Buena Vista Council.

There will be no reconsideration by the Village with respect to the length of a suspension or prohibition unless new information becomes available, in which case a suspended individual or organization may request reconsideration of the facts on which the suspension is based. Such information must be forwarded in writing to the Chief Administrative Officer (CAO) who, in consultation with Council, will review the new information and provide a decision.

Where vandalism has been perpetrated, the individual will be required to reimburse the Village of Buena Vista for any damages incurred for the total cost of repairs plus \$100.00 for administration fees, in addition to any charges that may be laid by the RCMP.

The Village of Buena Vista Council authorize the RCMP full jurisdiction over all facilities within the Village of Buena Vista as part of any required investigation. The RCMP have the right to remove individuals not complying with this Policy and implement any suspensions.

POLICY REVIEW

The Village shall ensure that this Policy is reviewed and, where necessary, revised at least annually.

TO THE COUNCIL OF THE VILLAGE OF BUENA VISTA

WEEKLY REPORT 2024-05-01

210 Pleasant Ave. – Upon inspection, I did not observe any material change since I issued the OTR last fall. The downspouts and drainage pipes are directed onto the property, but there has not been any attempt to create a swale or curb to prevent the storm water from running into the neighbouring property. All statutory notifications have been submitted to the property owner. The Village is now authorized to take any necessary action to bring the property into compliance with OTR # 36.

The Condominiums Parcel – At the request of the office, I conducted an inventory of the residences, buildings and RVs on the lots.

Bob Gourlay – Bylaw Officer

Regional Bylaw Services

Assistant CAO Buena Vista

From: >
Sent: May 9, 2024 11:32 AM
To: Assistant CAO Buena Vista
Subject: Proposal for Buena Vista to Join Call to Action
Attachments: Municipal Call to Action.pdf; NPF Saskatchewan Polling 2023.pdf

Dear Mayor McLennan and Buena Vista Council,

I hope this email finds you well.

Over the past months the National Police Federation (NPF), attended both the SARM and SUMA conferences where we got to meet many municipal leaders.

During our conversations, many municipalities expressed concern or had numerous unanswered questions regarding the creation of a Saskatchewan Marshals Service (SMS), including ourselves. Many Mayors and Councillors felt they had not been consulted by the province given that it's been two years and \$14 million has been earmarked to the SMS already.

Recently, the NPF conducted polling (attached) that found Saskatchewanians feel the same. An overwhelming 80% of Saskatchewan residents were satisfied with the RCMP's policing. The same poll revealed that three times as many individuals would prefer to see \$20 million invested in RCMP services, rather than into the creation of the SMS. We will be conducting another poll in a few months to track this sentiment.

During our conversations at SARM and SUMA, many municipalities expressed interest in signing a joint stakeholder Call to Action letter urging the provincial government to reconsider the creation of the SMS.

We have drafted a Call to Action (attached), for your review and consideration. Our goal is to get as many municipalities and public safety stakeholders to sign on and release publicly during the Summer in a joint effort. The format of the letter would include all the logos of the municipalities/stakeholders who sign on.

If you are interested in signing onto the Call to Action, please reply to this email and include your logo for use which will be added to the Call to Action, before June 1, 2024.

If you have any questions or would like to meet to discuss further, please don't hesitate to reach out.

We believe that by working together, we can effectively address the challenges facing law enforcement while upholding the trust and confidence of the communities we serve.

Breanna Cera Emard

Government Relations Coordinator/ Coordonnatrice des relations gouvernementales

National Police Federation | Fédération de la Police Nationale

514-891-8794

npf-fpn.com



Dear Premier,

We, the undersigned municipalities, and public safety stakeholders of Saskatchewan, are deeply concerned about the lack of transparency and accountability surrounding the Saskatchewan Marshals Service (SMS). It is with a sense of urgency that we call upon the provincial government to halt any further investment into the creation of the SMS and instead prioritize investment into existing police resources across the provinces.

The SMS has already been initiated and funded to the tune of \$14 million without adequate consultation with the communities and stakeholders it is meant to serve. This lack of consultation is deeply troubling and undermines the principles of democracy and community engagement. Saskatchewan residents deserve to have their voices heard and to be fully informed about significant changes to law enforcement in their communities.

Several alarming issues surround the proposal for the SMS, including but not limited to the lack of consultation, concerning oversight, lack of integration with existing law enforcement agencies, unknown costs, and staffing concerns. These issues raise serious doubts about the effectiveness, efficiency, and accountability of the SMS.

The absence of a detailed plan outlining the impacts and costs of creating the SMS is unacceptable. Saskatchewan residents deserve to know the true financial implications of establishing and maintaining the SMS before any further decisions are made. Without this information, it is impossible to make informed decisions about the future of policing in our province.

Therefore, we, the undersigned municipalities and public safety stakeholders, call on the Government of Saskatchewan to release the full plan for the proposed Saskatchewan Marshal Service, including comprehensive details on costing and anticipated impacts. We also urge the provincial government to pause any further investment into the SMS until proper informed consultation has taken place.

Premier, it is your duty to address these concerns and provide the transparency and accountability that Saskatchewan residents deserve. We stand ready to work with you to ensure that the future of policing in Saskatchewan is based on consultation, transparency, and the needs of our communities.