



Village of Buena Vista

Regular Council Meeting AGENDA

March 24, 2026 at 7:00 p.m.

Council Chambers 1050 Grand Ave Buena Vista, SK

Via Microsoft Teams Meeting ID: 251 668 538 444 7Passcode: kr2Cw9N3

1. **CALL TO ORDER**
2. **ADOPTION OF AGENDA**
 - 2.1 Regular Meeting of Council Agenda – March 24, 2026
3. **CONFLICT OF INTEREST DECLARATION**
4. **ADOPTION OF MINUTES**
 - 4.1 Draft Regular Meeting of Council Minutes – February 24, 2026
5. **BUSINESS ARISING FROM MINUTES**
6. **ANNOUNCEMENTS, RECOGNITIONS & COMMUNITY EVENTS**
7. **DELEGATION**
8. **FINANCIALS**
 - 8.1 List of Accounts for Approval 2026-00017 to 2026-00020 and 2026-00021 to 2026-00027
 - 8.2 Payroll – Public Works February 15 – 28, 2026; March 1 – 14, 2026
Administration February 16 – 28, 2026; March 1 – 15, 2026
Council Remuneration February 1 -18, 2026
 - 8.3 Financial Statement – February 2026
9. **REPORTS OF STAFF**
 - 9.1 Administration Report –February 21 – March , 2026
 - 9.2 Public Works Report – February 21 – March , 2026
 - 9.3 Water Treatment Plant Daily Record – February 2026
 - 9.4 Waterworks Compliance Inspection Report – February 2, 2026
10. **REPORTS OF COUNCIL**
 - 10.1 Saskatchewan Public Safety Agency's (SPSA's) Provincial Disaster Assistance Program (PDAP) training update – Cllr Sax
11. **BOARDS & COMMITTEES**
 - 11.1 Parks & Recreation Board Signing Authorities
12. **UNFINISHED BUSINESS**

13. NEW BUSINESS

- 13.1 Proposed Residential Subdivision – Parcel D, Plan 102376278
- 13.2 Proposed Amendments to Zoning Bylaw – Short-Term Rentals (STRs) & Shoreline Regulations
- 13.3 Request for Proposal (RFP) VB2026-001 Supply and Installation of Guardrails & LED Stop Signs
- 13.4 Regional Bylaw Services Contract
- 13.5 SK Recycles Curbside Collection Agreement – September 1, 2026 Onboarding
- 13.6 South Shore Ball Association Request
- 13.7 Mill Rate Increase Scenarios

14. BYLAWS & POLICIES

- 14.1 Draft Bylaw No. 01/2026 A Bylaw of the Village of Buena Vista to Provide for a Mill Rate Factor

15. COMMUNICATIONS

- 15.1 Regional Bylaw Services – January 28 and February 11, 2026
- 15.2 2025 RCMP Year in Review
- 15.3 RCMP Community Policing Report – January 2026

16. CLOSED SESSION

17. ADJOURNMENT



Village of Buena Vista

Regular Council Meeting MINUTES

February 24, 2025 at 7:00 p.m.

Council Chambers 1050 Grand Ave Buena Vista, SK

Via Microsoft Teams Meeting ID: 255 745 441 386 31 Passcode: az79tx3b

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

Administration: *Chief Administrative Officer Melissa Pollock*

Absent: *Councillor Chris Duke*

1. CALL TO ORDER

A quorum being present, Mayor Smith called the meeting to order at 7:04 p.m.

2. ADOPTION OF AGENDA

2.1 RESOLUTION NO. 027/26

Moved by Councillor Schultz

That the February 24, 2026 Regular Meeting of Council Agenda be adopted as presented.

CARRIED

3. CONFLICT OF INTEREST DECLARATION

No conflicts of interest were declared.

4. ADOPTION OF MINUTES

4.1 RESOLUTION NO. 028/26

Moved by Councillor Miller

THAT the January 27, 2026 Regular Meeting of Council Minutes be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

N/A

6. ANNOUNCEMENTS, RECOGNITIONS & COMMUNITY EVENTS

N/A

7. DELEGATION

No delegation.

8. FINANCIALS

8.1 LIST OF ACCOUNTS FOR APPROVAL

RESOLUTION NO. 029/26

Moved by Councillor Schultz

THAT Council approves the following accounts for payment: AP Batches 2026-00011 to 2026-00014 in the amount of \$47,847.25; AP Batches 2026-00015 to 2026-00016 in the amount of \$47,737.07; which includes all cheques, credit card, automatic withdrawals, EFT and online payments for a grand total of \$95,584.32.

CARRIED

8.2 PAYROLL

RESOLUTION NO. 030/26

Moved by Councillor Schultz

THAT Council approves the following payrolls:

- *Public Works January 18 – 31, 2026 in the amount of \$6,321.39;*
- *Public Works February 1 – 14, 2026 in the amount of \$6,581.27;*
- *Administration January 16 – 31, 2026 in the amount of 5,298.49;*
- *Administration February 1 – 15, 2026, 2026 in the amount of \$4,933.96; and*
- *Council Remuneration January 1 – 31, 2026 in the amount of \$924.15.*

CARRIED

9. REPORTS OF STAFF

9.1 ADMINISTRATION REPORT

RESOLUTION NO. 031/26

Moved by Councillor Schultz

THAT Council has reviewed the Administration Report for the period of January 24 to February 20, 2026, received clarification on certain matters, and hereby accepts the report as information and files it accordingly.

CARRIED

9.2 PUBLIC WORKS REPORT

RESOLUTION NO. 032/26

Moved by Councillor Miller

THAT Council has reviewed the Public Works Report for the period of January 24 to February 20, 2026 received clarification on certain matters, and hereby accepts the report as information and files it accordingly.

CARRIED

9.3 WATER TREATMENT PLANT DAILY RECORD

RESOLUTION NO. 033/26

Moved by Councillor Sax

THAT Council has reviewed, accepts and files the Water Treatment Plant Daily Operations for the period of January 2026 as presented, and FURTHER THAT the Mayor and CAO be authorized to sign off on the report as required and filed as part of the official record.

CARRIED

10. REPORTS OF COUNCIL

11. BOARDS & COMMITTEES

N/A

12. UNFINISHED BUSINESS

12.1 DISCRETIONARY USE APPLICATION BV25-024: SW 13-21-22-W2 – CONSTRUCTION OF PRIVATE DWELLING TO INCLUDE ATTACHED GARGAGE, TYPE II MOUND SEPTIC SYSTEM & INSTALLATION OF DOMESTIC WATER INFRASTRUCTURE

RESOLUTION NO. 034/26

Moved by Councillor Schultz

THAT Council approve Discretionary Use Application BV25-024 subject to the following conditions:

1. That the dwelling be located a minimum of 20 meters from the Valley Edge (rear setback), and that this requirement forms part of Council's broader decision to ensure consistency in all similar areas as updates to the Zoning Bylaw are developed:
2. That the proposed Type II septic system is not approved, and that a holding tank will be required; this decision being based also on Saskatchewan Health Authority advising that a mound would not be permitted on the parcel due to a high aquifer sensitivity;
3. That the dwelling be connected to the municipal water system; and
4. That Administration will review the feasibility and cost of extending the municipal water line to the property edge at the municipality's cost, and if deemed feasible, the Municipality will proceed with that work.

CARRIED

12.2 2026 OPERATING BUDGET

RESOLUTION NO. 035/26

Moved by Councillor Schultz

THAT Council approve the 2026 Operating Budget with a projected surplus of \$313,621 before Capital expenses as follows:

- *Total projected operating expenses of \$1,600,128*
- *Total projected revenue of \$1,913,749*

CARRIED

12.3 2026 CAPITAL BUDGET

RESOLUTION NO. 036/26

Moved by Councillor Miller

THAT Council approve the 2026 Capital Budget of \$311,142 as follows:

- *Planned capital expenses of \$229,142*
- *Long-Term Debt of \$82,000*

CARRIED

13. NEW BUSINESS

13.1 DEPUTY MAYOR APPOINTMENTS FOR 2026

RESOLUTION NO. 037/26

Moved by Councillor Sax

THAT Council appoint Deputy Mayor for the remainder of their term as follows:

- *January – March: Councillor Chris Duke*
- *April – June: Councillor Bob Sax*
- *July – September: Councillor Steve Schultz*
- *October -December: Councillor Spence Miller*

CARRIED

13.2 2025 TAX ARREARS

RESOLUTION NO. 038/26

Moved by Councillor Schultz

THAT Council accept the list of lands in arrears as presented and exclude from the list the lands upon which the amount of taxes in arrears does not exceed one half of the immediately preceding years tax levy; AND THAT TAXervice be authorized to manage tax enforcement proceedings respecting the rolls referred to above on behalf of the municipality; AND THAT the list of lands in arrears be published in the Last Mountain Times newspaper:

Tax Roll #	Legal Land Description	Arrears (interest included)
132	L1, Blk22, PI CI627	\$3960.80
158	L3, Blk26, PI DM2190	\$1584.54
170	L2, Blk29, PI 84R18410	\$4023.23
221	LA, PI 102003028	\$2091.74
284	L24, BlkF, PI FZ5674	\$2910.78
462	SW of SE 13-21-22	\$1306.86
554	L3, Blk 1, PI 101897983	\$7602.50

CARRIED

13.3 SASKATCHEWAN PUBLIC SAFETY AGENCY'S (SPSA'S) PROVINCIAL DISASTER ASSISTANCE PROGRAM (PDAP) TRAINING

RESOLUTION NO. 039/26

Moved by Councillor Schultz

THAT Council approve Councillor Sax to attend the Saskatchewan Public Safety Agency's (SPSA's) Provincial Disaster Assistance Program (PDAP) Training on March 17, 2026.

CARRIED

13.4 SEARCH & RESCUE SASKATCHEWAN ASSOCIATION OF VOLUNTEERS 1ST ANNUAL "WILDERNESS SURVIVAL GUIDE"

RESOLUTION NO. 040/26

Moved by Councillor Schultz

THAT Council approves to support Search and Rescue Saskatchewan Association of Volunteers by sponsoring an advertisement by purchasing a 1/8 Page (full colour) in the amount of \$272 including GST.

CARRIED

13.5 BOARD MEMBER APPOINTMENT: DISTRICT BOARD OF REVISION

RESOLUTION NO. 041/26

Moved by Councillor Sax

THAT Council reappoint Barry Worman as Buena Vista's representative on the District Board of Revision; and FUTHER THAT a nomination process is completed before next year's appointments to stay consistent and transparent when appointing board members.

CARRIED

13.6 NOMINATE BOARD MEMBERS FOR THE BUENA VISTA PARKS & RECREATION BOARD

RESOLUTION NO. 042/26

Moved by Councillor Schultz

THAT Council having put out a call for nominations and receiving nine nomination forms, appoints the following Parks & Recreation Board members:

- Jerrod Kueler
- Catherine Klemm
- Peggy Frey
- Donna Hall
- Janet Franklin
- Lindsey Bast
- Amanda Krenbrink
- Mark Percy
- Nancy Koszman

CARRIED

13.7 NOMINATE BOARD MEMBERS FOR THE DISTRICT DEVELOPMENT APPEALS BOARD (DDAB)

RESOLUTION NO. 043/26

Moved by Councillor Sax

THAT Council having put out a call for nominations and receiving two nominations, appoints the following District Development Appeals Board members:

- Paul Mehlsen
- Jerrod Keuler

CARRIED

13.8 BOARD MEMBER APPOINTMENT: REGINA BEACH LIBRARY

RESOLUTION NO. 044/26

Moved by Councillor Schultz

THAT Council appoints the following Local Library Board as members of the Regional Library Board:

- *Laura Davies (Librarian); Joan Cobler (Assistant Librarian); Donna Gliddon (Chair); Gord Wilson (Vice Chair); Darelene Freitag (Treasurer); Shannon Waugh (Advertising Coordinator); Virginia Percy (Member at Large); Margaret Gibson (Member at Large); Sandi Metz (Regina Beach Representative); and Spence Miller (Buena Vista representative).*

CARRIED

14. BYLAWS & POLICIES

N/A

15. COMMUNICATIONS

15.1 REGIONAL BYLAW SERVICES – JANUARY 28 AND FEBRUARY 11, 2026

RESOLUTION NO. 045/25

Moved by Councillor Sax

THAT Council receives and files the Regional Bylaw Services report for January 28 and February 11, 2026.

CARRIED

15.2 2025 RCMP YEAR IN REVIEW

RESOLUTION NO. 046/25

Moved by Councillor Sax

THAT Council receives and files the 2025 RCMP year in review report.

CARRIED

15.3 RCMP COMMUNITY POLICING REPORT – JANUARY 2026

RESOLUTION NO. 047/25

Moved by Councillor Sax

THAT Council receives and files the RCMP Community Policing Report for January 2026; and FURTHER THAT Councillor Miller attend the annual Community Consultative Group Meeting at the Lumsden Detachment on Wednesday, March 25, 2026.

CARRIED

16. CLOSED SESSION

16.1 RESOLUTION NO. 048/25

Moved by Councillor Schultz

THAT this meeting move to in camera at 9:44 p.m. to receive legal advice as permitted under Section 120(2)(o) of The Municipalities Act and Section 16, 21 and 28 of the Local Authority Freedom of Information and Protection of Privacy Act.

CARRIED

16.2 RESOLUTION NO. 049/25

Moved by Councillor Schultz

THAT this meeting return to open session at 9:56 p.m.

CARRIED

17. ADJOURNMENT

17.1 *THAT this meeting be adjourned by Mayor Smith at 9:57 p.m.*

Mayor

Chief Administrative Officer

Village of Buena Vista
List of Accounts
Batch: 2026-00017 to 2026-00020

Bank Code - AP - AP-General Oper

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
11326	03/10/2026	VOID - Cheque Printing			
11327 8785	03/10/2026	Hyvac Sewer Service Ltd. 585-295-200 - SWR - Cont - Sewer 110-340-110 - GST Receivable 900-110-110 - GST Paid	Feb Edgewood Sep Rmvl - GST Tax Code GST Tax Code	2,568.69 128.43 128.43 NL	2,697.12
11328 PV-2026-003	03/10/2026	Regina Beach Public Library Branch 510-240-160 - GG - Cont - Donat	RB Library Donation	1,400.00	1,400.00
11329 W35028	03/10/2026	Reinhardt Plumbing, Htg & A/C 580-285-120 - UT - Cont. - WTP 110-340-110 - GST Receivable 900-110-110 - GST Paid	Test/Verify Bckflw Prev x2 - Both Tax Code Both Tax Code	318.00 15.00 15.00 NL	333.00
Total Computer Cheque:					4,430.12
Total AP:					4,430.12

Village of Buena Vista
List of Accounts
Batch: 2026-00017 to 2026-00020

Bank Code - CC - CC - Credit Card

CREDIT CARD

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
032026 26-022	03/09/2026	Last Mountain Times 560-210-100 - P&D - Cont. - Adv	Notice of Assessment	210.23	
		110-340-110 - GST Receivable	GST Tax Code	10.51	
		900-110-110 - GST Paid	GST Tax Code	10.51 NL	220.74
032026-001	03/09/2026	REV - Lumsden General Repair			
				Total Credit Card:	220.74
				Total CC:	220.74

Village of Buena Vista
List of Accounts
Batch: 2026-00017 to 2026-00020

Bank Code - EFT - EFT - Direct Deposit

WIRE TRANSFER

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
15 PV-2026-004	03/09/2026	Arnold, Ian 530-420-102 - TS - Supplies - Ti	PW Coord Meals -CPWA Cr	82.00	82.00
16 B15569DY	03/09/2026	DMM Energy 537-440-100 - TS - Snow - Supp 110-340-110 - GST Receivable 900-110-110 - GST Paid	Diesel Fuel 2003.5L -Feb18 GST Tax Code GST Tax Code	2,712.74 135.64 135.64 NL	2,848.38
17 535	03/09/2026	Gourlay & Associates 520-260-100 - PS - Cont - Bylaw 110-340-110 - GST Receivable 900-110-110 - GST Paid	Bylaw Enforce Services -Fe Both Tax Code Both Tax Code	332.31 15.68 15.68 NL	347.99
18 7131953	03/09/2026	Heidelberg Materials 537-430-100 - TS - Snow - Supp 110-340-110 - GST Receivable 900-110-110 - GST Paid	Salted Sand 33.26 MT GST Tax Code GST Tax Code	1,476.41 73.82 73.82 NL	1,550.23
19 2602289	03/09/2026	Professional Bldg. Insp. Inc. 560-200-150 - P&D - Cont. - Bui 110-340-110 - GST Receivable 900-110-110 - GST Paid	PBI Fees -Feb GST Tax Code GST Tax Code	450.00 22.50 22.50 NL	472.50
20 2026-00018	03/09/2026	Town Of Regina Beach 580-700-110 - UT - Interest 210-700-810 - Long Term Debt	Lagoon Proj Loan Int -Mar Lagoon Proj Loan -Mar	2,389.67 3,306.64	5,696.31
				Total Wire Transfer:	10,997.41
				Total EFT:	10,997.41

Village of Buena Vista
List of Accounts
 Batch: 2026-00017 to 2026-00020

Date Printed
 03/12/2026 4:47 PM

Bank Code - OB - OB - Online Banking

ONLINE BANKING

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
032026 8uOdu-5517866	03/09/2026	Gov of SK 210-210-190 - School #1 - Remi	EPT -Feb	6,139.46	6,139.46
032026-001 Feb	03/09/2026	Gov of SK 210-200-100 - Payroll Deductior	PW Pyrl Ded -Jan18-31	3,432.01	
		210-200-100 - Payroll Deductior	PW Pyrl Ded -Feb1-14	3,639.60	
		210-200-100 - Payroll Deductior	Admin Pyrl Ded -Feb1-15	2,381.28	
		210-200-100 - Payroll Deductior	Admin Pyrl Ded -Feb16-28	2,470.93	
		210-200-100 - Payroll Deductior	Council Remun Ded -Feb1-	16.46	11,940.28
032026-002 8272890	03/09/2026	Loraas Disposal South Ltd. 540-200-130 - EH - Cont - Wast	Waste Collection Feb x2	2,886.42	
		540-210-300 - EH - Cont - Recy	Recycle Collection Feb x2	3,126.31	
		110-340-110 - GST Receivable	GST Tax Code	300.64	
		900-110-110 - GST Paid	GST Tax Code	300.64 NL	6,313.37
032026-003 Feb	03/09/2026	MEPP (PEBA) 210-200-140 - MEPP Payable	Admin Feb1-15 -MEPP	1,300.84	
		210-200-140 - MEPP Payable	Admin Feb16-28 -MEPP	1,336.32	
		210-200-140 - MEPP Payable	PW Jan18-31 -MEPP	1,557.36	
		210-200-140 - MEPP Payable	PW Feb1-14 -MEPP	1,557.36	5,751.88
Total Online Banking:					<u>30,144.99</u>
				Total OB:	<u>30,144.99</u>
				Grand Total:	<u><u>45,793.26</u></u>

Certified Correct This March 11, 2026

 Mayor

 Administrator

Village of Buena Vista
List of Accounts
Batch: 2026-00021 to 2026-00027

Bank Code - ABW - ABW - Automatic Withdrawal

AUTOMATIC WITHDRAWAL

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
032026 2026-27-00347	03/18/2026	Munisoft 510-290-120 - GG - Cont - IT Se 110-340-110 - GST Receivable 900-110-110 - GST Paid	Mar - IT Services Premium Both Tax Code Both Tax Code	267.12 12.60 12.60 NL	279.72
032026-001 3202722324	03/18/2026	Pitney Bowes 510-280-100 - GG - Cont - Offic 110-340-110 - GST Receivable 900-110-110 - GST Paid	Postage Machine Lease - J Both Tax Code Both Tax Code	251.03 11.84 11.84 NL	262.87
032026-002 PV-2026-005	03/18/2026	RBC 510-290-100 - GG - Cont. - Banl 510-290-100 - GG - Cont. - Banl 510-290-100 - GG - Cont. - Banl 510-290-100 - GG - Cont. - Banl	Activity Fee - Jan 7 Int Fee - Feb 2 Monthly Fee - Feb 2 Activity Fee - Feb 5	241.95 4.34 110.14 235.20	591.63
Total Automatic Withdrawal:					1,134.22
Total ABW:					1,134.22

**Village of Buena Vista
List of Accounts**
Batch: 2026-00021 to 2026-00027

Bank Code - AP - AP-General Oper

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
11330	03/24/2026	Muir Barber Ltd.			
Feb		530-410-100 - TS - Supplies - SI	Utility Knife -Shop	12.69	
		530-410-100 - TS - Supplies - SI	3/8 Hex Lock Nuts 5pk -Shc	3.14	
		530-400-110 - TS - Supplies - SI	Squeegee -Shop	9.05	
		530-410-100 - TS - Supplies - SI	Threadlocker Gel -Shop	19.07	
		510-490-110 - GG - Supplies - F	Extension Cord -Post Office	16.21	
		530-425-113 - TS - Supplies - BI	Deadbolt -Shop Door	41.01	
		530-425-113 - TS - Supplies - BI	Hinge/Bolt -Shop Mezzanin	40.99	
		530-425-113 - TS - Supplies - BI	Fastners/Screws -Shop Me;	34.02	
		530-425-113 - TS - Supplies - BI	Recip Saw Blades -Shop M	25.74	
		110-340-110 - GST Receivable -	Both Tax Code	9.51	
		900-110-110 - GST Paid	Both Tax Code	9.51 NL	211.43
11331	03/24/2026	Papa Geordies Gas & Grocery			
Feb Statement		580-430-100 - UT - Supplies - V	Distilled Water 2x4L -WTP	6.24	
		537-420-140 - TS - Snow - Supp	Fuel Snow Rmvl FLO1 -Fet	234.62	
		530-425-111 - TS - Supplies - FI	Fuel Dodge FL05 -Feb	249.14	
		530-425-111 - TS - Supplies - FI	Fuel Dodge FL02 -Feb	124.34	
		530-425-111 - TS - Supplies - FI	Fuel Dodge FL03 -Feb	127.70	
		110-340-110 - GST Receivable -	GST Tax Code	36.79	
		900-110-110 - GST Paid	GST Tax Code	36.79 NL	778.83
11332	03/24/2026	Iversen, Patti			
Feb 23		537-410-110 - TS - Supplies - SI	Rplc Marker Damaged by S	19.06	
		110-340-110 - GST Receivable -	Both Tax Code	0.90	
		900-110-110 - GST Paid	Both Tax Code	0.90 NL	19.96
Total Computer Cheque:					1,010.22
				Total AP:	1,010.22

Village of Buena Vista
List of Accounts
Batch: 2026-00021 to 2026-00027

Bank Code - CC - CC - Credit Card

CREDIT CARD

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
032026-002 02/26/2026	03/18/2026	Lumsden General Repair 530-310-210 - TS - Cont - Vehicl	Dodge Tire Repair	33.42	
		110-340-110 - GST Receivable	Both Tax Code	1.58	
		900-110-110 - GST Paid	Both Tax Code	1.58 NL	35.00
032026-003 12370	03/18/2026	Ryzer Door Control Inc. 580-600-160 - UT -Purch of Cap	Insulated Doors - WTP	3,402.60	
		110-340-110 - GST Receivable	Both Tax Code	160.50	
		900-110-110 - GST Paid	Both Tax Code	160.50 NL	3,563.10
032026-004 226462	03/18/2026	Zee Medical Service Co. 550-600-110 - H&W -Purch of C	AED - Office Equip	2,118.14	
		110-340-110 - GST Receivable	Both Tax Code	99.95	
		900-110-110 - GST Paid	Both Tax Code	99.95 NL	2,218.09
Total Credit Card:					5,816.19
Total CC:					5,816.19

Village of Buena Vista
List of Accounts
Batch: 2026-00021 to 2026-00027

Bank Code - EFT - EFT - Direct Deposit

WIRE TRANSFER

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
22	03/18/2026	Success Office Systems			
IN4807728		510-290-140 - GG - Cont - Office	Copier Printing - Dec-Feb	380.97	
		510-280-100 - GG - Cont - Office	Copier Lease - Mar-May	795.01	
		110-340-110 - GST Receivable	Both Tax Code	55.47	
		900-110-110 - GST Paid	Both Tax Code	55.47 NL	1,231.45
23	03/18/2026	TAXervice			
2446087-93		510-260-100 - GG - Cont - Tax E	Tax Enf Fees - R#132	435.00	
		510-260-100 - GG - Cont - Tax E	Tax Enf Fees - R#158	435.00	
		510-260-100 - GG - Cont - Tax E	Tax Enf Fees - R#170	435.00	
		510-260-100 - GG - Cont - Tax E	Tax Enf Fees - R#221	376.00	
		510-260-100 - GG - Cont - Tax E	Tax Enf Fees - R#284	435.00	
		510-260-100 - GG - Cont - Tax E	Tax Enf Fees - R#462	376.00	
		510-260-100 - GG - Cont - Tax E	Tax Enf Fees - R#554	435.00	
		110-340-110 - GST Receivable	GST Tax Code	146.35	
		900-110-110 - GST Paid	GST Tax Code	146.35 NL	3,073.35
24	03/18/2026	Town Of Regina Beach			
2025-00150	Accrual	570-210-120 - R&C - Cont - Reg	IMUC - Cemetery Fees - 20	8,781.14	8,781.14
25	03/18/2026	Sax, Bob			
025		510-400-120 - GG - Supplies - A	Fuel -PDAP Trng -Cllr Sax	30.14	
		110-340-110 - GST Receivable	GST Tax Code	1.51	
		900-110-110 - GST Paid	GST Tax Code	1.51 NL	31.65
				Total Wire Transfer:	13,117.59
				Total EFT:	13,117.59

Village of Buena Vista
List of Accounts
Batch: 2026-00021 to 2026-00027

Bank Code - OB - OB - Online Banking

ONLINE BANKING

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
032026-004	03/09/2026	SUMA			
5XWQF4K8		510-210-170 - GG - Cont - Admi	SUMA Conv - CAO	583.00	
		510-210-100 - GG - Cont - Coun	SUMA Conv - Cllr Schultz	583.00	
		510-210-100 - GG - Cont - Coun	SUMA Conv - Myr Smith	583.00	
		110-340-110 - GST Receivable	Both Tax Code	82.50	
		900-110-110 - GST Paid	Both Tax Code	82.50 NL	1,831.50
032026-005	03/09/2026	Saskatchewan Health Authority			
3525436		580-290-100 - UT - Cont - Labor	Water Samp - 1050 Grand /	21.90	
		110-340-110 - GST Receivable	GST Tax Code	1.10	
		900-110-110 - GST Paid	GST Tax Code	1.10 NL	23.00
032026-006	03/16/2026	SaskEnergy			
Mar10-Feb09		530-300-110 - TS - Cont - Shop	Shop Energy - Mar 10-FebC	265.10	
		530-300-110 - TS - Cont - Shop	Shop Energy - Mar 10-FebC	84.94	
		110-340-110 - GST Receivable	GST Tax Code	17.50	
		900-110-110 - GST Paid	GST Tax Code	17.50 NL	367.54
032026-007	03/16/2026	SaskPower			
3636-0059-4293		510-300-120 - GG - Cont - Office	Office Power - Feb12-Mar13	153.35	
		110-340-110 - GST Receivable	Both Tax Code	7.23	
		900-110-110 - GST Paid	Both Tax Code	7.23 NL	160.58
3834-0050-9682		530-300-120 - TS - Cont - Shop	Shop Power - Feb12-Mar13	216.70	
		110-340-110 - GST Receivable	Both Tax Code	10.22	
		900-110-110 - GST Paid	Both Tax Code	10.22 NL	226.92
3834-0050-9691		570-340-110 - R&C - Cont - Con	Concession Power - Feb12-	45.36	
		110-340-110 - GST Receivable	Both Tax Code	2.14	
		900-110-110 - GST Paid	Both Tax Code	2.14 NL	47.50
2316-0087-9115		580-300-170 - UT - Cont - Boos	Bstr Stn Power - Feb12-Mar	260.02	
		110-340-110 - GST Receivable	Both Tax Code	12.27	
		900-110-110 - GST Paid	Both Tax Code	12.27 NL	272.29
0864-0100-1593		530-310-200 - TS - Cont - Edge	Edgewood Power - Feb12-M	70.00	
		110-340-110 - GST Receivable	Both Tax Code	3.30	
		900-110-110 - GST Paid	Both Tax Code	3.30 NL	73.30
3900-0046-4175		580-300-150 - UT - Cont - Well #	Well #1 Power - Jan27-Feb:	252.89	
		110-340-110 - GST Receivable	GST Tax Code	12.64	
		900-110-110 - GST Paid	GST Tax Code	12.64 NL	265.53
3900-0046-4176		580-300-160 - UT - Cont - Well #	Well #2 Power - Jan27-Feb:	92.71	
		110-340-110 - GST Receivable	GST Tax Code	4.64	
		900-110-110 - GST Paid	GST Tax Code	4.64 NL	97.35
			Payment Total:		1,143.47
032026-008	03/16/2026	Saskatchewan Health Authority			
3526430		580-290-100 - UT - Cont - Labor	Water Samp - 1050 Grand/	21.90	
		110-340-110 - GST Receivable	GST Tax Code	1.10	
		900-110-110 - GST Paid	GST Tax Code	1.10 NL	23.00
3525928		580-290-100 - UT - Cont - Labor	Water Samp - BstrStn - Mai	21.90	
		110-340-110 - GST Receivable	GST Tax Code	1.10	
		900-110-110 - GST Paid	GST Tax Code	1.10 NL	23.00
			Payment Total:		46.00
032026-009	03/17/2026	SUMA			
20458		530-120-120 - TS - Benefits - Fc	Arnold - Group Bene - Apr	386.85	

**Village of Buena Vista
List of Accounts**
Batch: 2026-00021 to 2026-00027

ONLINE BANKING

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
		510-140-330 - GG - Benefits - A	Guillemin - Group Bene - Apr	469.52	
		510-140-330 - GG - Benefits - A	McConnell - Group Bene - Apr	456.94	
		530-130-130 - TS - Benefits - La	Neudeck, J - Group Bene - Apr	766.92	
		510-130-230 - GG - Benefits - C	Pollock - Group Bene - Apr	670.07	
		530-130-130 - TS - Benefits - La	Warawa - Group Bene - Apr	340.13	
		510-120-120 - GG - Benefits - G	GBI Admin Fee - Apr	20.00	
		110-340-110 - GST Receivable	GST Tax Code	1.00	
		900-110-110 - GST Paid	GST Tax Code	1.00 NL	3,111.43
Total Online Banking:					6,522.94
Total OB:					6,522.94
Grand Total:					27,601.16

Certified Correct This March 22, 2026

Mayor

Administrator

Deposit Register

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

Pay period : **05 (15Feb2026 to 28Feb2026)**

Cheque date : **06Mar2026**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	06Mar2026	020	Neudeck, Joel	004	2221.10
00000002	06Mar2026	024	Warawa, Lorne D	004	2083.19
00000003	06Mar2026	50	Arnold, Ian C.	003	2208.35

Pay Group Totals :

Number of Deposits: 3
 Total Amount of Deposits: 6512.64

Deposit Register

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

Pay period : **06 (01Mar2026 to 14Mar2026)**

Cheque date : **20Mar2026**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	20Mar2026	020	Neudeck, Joel	004	2548.52
00000002	20Mar2026	024	Warawa, Lorne D	004	1833.88
00000003	20Mar2026	50	Arnold, Ian C.	003	2089.87

Pay Group Totals :

Number of Deposits:3
Total Amount of Deposits:6472.27

Deposit Register

Pay group : 004 (CAO & Assistant)

Pay period : 04 (16Feb2026 to 28Feb2026)

Cheque date : 27Feb2026

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	27Feb2026	026	Guillemin, Karen	002	919.27
00000002	27Feb2026	040	Pollock, Melissa D.	001	2339.03
00000003	27Feb2026	047	McConnell, Catherine M.	002	1813.58

Pay Group Totals :

Number of Deposits:3
Total Amount of Deposits:5071.88

Deposit Register

Pay group : 004 (CAO & Assistant)

Pay period : 05 (01Mar2026 to 15Mar2026)

Cheque date : 13Mar2026

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	13Mar2026	026	Guillemin, Karen	002	830.86
00000002	13Mar2026	040	Pollock, Melissa D.	001	2212.26
00000003	13Mar2026	047	McConnell, Catherine M.	002	1813.58

Pay Group Totals :

Number of Deposits:3
 Total Amount of Deposits:4856.70

Deposit Register

Pay group : 003 (Council)

Pay period : 02 (01Feb2026 to 28Feb2026)

Cheque date : 27Feb2026

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	27Feb2026	051	Smith, Karen L.	005	421.77
00000002	27Feb2026	053	Miller, Spence	005	260.00
00000003	27Feb2026	054	Sax, Robert G.	005	260.00
00000004	27Feb2026	055	Schultz, Steven D.	005	260.00

Pay Group Totals :

Number of Deposits:4
Total Amount of Deposits:1201.77

Village of Buena Vista
Income Statement
January 1, 2026 to February 28, 2026

	<u>Current Actual</u>	<u>Current Budget</u>
Revenues		
General Government - Taxes	1,945.86	
General Government - Fees & Charges	70.00	
General Government - Investment Income	10,416.83	
Transportation Snow Removal -Fees & Charges	9,284.22	
Planning & Development - Fees & Charges	875.00	
UT Water - Fees & Charges	47,620.49	
UT Sewer - Fees & Charges	6,349.19	
Transportation - Un/Conditional Grants	52,569.90	
Total Revenues:	129,131.49	0.00
Expenses		
General Government - Wages/Benefits	42,312.11	
General Government - Contracted Services	56,267.04	
General Government - Materials & Supplies	158.18	
Protective Services - Contracted	1,324.31	
Transportation Servivces - Wages & Benefits	31,045.93	
Transportation Services - Contracted Serv	7,407.60	
Transportation Services - Supplies	2,682.19	
TS - Snow Removal - Wages & Benefits	6,378.60	
TS - Snow Removal - Supplies	5,011.98	
Environmental Health - Contracted Services	986.93	
Planning & Dev - Contracted Services	235.00	
Recreation & Culture - Wages & Benefits	2,039.76	
Recreation & Culture - Contracted Services	54.03	
Recreation & Culture - Supplies	152.67	
UT Water - Wages & Benefits	9,459.76	
UT Water - Contracted Servicves	7,507.03	
UT - Interest	4,779.34	
UT Water - Materials & Supplies	3,079.47	
UT Sewer - Wages & Benefits	2,169.99	
UT Sewer - Contracted Services	2,770.54	
Total Expenses:	185,822.46	0.00
Surp(Def) Rev over Exp before Oth Cap Contr	(56,690.97)	0.00
Change in Surplus	(56,690.97)	0.00
Accum. Surplus (Deficit), Beginning of Yr	6,268,731.20	
Long Term Debt		
UT - Long Term Debt - Lagoon - RB	(6,613.28)	
Total Long Term Debt:	(6,613.28)	0.00
Accum. Surplus(Deficit), End of Year	(50,077.69)	0.00



ADMINISTRATION REPORT TO COUNCIL

MARCH 24, 2026 Council Meeting

February 2- March 20 , 2026

Updates:

- Karen vacation March
- Cate vacation March 16-24

Completed work this period:

- CAO meetings with Public Works Operations Coordinator
- Council meeting follow up – letters, etc.
- Audit preparation
- CAR updates completed and also sent to Google maps to have it all updated
- RFP for guardrails closed and submissions reviewed
- RFP for pavement and energy installation to water treatment plant put on Sask Tenders
- Feb Bank reconciliation
- Work on Zoning bylaw amendments
- February Utility Billing

Work Planning for this month & Upcoming Months:

- 2026 Audit – April 8 & 9
- Tree Policy Completed
- Tax Abatement Policy completed
- Fire/Fireworks Bylaw
- Governance/ Health & Safety/HR Policies
- Noise Bylaw/Special Events Application
- Work on SOPs for PW & Administration
- Zoning bylaw complete update
- Performance Reviews with all staff - complete in next couple weeks (2 completed)
- Subdivision Agreements
- Bylaw updates drafted / Register with Bylaw Court
- Complete update with Civic Address Registry (CAR)
- Asset Management plan update completed
- Violence Prevention/ Teamwork & Collaboration/ Conflict Resolution/How to Deal with Difficult Customers Training for all staff
- Complete electronic filing cleanup/organization

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



PUBLIC WORKS REPORT TO COUNCIL MARCH 24, 2025 Council Meeting

February 21 – March 20, 2026

Updates:

- Joel vacation March 9 – 13

Completed work this period:

- Operations Coordinator meetings with CAO
- Snow removal
- Equipment maintenance
- Shop office cleaned out and torn down / handrail built for mezzanine
- Shop cleaning/organization
- Culverts and ditch work to prepare for melt
- Culverts and ditch work during melt runoff
- Hotsy taken to city for repair and had to rent one

Water Treatment Plant

- Meter Reading for February billing
- Regular maintenance
- Backwash completed

Work Planning for this month & upcoming months:

- Planning of capital projects
- Complete tree trimming along roadsides
- Fire hydrants to be raised
- Complete ongoing training as time allows
- Curbstop Project – ongoing
- Mapping/exercising all water valves
- Work on SOP's for water breaks, etc.

In addition to the above, keep in mind that all staff have routine, day-to-day activities such as daily water testing, well testing/checks, booster station, garbage collection, service requests, meetings/discussions with CAO, shop & WTP cleaning, maintenance on equipment/vehicles, and on-call duties that also consume a significant amount of time.

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

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

Day	Time	Chlorine Usage (M ³)	Raw Water Readings (M ³)	Water Water Readings (M ³)	Volume (M ³)	Tests		Well Water Depth (feet)		Tn max 1.0 NTU	Tn Raw	Iron max 0.12 mg/L	Iron Raw	MN max 0.12 mg/L	Well Hours	Read by
						CI Free 0.1 - 2.0 mg/L	CI Total 0.5 - 2.0 mg/L	Non-Pumping	Pumping							
2/23/26	11:00 AM	1.96	33,377	291,187	83	1.18	3.34	0.00	0.00	0.12	0.25	0.04	0.56	0.027	2622.40	LDW
Forward Prev. Reading																
1/Feb/26	8:45 AM	1.23	33,437	291,250	63	1.04	1.23	0.00	0.00	0.13	0.39	0.00	0.54	0.043	2652.00	LDW
2/Feb/26	9:00 AM	1.97	33,545	291,343	93	1.01	1.24	0.00	0.00	0.11	0.39	0.00	0.54	0.043	2650.40	LDW
3/Feb/26	7:45 AM	1.68	33,607	291,419	76	1.16	1.29	0.00	0.00	0.13	0.34	0.00	0.56	0.050	2633.50	LDW
4/Feb/26	7:00 AM	1.34	33,670	291,489	70	0.97	1.17	0.00	0.00	0.13	0.34	0.00	0.56	0.050	2636.60	LDW
5/Feb/26	7:15 AM	1.70	33,750	291,571	82	0.93	1.13	0.00	0.00	0.16	0.34	0.00	0.56	0.050	2640.40	LDW
6/Feb/26	3:00 PM	2.65	33,878	291,673	102	0.85	1.11	0.00	0.00	0.17	0.34	0.00	0.56	0.050	2646.45	JCN
7/Feb/26	10:30 AM	0.81	33,910	291,727	54	1.07	1.24	0.00	0.00	0.17	0.34	0.00	0.56	0.050	2658.33	JCN
8/Feb/26	9:45 AM	1.70	33,989	291,799	72	1.05	1.26	0.00	0.00	0.12	0.34	0.00	0.56	0.050	2659.14	JCN
9/Feb/26	10:45 AM	1.78	33,072	291,892	93	1.02	1.23	0.00	0.00	0.11	0.34	0.00	0.56	0.050	2656.24	JCN
10/Feb/26	8:00 AM	1.65	33,248	291,954	62	1.02	1.18	0.00	0.00	0.12	0.34	0.00	0.56	0.050	2660.04	JCA
11/Feb/26	8:15 AM	1.79	33,231	292,027	73	1.03	1.17	0.00	0.00	0.13	0.34	0.00	0.56	0.050	2664.15	JCA
12/Feb/26	7:00 AM	0.99	33,278	292,098	71	1.04	1.18	0.00	0.00	0.11	0.34	0.00	0.56	0.050	2666.40	LDW
13/Feb/26	7:30 AM	1.74	33,358	292,169	71	0.95	1.18	0.00	0.00	0.12	0.34	0.00	0.56	0.050	2670.30	LDW
14/Feb/26	9:30 AM	1.70	33,437	292,251	82	0.93	1.12	0.00	0.00	0.14	0.34	0.00	0.56	0.050	2674.16	JCA
15/Feb/26	10:00 AM	1.70	33,515	292,329	78	0.92	1.11	0.00	0.00	0.14	0.34	0.00	0.56	0.050	2677.96	JCA
16/Feb/26	10:00 AM	1.74	33,596	292,407	72	1.02	1.10	0.00	0.00	0.13	0.34	0.00	0.56	0.050	2681.87	JCA
17/Feb/26	7:00 AM	1.73	33,676	292,479	72	0.96	1.13	0.00	0.00	0.13	0.34	0.00	0.56	0.050	2685.80	JCA
18/Feb/26	7:00 AM	0.85	33,716	292,546	67	0.90	1.06	0.00	0.00	0.15	0.34	0.00	0.56	0.050	2687.77	JCA
19/Feb/26	7:00 AM	1.80	33,800	292,620	74	0.95	1.15	0.00	0.00	0.12	0.34	0.00	0.56	0.050	2691.40	LDW
20/Feb/26	7:00 AM	1.64	33,878	292,688	68	0.96	1.15	0.00	0.00	0.13	0.34	0.00	0.56	0.050	2695.70	LDW
21/Feb/26	9:00 AM	1.63	33,953	292,769	81	0.96	1.16	0.00	0.00	0.13	0.34	0.00	0.56	0.050	2699.20	LDW
22/Feb/26	8:00 AM	1.53	33,030	292,843	71	0.99	1.19	0.00	0.00	0.12	0.34	0.00	0.56	0.050	2703.20	LDW
23/Feb/26	6:30 AM	1.71	33,109	292,927	79	0.95	1.19	0.00	0.00	0.12	0.34	0.00	0.56	0.050	2707.00	LDW
24/Feb/26	7:15 AM	1.85	33,195	293,010	83	0.98	1.17	0.00	0.00	0.10	0.34	0.00	0.56	0.050	2711.20	LDW
25/Feb/26	7:30 AM	1.66	33,272	293,095	85	1.00	1.15	0.00	0.00	0.10	0.34	0.00	0.56	0.050	2714.90	LDW
26/Feb/26	7:15 AM	1.66	33,350	293,169	74	0.87	1.07	0.00	0.00	0.12	0.34	0.00	0.56	0.050	2718.70	LDW
27/Feb/26	7:00 AM	1.65	33,426	293,238	69	0.88	1.12	0.00	0.00	0.12	0.34	0.00	0.56	0.050	2722.41	JCA
28/Feb/26	9:00 AM	1.62	33,501	293,317	79	0.93	1.11	0.00	0.00	0.12	0.34	0.00	0.56	0.050	2726.11	JCA
TOTALS																
		0.00	-	-	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.000	-	CAO Signature
		0.00	-	-	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.000	-	CAO Signature
		0.00	-	-	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.000	-	CAO Signature
		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	Mayor Signature

Melissa Pollock

From: Bob Sax
Sent: March 18, 2026 9:41 AM
To: Melissa Pollock
Subject: PDAP March 17th

I had opportunity to attend the conference on March 17th. It was an informative morning session; they covered all of the people to contact if a disaster is reported by the CAO/Mayor. I have forwarded the hard copies to Melissa. They covered recommended information for our village to share with our stakeholders of which are the 72-hour kit contents in case of a disaster. The people to contact in case of an evacuation as well if any special response would be needed to move them e.g. wheel chairs ,mobility issues, etc. . There a list in the copies of the first people to contact if needed , they are on call 24/7/365, as well as an 1-800 number.

Some of the emergency response teams they have access too are; firefighters ,arson investigators of which is free. Also, the availability of aerial water bombers if required. But the village would have to pay for those resources.

They also supply free education in certain areas, such as FireSmart promotions and education for schools, education and training for EMO's, also PPSTN (Provincial Public Safety Telecommunications Network) training on the provincial radio system that we can use in emergencies. How to request for assistance as well from the province, also how quickly it is required to contact them for coverage for insurance issues.

Thanks Bob



Waterworks Compliance Inspection Human Consumptive Use

System Name: BUENA VISTA WATERWORKS Remote Inspection ID: 1420012
Approval No: 00002065-06-00
Population: 646 **Announced:** Yes
Date: 02-FEB-2026 11:51 **Person Interviewed:** NEUDECK, JOEL

General Section

Water Supplies in Service : GROUNDWATER **System Classification:** ONE WT ONE WD
of Service Connections: 449 **System Type:** MUNICIPAL SYSTEM
Service Connection Metering: Yes **Source Inspection Completed:** No

Operator Certification Section

Operator Name	Certification Levels		Expiry Date	Operator is a Supervisor
	Water Distribution	Water Treatment		
NEUDECK, JOEL	ONE	ONE	15-MAR-2027	No

Contacts

Name	Position	Phone	Email
NEUDECK, JOEL	OPERATOR	(306) 535-8339	N/A
REGINA, SHA	OTHER - HEALTH REGION	(306) 766-7755	ENVIRONMENTALHEALTH@RQHEALTH.CA
WARAWA, DAMON	UNCERTIFIED OPERATOR	(306) 861-7025	N/A
HINDLE, JEFF	ENVIRONMENTAL PROJECT OFFICER	(306) 527-6128	JEFF.HINDLE@WSASK.CA
POLLOCK, MELISSA	ADMINISTRATOR	(306) 729-4385	CAO@BUENAVISTA.CA
WSA UPSET LINE, ON CALL EO	ENVIRONMENTAL PROJECT OFFICER	(844) 536-9494	N/A
ARNOLD, IAN	FOREMAN	(306) 519-2033	PWORKS@BUENAVISTA.CA

Equipment Validation

Turbidity

Equipment Type	Equipment Name/Number	STD1(L) (Expected, Test)	STD2 (Expected, Test)	STD3 (Expected, Test)	STD4 (Expected, Test)	Result	Gel Standard
HACH 2100Q	1	(10.00, 10.00)	(20.00, 19.60)	(100.00, 99.20)	(800.00, 806.00)	GOOD	N/A
Comment							
LAST SERVICED IN SEPTEMBER 2025 BY DROPS							

Chlorine

Equipment Type	Equipment Name/Number	STD1 (Expected, Test)	STD2 (Expected, Test)	STD3 (Expected, Test)	Result
DR900	1	(0.22, 0.21)	(0.86, 0.86)	(1.51, 1.53)	GOOD
Comment					
LAST SERVICED IN SEPTEMBER 2025 BY DROPS					

Test Results

Station #	Sample ID	Location/Comments	Variable	Measurement
SK05JH0003	2026088027	BOOSTER STATION	CHLORINE (FREE)	1.010 mg/l
			CHLORINE (TOTAL)	1.200 mg/l
			TURBIDITY	0.190 NTU
	2026088028	1050 GRAND AVENUE	CHLORINE (FREE)	0.940 mg/l
			CHLORINE (TOTAL)	1.090 mg/l
			TURBIDITY	0.250 NTU
	2026088029	154 WOODLAND AVENUE	CHLORINE (FREE)	0.850 mg/l
			CHLORINE (TOTAL)	1.030 mg/l
			TURBIDITY	0.200 NTU
	2026088030	WTP	CHLORINE (FREE)	1.090 mg/l
			CHLORINE (TOTAL)	1.290 mg/l
			IRON TOTAL	0.010 mg/l
MANGANESE TOTAL			0.013 mg/l	
TURBIDITY			0.220 NTU	
N/A	2026088031	WTP SPLIT	CHLORINE (FREE)	1.010 mg/l
			CHLORINE (TOTAL)	1.240 mg/l
			IRON TOTAL	0.000 mg/l
			MANGANESE TOTAL	0.043 mg/l
			TURBIDITY	0.150 NTU

Human Consumptive Regulatory Section

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

C	NC	NA	General	Comments
X			Valid permit to operate and/or construct EMPA2010 24(1)	
X			Certified operator WWSW 62	
X			Valid water rights license EMPA2010 29(1)	WRL# 1683 - WELL#PW2-82 WRL# 1352 - WELL#1 - BACKUP WELL
X			Copy of permit posted at waterworks EMPA2010 29(1)	
			Wells	
X			Constructed to exclude contaminants WWSW 22(2)	
X			Disinfection of new lines & repairs WWSW 22(2)(f)	
			Distribution System	
X			Disinfection of new and repaired pipelines WWSW 23(4)& 27(4)	
			Water Storage Reservoirs	
X			Water tight cover WWSW 24(2)(a)	
X			In good repair WWSW 24(2)(b)	
X			Meets reservoir design requirements (only applies to facilities constructed after June 1, 2015) WWSW 24(2)(c)	
X			Manholes (all manholes must be 150mm above grade, designed and maintained to prevent the entry of water, and locked if located outside WTP) WWSW 24(3)(4).	
X			Pipe entries installed to prevent contamination WWSW 24(5)	
X			Vents WWSW 24(6)	
			Water Treatment Plants and Pumphouses	
X			Floor drainage to drains or sumps WWSW 25(a)	
X			Drain lines to sanitary sewers have trap WWSW 25(b)	
X			Backflow prevention device on treatment component WWSW 25(c)	
X			Water meter(s) installed in WTP or pumphouse WWSW 25(d)	
X			Adjustable chemical feeder WWSW 25(e)	
X			Water quality monitoring and testing equipment is maintained and calibrated as recommended by manufacturer EMPA2010 29(1)	VERIFICATIONS AND CALIBRATIONS ARE BEING PERFORMED AND

				DOCUMENTED AS PER THE MANUFACTURES SPECIFICATIONS.
X			Facility is clean and in orderly condition WWSW 25(f)	
X			NSF/ANSI 60 Approved chemicals being used and at or below Max. use limit (unless otherwise approved) WWSW 27(3)	
			Disinfection	
X			Continuous chlorine disinfection (unless otherwise approved per 27(7)) WWSW 27(5)	
X			A free chlorine residual of not less than 0.1 mg/L in water entering the distribution system WWSW 27(6)(a)	
X			A total chlorine residual of not less than 0.5 mg/L OR a free chlorine residual of not less than 0.1 mg/L in water throughout the distribution system WWSW 27(6)(b)	
			Standards	
X			Bacteriological WWSW 29	
X			Chemical standards WWSW 26(2)(3) & 31	ALUMINA MEDIA WAS CHANGED OUT IN SEPTEMBER 2025.
X			Waterworks meets the requirements of future chemical health and pesticide related standards	
			Groundwater	
X			Less than or equal to 1.0 NTU discrete measurements (95%) WWSW 30(2)(e)(i)	
			Assessment	
X			Proper waterworks assessment WWSW 32	
			Operational Anomalies	
X			Reported upset condition WWSW 34(1)	
X			Reported disinfection system upset WWSW 34(2)(a)(b)	
X			Reported missing on-site water quality testing records WWSW 34(2)(c)	
			Testing	
X			Bacteriological testing WWSW 37(2)	SAMPLING HAS BEEN COMPLETED AS PER THE PERMIT TO OPERATE.
X			Bacteriological follow-up WWSW 37(5) & 37(9)	
X			Bacteriological sample after completion, alteration, extension or repair WWSW 38	
X			Chlorine monitoring WWSW 37(2)(4)	
X			Turbidity monitoring WWSW 37(2)(4)	
			Other Constituents	
X			General chemical sampling conducted WWSW 37(2)(6)	LAST SAMPLED IN OCTOBER 2025. NEXT SAMPLE IS DUE IN 2027.

X		Health and toxicity sampling conducted WWSW 37(2)(6)	LAST SAMPLED IN OCTOBER 2025. NEXT SAMPLE IS DUE IN 2027.
X		Accredited laboratory WWSW 37(2)(b)	
		Operational Records	
X		Daily water meter reading WWSW 40(1)(a)	
X		Types, dosages and total amounts of chemical WWSW 40(1)(b)	
X		Samples - locations, sampler, and results WWSW 40(1)(c)	
X		Abnormal operating procedures WWSW 40(1)(d) & 40(1)(e)	
X		Upset conditions (includes water treatment facility and water distribution system upsets) WWSW 40(1)(f)	CONTINUE TO DOCUMENT ANY MAINTENANCE AND UPSET CONDITIONS IN THE LOGBOOK.
X		Chlorine upsets WWSW 40(1)(g)	
X		Calibration records for test equipment WWSW 40(1)(h)	CALIBRATIONS AND VERIFICATIONS ARE RECORDED IN A SEPARATE LOG BOOK.
X		Maintenance WWSW 40(1)(i)	MAINTENANCE IS BEING RECORDED IN THE LOGBOOK AT THE WATER PLANT. AS PER THE LAST INSPECTION.
X		Chronological order WWSW 40(2)(a)	
X		Permittee recorder WWSW 40(2)(b)	
X		Identification of recorder WWSW 40(2)(c)	
X		Five year history of log WWSW 40(2)(d)	
X		Explanatory notes WWSW 40(2)(e)	
X		Factual data entry WWSW 40(2)(f)	
X		No default values used WWSW 40(2)(g)	
		QA/QC and Recordkeeping Review	
X		QA/QC and ERP in place WWSW 41(1)	
X		Monthly review of records by permittee WWSW 41(2)	THE MAYOR AND COUNCIL REVIEWS AND SIGNS THE WTP RECORDS MONTHLY AT COUNCIL MEETINGS
X		Report abnormal or missing records WWSW 41(3)	
		Annual Notice To Customers	
X		On water quality and sample submission compliance WWSW 42(1)	THE 2024 ANNUAL NOTICE TO CONSUMERS HAS BEEN COMPLETED.
X		Written notice provided to Minister of completion of annual notice to consumers WWSW 42(2)	
		General	
X		Split sampling with the operator was completed	

X		Operator's test equipment appears to be performing adequately	
X		Representative of the waterworks signature was obtained	YES
X		Representative of the waterworks agreed with the inspection statements	YES



(Operator/Supervisor Signature)



Agree with statements



(EPO Signature)



VILLAGE OF BUENA VISTA

Briefing Note

To:	Mayor and Council
Date:	March 24, 2026
Subject:	Proposed Residential Subdivision Parcel D, Plan 102376278

PURPOSE:

To inform Council of a proposed subdivision application and consideration of the following:

Parcel is currently zoned Cottage Industrial. As per Community Planning, residential use is not listed as a permitted or a discretionary use and is therefore a prohibited use in the Cottage Industrial District.

Re-zoning of the parcel for the proposed development to R1, R2 or R4 zoning district would be required to accommodate the subdivision.

BACKGROUND:

The property is currently zoned Cottage Industrial. It is a split tax class property, Commercial 70%, Residential 30%. There is currently one (1) dwelling on the parcel, a commercial car wash and a shop. Cottage Industrial would allow a dwelling as an accessory use to an approved permitted or discretionary use. The existing dwelling would be considered the accessory use dwelling.

CONSIDERATIONS: The application can not be approved for the current zoning District as a second dwelling would be prohibited.

Service to municipal water infrastructure will also require consideration. Currently there is not connection to any of the properties on the parcel. All buildings are serviced by private wells.

OPTIONS FOR COUNCIL CONSIDERATION:

- 1.) Deny the application and direct administration to notify the applicant and advise of the option to apply for rezoning of the parcel to allow for the proposed dwelling as a permitted use.
- 2.) Deny the application and direct administration to notify the applicant of the decision and advise applicant that the zoning bylaw will be required to be amended and once amendments are completed and approved by Community Planning the applications for subdivision can be re-considered.

RECOMMENDATION:

That Administration undertake the amendment to the Zoning Bylaw to include rezoning of the parcel as R1, R2, or R4.



Jan 12, 2026

Our file: 25-03135

Melissa Pollock, Acting Chief Administrative Officer
1050 Grand Ave
Buena Vista, SK S2V 1A2

Dear Melissa Pollock:

Re: Proposed Residential Subdivision
Parcel D, Plan 102376278
W ½ 14-21-22-W2M
Village of Buena Vista

Enclosed is a Plan of Proposed Subdivision, along with a completed Application to Subdivide Land form, and support documents for the above-noted subdivision which was submitted to the Community Planning Branch, Government Relations.

The subdivision has been proposed to create separate title for a new residential parcel.

Please review this subdivision at your convenience and send a copy of the resolution to myself and the **Community Planning Branch, Government Relations 4th Floor, 1855 Victoria Avenue, Regina, SK, S4P 3T2**

I trust this is the information you require. If you have any questions or concerns, please call me at 1 639-637-5115.

Yours truly,

A handwritten signature in cursive script that reads 'M Bauml'.

Mackenzie Bauml

Encls.

Application to Subdivide Land

1. Location of Land to be Subdivided:

VILLAGE OF BUENA VISTA

Municipality (City, Town, Village)

W 1/4 Sec. 14 Twp. 21 Rge. 22 Mer. 2

Lot(s) _____ Block(s)/Parcel(s) D _____ Plan No. 102376278

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

- Grid Road Highway Resource Road Northern CrownLand
- Main Farm Access Urban Street Road Allowance 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:

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:

existing yard site

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:

to create a separate title for a new residential parcel

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 checked="" 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 checked="" type="checkbox"/> Holding Tank |
| <input type="checkbox"/> Jet | <input type="checkbox"/> Municipal/Communal | <input type="checkbox"/> Absorption Field |
| | <input type="checkbox"/> Lagoon | <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: Existing Proposed Not Required Not Available
 Telephone service is: Existing Proposed Not Required Not Available
 Natural gas is: Existing Proposed Not Required 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 checked="" type="checkbox"/> Airport	2.9km
<input type="checkbox"/> Intensive Livestock Operation	
<input checked="" type="checkbox"/> Sewage Treatment Facility or Sewage Lagoon	3km
<input type="checkbox"/> Landfill for disposal of garbage or refuge	
<input type="checkbox"/> High Voltage Power Transmission Line	
<input checked="" type="checkbox"/> High Pressure Gas Transmission Line, Oil Line (specify)	720m (TRANSGAS LIMITED)
<input checked="" type="checkbox"/> Industrial Commercial Operation (specify)	900m (Last Mountain Timber)
<input type="checkbox"/> National, Provincial or Regional Park	
<input checked="" type="checkbox"/> Residential Lot(s)	adjacent
<input checked="" type="checkbox"/> Water Body or Course	630m
<input checked="" type="checkbox"/> Cemetery	1.5km
<input checked="" type="checkbox"/> School Bus Route	adjacent
<input checked="" type="checkbox"/> Urban Municipality	within (Village of Buena Vista)
<input type="checkbox"/> Water Treatment Plant or Reservoir	
<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: Sharon Lillian Lamontagne
 Address: 3 Lamontagne Place
 City/Town/Village: Buena Vista
 Prov: SK Postal Code: S2V 1C1
 Email: gslamo@sasktel.net Tel: (306) 519-0412

b) Land Surveyor / Planner / Lawyer / Agent (specify):
 Name: Mackenzie Bauml Company: Geoverra
 Address: 130 - 103 Marquis Court
 City/Town/Village: Saskatoon
 Prov: SK Postal Code: S7P 0C4
 Email: mackenzie.bauml@geoverra.com Tel: 1(639)637-5115

c) Declaration by registered owner or authorized designate:

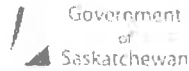
I, _____ hereby certify that I am the registered owner of the land proposed for subdivision or I am authorized, in writing, to act as the registered owner per Sections 2(d) and 5(3) of *The Subdivision Regulations, 2014*. By signing below, I certify that all information contained herein is true and correct. 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: Sharon Lillian Lamontagne Dec 4 / 2025
 Name: Sharon Lillian Lamontagne Address: 3 Lamontagne Place
 City/Town/Village: Buena Vista Prov: SK Postal Code: S2V 1C1 Tel: (306) 519-0412

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

Email: mackenzie.bauml@geoverra.com

Utility Declaration Form



Utility Requirements under
 The Planning and Development Act, 2007,
 The Saskatchewan Telecommunications Act,
 The SaskEnergy Act and The Power Corporation Act.

I (We), Sharon Lillian Lamontagne of _____
 (full legal name - no initials)

#1 Lamontagne Place Buena Vista, Sask.
 (address or community of residence)

in the Province Saskatchewan, hereby declare that:

- I am (We are) the registered owner(s) as defined by Section 2(b.2) of *The Subdivision Regulations* of the land being subdivided on the attached plan of proposed subdivision (plan) dated Jan 11/26 and signed by Scott Ayres P.P.P. M.C.I.P. a Saskatchewan Land Surveyor/Registered Professional Planner.
- The legal description of the land being subdivided is:

Parcel Number	Title Number	Lot/Parcel	Block	Plan Number
203422491	156922027	D		102376278

Reference Description: W ¼ Section 14 Township 21 Range 22 W 2 Meridian.

- I (We) have viewed the subdivision plan or parcel tie removal and understand there may be existing utility lines that may or may not be registered on title.
- I (We) understand the existing utility lines are in place pursuant to unregistered statutory easements and that utility companies have no legal obligation to remove or relocate them.

I (We) agree to either 5A or 5B. (Please strike out the non-applicable paragraph either 5A or 5B.)

5A. I (We) have no objection to the location of the utility lines on the land to be subdivided and will grant any formal written easement agreements or forms as may be required by the utility company owning the line(s).

OR

~~5B. I (We):~~

- ~~Request removal or relocation of existing _____ power, gas or telecommunications utility lines (circle the appropriate utility) indicated on the plan/application for subdivision approval and have contacted the utility company owning the lines; and~~
- ~~I have no objection to the location of other utility lines and will grant any formal written easement agreement or form as may be required by the utility company owning the line(s) upon written request.~~

- If a formal written easement agreement is granted I (we) will not sell or transfer any part of the land until the easement is returned to the utility company and registered on the title to the land if required.
- I (We) agree that if I (we) fail to return a formal written easement agreement to the utility company within a reasonable period of time I (we) will have otherwise deemed to consent to the location of the utility line(s) in their current location.
- I (We) understand that this application agreement and declaration will remain in force and bind any successor owners of title to the parcel(s) of land created by this subdivision. Please supply the name, address and phone number of the utility company representative contacted about moving existing lines or extending new lines if required as part of 5B.

I (We) understand this form may expedite subdivision application review and I (we) agree to signing all of the necessary easements as requested by the utility companies.

Signed in the
Buena Vista
 in the Province of Saskatchewan,
 this 11 day of January 2026

Sharon Lamontagne
 Signature of Landowner Signature of Landowner

 Signature of Landowner Signature of Landowner

gslamo@sasktel.net
 E-mail address of landowner(s)



Community Planning

Ministry of Government Relations

420 – 1855 Victoria Avenue
REGINA SK S4P 3T2

Phone (306) 798-0396
Fax (306) 798-0194
richard.stoik@gov.sk.ca

Our File: SUBD-005746-2026

Your File: 25-03135-001

February 12, 2026

Mackenzie Bauml, B.A.
GeoVerra
Unit 130 – 103 Marquis Court
SASKATOON SK S7P 0C4

Dear Mackenzie Bauml:

**RE: Village of Buena Vista
Parcel D, Plan 102376278
W ½ 14-21-22-W2M
Proposed Residential Subdivision**

Please accept this letter as an update for the above noted proposed subdivision. We continue to await responses from SaskEnergy, the Town of Regina Beach and the Village of Buena Vista.

Municipal Reserve Required

The Planning and Development Act, 2007 (PDA) requires that new subdivisions have municipal reserve land for public use. On this proposal, **0.021 hectares** are required. The options for meeting the requirement should be discussed with Council. The Director's final decision on the option will consider both Council's comments and yours.

If land is to be dedicated, it must be shown on the plan of proposed subdivision.

If a monetary settlement is arranged, we need a letter from the municipality confirming that it has received payment. In most rural areas, a monetary settlement is made and the municipality uses the funds for centralized parks and recreation facilities.

If the deferral option is agreed to, we need consent letters agreeing to the deferral from the municipality and the owner of the land on which our interest is to be registered.

Fees

Please note, payment of \$450.00 is outstanding for covering our examination and approval fees. We cannot proceed with a decision until payment is received. Please use our Land Planning and Development Application system to make the \$450.00 payment online or submit a cheque to our office, made out to the Minister of Finance, to cover our examination fee and decision.

Until our decision has been issued, you should not undertake any construction or site preparation work, nor should you enter into any binding agreements for such work or for selling the proposed property.

If you disagree and feel this information is not required to complete your application, under the Regulations, you may file an appeal with the Saskatchewan Municipal Board under clause 228(1)(e) or (f) of *The Planning and Development Act, 2007*.

Sincerely,



Richard Stoik
Planning Consultant

Encl.

cc: above
Sharon Lamontagne (gslamo@sasktel.net)

Underground facilities shown on this plan are those that could be found, located or copied from licensed third-party providers. Other facilities may exist, of which we were unaware or unable to locate.

- NOTES:**
- Measurements are in metres and decimals thereof.
 - Measurements are approximate and may vary by ±0.5m.
 - Area to be approved is outlined in bold dashed line and contains Q21 ha (0.51 acs).
 - Elevations shown are derived from GPS observations using the Precise Point Positioning Service and the ITRF2 (GVD28) Geoid Model
 - Survey date: November 3rd, 2025
 - © 2025 GeoVerra Inc., All rights reserved.

OWNER:

Lamontagne, Sharon Lillian

COMMUNITY PLANNING

REGISTERED PROFESSIONAL PLANNER

Dated at Regina in the Province of Saskatchewan on December 3rd, 2025.



Scott Assie, R.P.P. (M.C.P.)

REV	REVISION	INITIALS	DATE
0	Issued	CG - RH - MDB	Dec 3, 2025

Plan of Proposed SUBDIVISION
within

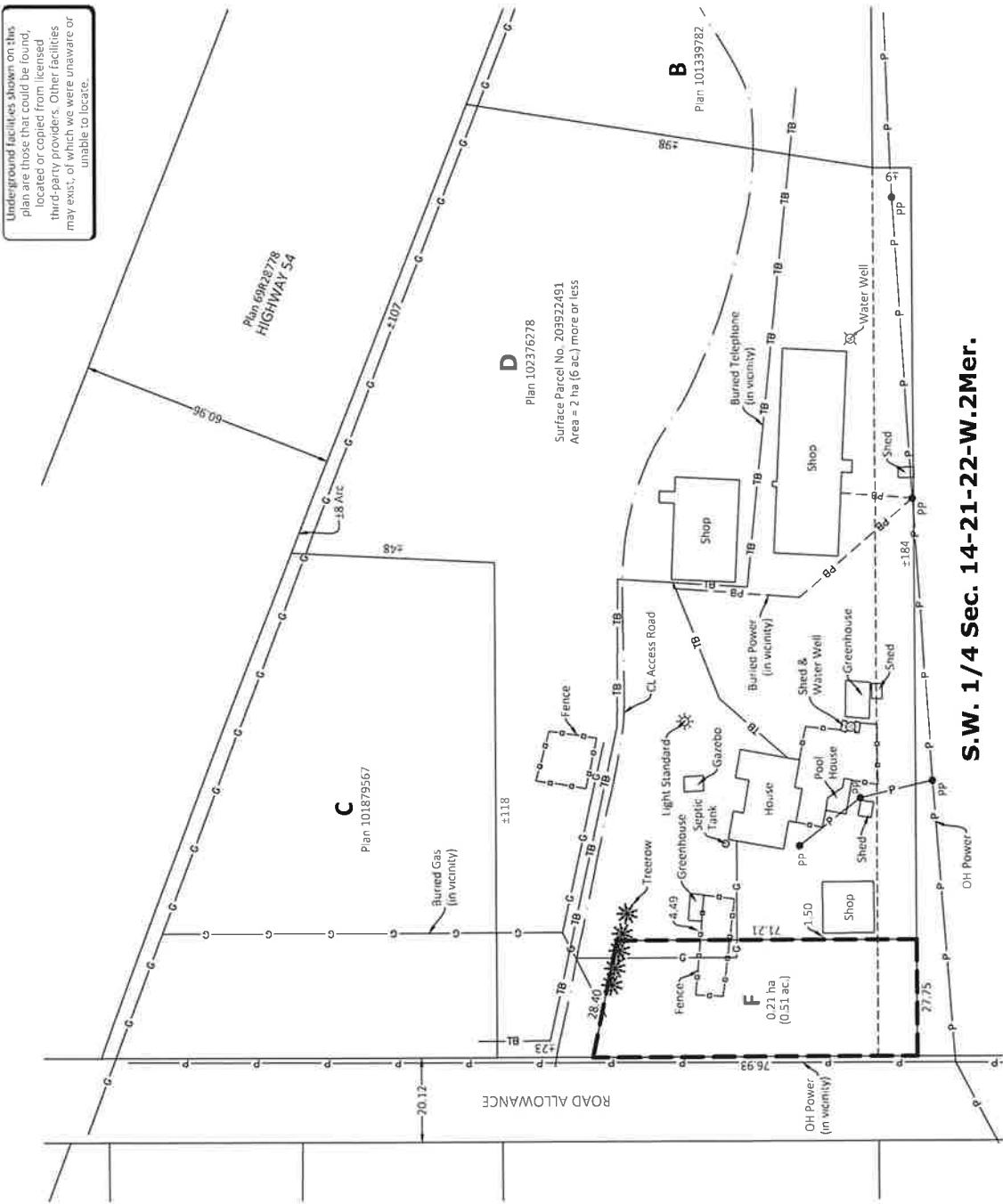
**Parcel D, Plan 102376278
W. 1/2 Section 14
Twp. 21 - Rge. 22 - W.2Mer.**

Village of Buena Vista, Saskatchewan
Scott Assie, R.P.P.
Scale 1:1000



GeoVerra Inc.
Toll Free: 1-800-465-6233
www.geoverra.com

Project No.: 25-03135-001
Client File No.: File-25-03135-001-#Sub_180



S.W. 1/4 Sec. 14-21-22-W.2Mer.

January 12, 2026

Mackenzie Bauml, B.A.
GeoVerra
Unit 130 – 103 Marquis Court
SASKATOON SK S7P 0C4

Dear Mackenzie Bauml:

**RE: Village of Buena Vista
Parcel D, Plan 102376278
W ½ 14-21-22-W2M
Proposed Residential Subdivision**

Your subdivision application was received on January 12, 2026. *The Planning and Development Act, 2007* (PDA), requires us to send a copy of the application to the offices listed below for comments. They have 40 days to reply and some offices may contact you for more information.

Village of Buena Vista, SaskTel, SaskPower, SaskEnergy, Ministry of Highways,
Ministry of Environment, and Saskatchewan Health Authority

Sewage Disposal

The application indicates the proposed sewage disposal method is “holding tank.” Our office requires further information regarding the means of sewage disposal, including:

- Identify a local sewage hauler in the area who agrees to remove sewage;
- Identify a final disposal location of the holding tank waste; and
- If waste is to be hauled to a lagoon, please provide confirmation from the operator of the facility that there is sufficient capacity to accept the waste generated from the proposed subdivision.

Additional Information

During the course of our review we may identify further information required to complete the application, and we will advise you accordingly. We will endeavour to issue a decision within 90 days of our receipt of all required information. This time limit may be extended by mutual consent or you may, within 30 days after this time limit expires, register an appeal pursuant to section 134 of the PDA, in writing to the Saskatchewan Municipal Board.

Information on the appeal process is available at:

www.smb.gov.sk.ca/planning_appeals.htm.

Servicing Agreement

The PDA permits a council to require a servicing agreement with a subdivision applicant to cover the costs of new roads or other municipal services for a new subdivision. An agreement may require the developer to provide certain services or pay fees for the capital cost of providing, altering, expanding or upgrading specific services. Capital cost means the municipality's estimated cost of providing construction, planning, engineering and legal services directly related to those services to be undertaken by the municipality or the applicant as authorized by section 172 of the PDA.

The amount of fees to be paid by the applicant are to be specified in the agreement. It is the municipality's responsibility to set the fee in advance to ensure transparency and include all fees for applicants to fully understand the total amount to be paid prior to signing the agreement. Specifying the fee in the agreement allows an applicant to consider the full agreement of services and fees during the negotiation of the servicing agreement.

If an applicant disagrees with the services required to be provided, the amount of fees to be charged or if an agreement cannot be reached within 90 days, appeal of the servicing agreement can be made to the Planning Appeals Committee, Saskatchewan Municipal Board in accordance with subsections 176(1) through (4). Negotiations of such matters can be complex and challenging for which seeking legal advice is advisable.

Utility Waiver Form

The Utility Declaration submitted with your application will assist with expediting the subdivision review process. This does not replace the requirement to sign easements for existing facilities that may be required by utility companies.

Fees

Please note, payment of \$450.00 is outstanding for covering our examination and approval fees. We cannot proceed with a decision until payment is received. Please use our Land Planning and Development Application system to make the \$450.00 payment online or submit a cheque to our office, made out to the Minister of Finance, to cover our examination fee and decision.

Until our decision has been issued, you should not undertake any construction or site preparation work, nor should you enter into any binding agreements for such work or for selling the proposed property.

Please call me if you have any questions about your application.

Sincerely,



Richard Stoik
Planning Consultant

Encl.

cc: above
Sharon Lamontagne (gslamo@sasktel.net)

January 12, 2026

Mackenzie Bauml, B.A.
GeoVerra
Unit 130 – 103 Marquis Court
SASKATOON SK S7P 0C4

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W ½ 14-21-22-W2M
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Please call me if you have any questions about your application.

Sincerely,



Richard Stoik
Planning Consultant

Encl.

cc: above
Sharon Lamontagne (gslamo@sasktel.net)

Our File: SUBD-005746-2026

January 12, 2026

Melissa Pollock, Administrator
Village of Buena Vista
1050 Grand Avenue
BUENA VISTA SK S2V 1A2

Dear Melissa Pollock:

**RE: Village of Buena Vista
Parcel D, Plan 102376278
W ½ 14-21-22-W2M
Proposed Residential Subdivision**

Enclosed is a copy of a subdivision application for Council's comments. Please consider the following in your reply:

1. Are you aware of any land uses in the vicinity that would be incompatible with the intended use of the proposed sites, or any site conditions that make the land unsuitable for the intended use?
2. Do you have any facilities that could be affected by the proposed development? If so, please send us a map of your facilities that we can use to assess any site dimension or other changes that might be needed.
3. If you have any requirements of the applicant, please send the details directly to the applicant, and a copy of your correspondence to us. If you require more information about the application, please inform me. We may be able to obtain this information directly if it would assist your office and ours in finalizing our respective comments.

Planning Bylaw Compliance

As part of our review, we need to know if the proposal complies with your zoning bylaw and official community plan. Should the zoning bylaw indicate that the use of the proposed subdivision is allowed only at the discretion of council, Section 55(2) of the PDA requires notice to the public. **In your reply, please list the bylaw sections that the proposal complies with or contravenes.**

Servicing Agreement

The PDA permits Council to require a servicing agreement with a subdivision applicant to cover the costs of new roads or other municipal services for a new subdivision. Council may only request those services which are authorized by section 172 of the PDA. Please tell us if council requires a servicing agreement for this proposal. An agreement must be negotiated within 90 days of your receipt of this letter after which the applicant may agree to extend negotiations or file an appeal. If you want a sample agreement to consider, please call me as soon as possible, or visit our website at <https://www.saskatchewan.ca/government/municipal-administration/community-planning-land-use-and-development/servicing-agreements-for-municipalities>

If only minor services are needed, (e.g. service connections or an approach), Council may send the applicant a letter listing the requirements. If the applicant accepts Council's requirements in writing, a formal servicing agreement may not be needed. Your solicitor should be consulted on this.

The Subdivision Regulations, 2014, allow you 40 days to send us a certified copy of a resolution recommending the subdivision's approval or refusal. Should Council recommend refusal, please provide us with the reason(s). If more time or information is needed, please call me.

Sincerely,



Richard Stoik
Planning Consultant

Underground facilities shown on this plan are those that could be found, located or copied from licensed third-party providers. Other facilities may exist, of which we were unaware or unable to locate.

NOTES:

- Measurements are in metres and decimals thereof.
- Measurements are approximate and may vary by ±0.5m.
- Area to be approved is outlined in bold dashed line and contains Q.21 ha (0.51 acs).
- Elevations shown are derived from GPS observations using the Precise Point Positioning Service and the HTV2 (CGVD28) Geoid Model.
- Survey date: November 3rd, 2025
- © 2025 GeoVerra Inc., All rights reserved.

OWNER:

Lamontagne, Sharon Lilian

COMMUNITY PLANNING

REGISTERED PROFESSIONAL PLANNER

Dated at Regina in the Province of Saskatchewan on December 3rd, 2025.

Scott Assié, R.P.P., M.C.I.P.

REV.	REVISION	INITIALS	DATE
0	Issued	CG - RH - MDB	Dec. 3, 2025

Plan of Proposed

SUBDIVISION

within

**Parcel D, Plan 102376278
W. 1/2 Section 14
Twp. 21 - Rge. 22 - W.2Mer.**

Village of Buena Vista, Saskatchewan
Scott Assié, R.P.P.
Scale 1:1000



GeoVerra Inc.
Toll Free: 1.800.465.6233
www.geoverra.com

Project No : 25-03135-001 Client File No :
File: 25-03135-001-#Sub_#00



S.W. 1/4 Sec. 14-21-22-W.2Mer.

Province of Saskatchewan Land Titles Registry Title

Title #: 156922027 **As of:** 22 Sep 2025 12:04:12
Title Status: Active **Last Amendment Date:** 11 Oct 2023 13:45:35.860
Parcel Type: Surface **Issued:** 11 Oct 2023 13:45:35.493
Parcel Value: \$795,000.00 CAD
Title Value: \$795,000.00 CAD **Municipality:** VILLAGE OF BUENA VISTA
Converted Title: 01SE14217H / 81R29477
Previous Title and/or Abstract #: 155047518

Sharon Lillian Lamontagne is the registered owner of Surface Parcel
#203922491

Reference Land Description: Blk/Par D Plan No 102376278 Extension 0

This title is subject to any registered interests set out below and the exceptions, reservations and interests mentioned in section 14 of *The Land Titles Act, 2000*.

Registered Interests:

Interest #:
197659793 CNV Mortgage

Value: \$100,000.00 CAD
Reg'd: 26 Nov 1999 02:45:36
Interest Register Amendment Date: N/A
Interest Assignment Date: N/A
Interest Scheduled Expiry Date: N/A
Expiry Date: N/A

Holder:
CONEXUS CREDIT UNION 2006
P.O. Box 1960 Stn. Main
REGINA, Saskatchewan, Canada S4P 4M1
Client #: 102031591

Int. Register #: 102778544
Converted Instrument #: 99SE35578

Interest #:
197659805 Power Corporation Act
Easement (s.23)

Value: N/A
Reg'd: 25 Nov 2014 13:39:07
Interest Register Amendment Date: N/A
Interest Assignment Date: N/A
Interest Scheduled Expiry Date: N/A
Expiry Date: N/A

Holder:
SASKATCHEWAN POWER CORPORATION
2025 VICTORIA AVE
REGINA, SK, Canada S4P 0S1
Client #: 100307618

Int. Register #: 120488014

Interest #:
197659816 Planning and Development
Act, 2007-Dedication **Value:** N/A

Deferral (Section 190)

Reg'd: 29 Nov 2019 15:54:12

Interest Register Amendment Date: N/A

Interest Assignment Date: N/A

Interest Scheduled Expiry Date: N/A

Expiry Date: N/A

Holder:

Saskatchewan Ministry of Municipal Affairs

#420 - 1855 Victoria Avenue

Regina, Saskatchewan, Canada S4P 3T2

Client #: 121970549

Int. Register #: 123755755

Addresses for Service:

Name

Address

Owner:

Sharon Lillian Lamontagne

Client #: 137984552

3 Lamontagne Place Buena Vista, SK, Canada S2V 1C1

Notes:

Parcel Class Code: Parcel (Generic)



Back to top



VILLAGE OF BUENA VISTA

Briefing Note

To:	Mayor and Council
Date:	March 24, 2026
Subject:	Proposed Amendments to Zoning Bylaw – Short-Term Rentals (STRs) & Shoreline Regulations

PURPOSE:

To seek Council's direction on amendments to the Zoning Bylaw respecting short-term rentals (STRs), specifically:

- Permitting STRs within a second principal or accessory building on a property;
- Introducing regulations for the shoreline; and
- Introducing regulations for shoreline and waterfront properties specific to rentals for dock slip access, not overnight accommodation.

BACKGROUND:

Short-term rentals (e.g., Airbnb, VRBO) have increased in popularity and demand within the municipality. The current Zoning Bylaw:

- Does not define or permit STRs;
- Does not address the use of multiple buildings on one parcel for STR purposes;
- Does not include specific provisions related to shoreline or waterfront operations;
- Does not include provisions regulating shoreline commercial-type activities

DISCUSSION:

1. Second Building Use for STRs

Council may wish to consider:

- Allowing a second dwelling unit or accessory building (e.g., guest house, garage suite) to operate as an STR;

Establishing criteria such as:

- Servicing capacity (water, sewer, parking);
- Maximum occupancy limits;
- Owner occupancy requirements (e.g., principal residence on-site);
- Compliance with building and fire codes.

Considerations:

- Increased tourism and accommodation options;
- Potential impacts on neighbourhood (parking, noise, density);
- Infrastructure capacity;
- Helps regulate an already occurring use.

2. Shoreline/Waterfront – Dock Slip Rentals

Regulating the rental of dock slips off private properties along the shoreline.

Council may consider:

- Defining and regulating dock slip rentals;
- Clarifying that dock rentals are not accommodation and do not permit overnight stays;
- Establishing provisions such as:
 - Limits on the number of dock slips per property;
 - Minimum shoreline frontage per slip (from the walking path/Crown land);
 - Safe access to shoreline areas;
 - Environmental protection measures;

Considerations:

- Helps manage commercial-type activity along the shoreline;
- Protects environmentally sensitive areas;
- Reduces conflicts related to noise, congestion and trespassing;
- Provides clarity and enforcement tools for Administration

OPTIONS FOR COUNCIL CONSIDERATION:

1. Maintain Status Quo

No changes to the Zoning Bylaw.

2. Direct Administration to Draft Zoning Bylaw Administration (recommended)

- Permit STRs in second buildings subject to regulations;
- Introduce a framework regulation dock slip rentals on shoreline properties;
- Clearly distinguish between accommodation uses and shoreline commercial uses;
- Bring forward a draft bylaw amendment for Council review and public consultation.

3. Restrict Uses Further

- Limit STRs to principal dwellings only;
- Prohibit or significantly restrict dock slip rentals.

FINANCIAL IMPLICATIONS

- Potential for future revenue through licensing or permit fees for STRs and/or dock slip rentals

POLICY / LEGISLATIVE IMPLICATIONS

- Amendments require a public hearing in accordance with provincial legislation;
- Should be reviewed for consistency with the Official Community Plan;
- May require coordination with provincial shoreline/environmental regulations.

COMMUNICATION / PUBLIC ENGAGEMENT

- Notice to all residents
- Public hearing required prior to adoption;
- Opportunity to gather input from STR operators and waterfront property owners

RECOMMENDATION

That Council direct Administration to prepare draft amendments to the Zoning Bylaw to:

1. Allow short-term rentals within accessory buildings where a principal dwelling exists on the property, subject to servicing, parking and occupancy requirements, and other appropriate regulations; and
2. Establish, define and regulate specific provisions regulating dock slip rentals on shoreline, clearly distinguishing them from accommodation uses;
3. Prohibit the use of accessory structures, docks, boats for overnight accommodation associated with shoreline; and
3. That Administration prepare amendments to the Zoning Bylaw respecting short-term rental, including in accessory buildings, and the regulation of dock slip rentals on shoreline properties, and to bring forward a draft bylaw, and to undertake the required public notification and hearing process.

Planning Bylaw Amendment Process Flow Chart

The flow chart below outlines the steps required to amend a planning bylaw. These steps are explained in the subsequent sections.



* Required for amendments to:

- Rural municipality district official community plan, official community plan, and zoning bylaw
- Urban and northern municipality district official community plan and official community plan



VILLAGE OF BUENA VISTA

Briefing Note

To:	Mayor and Council
Date:	March 24, 2026
Subject:	RFP VBV2026-001 Supply and Install of Guardrails & LED Stop Signs

PURPOSE:

To provide Council with information regarding the submissions received from proponents for the 2026 SGI Traffic Safety Grant project. Funding was approved for the following:

230 meters of Guardrail and supporting materials	\$35,242.88
Guardrail Installation & Mobilization	\$13,710.00
(3) Solar Powered LED Enhanced Stop Signs	\$ 4,768.91
Stop Sign Installation	\$ 2,514.00
Crusher Dust/Asphalt for Guardrails	\$ 2,175.00
Total approved funding	\$58,411.00

(see attached map for locations of guardrails and signs)

The project start date: May 1, 2026 Project completion date: July 31, 2026

BACKGROUND:

RFP was posted on Sasktenders with submission deadline of February 27, 2026. 3 submissions were received. 2 proponents submitted tenders for the project in its entirety. 1 proponent submitted a tender for the supply of the LED STOP signs only. This disqualifies the submission.

The 2 qualifying proponents have experience/knowledge of the products and process for completion.

Both proponents submitted references from various levels of government agencies. References were contacted.

RECOMMENDATION:

Proponent #1 submitted a price of \$47,751.00 + GST/PST = \$53,003.61. This provides us with a “cushion” of approximately \$5,000 in the event that a Hydrovac unit would be required or any other unforeseeable requirements for completion of the project.

The following options are available if all funds are not used:

- a.) apply to use the funds for an additional traffic safety initiative upon approval from the PSE Committee
- b.) return the surplus funds

Recommend that Council approve the submission from Proponent #1.

Proponent Evaluation Matrix

Criteria	Weight	Proponent # 1 Score/10	Weighted Score #1	Proponent # 2 Score/10	Weighted Score 2	Proponent #3 Score/10	Weighted Score 3
Experience & Qualifications	25%	8	2	8	2	0	0
Approach & Methodology	30%	6	1.8	6	1.8	0	0
Cost & Value for Money	20%	8	1.6	4	0.8	0	0
Timeline & Deliverables	15%	8	1.2	7	1.05	0	0
References & Past Performances	10%	9	0.9	9	0.9	0	0
	100%		7.5		6.55		0

Experience & Qualifications: An assessment of the history of the company, experience as it relates to the requirements of the RFP, evidence of past performance

Approach & Methodology: Overall approach and strategy described/outlined in the proposal and firm capacity to perform the engagement with the specified timeframe. Identified value added services beyond the RFP to enhance Village

Costs & Value: Subjective considerations not just a low bid price. Guaranteed term of submitted prices

Timeline and Deliverables: Assessment of locale and ability to provide equipment within specific timeframes

References: Feedback from provided references or performance assessment on previous experiences with Proponent

Cate McConnell

From: b.gourlay@sasktel.net
Sent: March 10, 2026 10:49 AM
To: Cate McConnell; Melissa Pollock
Subject: Regional Bylaw Services - 2026 Contract Proposal
Attachments: 2026 Contract - Village of Buena Vista.docx

Hi Cate & Melissa

The Bylaw Enforcement contract for Buena Vista expires on April 14/26.
I have attached a Word version of a new contract proposal for the following 12 months.

I have kept the visit schedule in the table the same as last year, but feel free to make changes as council sees fit.

Once we have a schedule that works for everyone, We can sign a final version.

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

Bob

BYLAW SERVICE AGREEMENT

BETWEEN

THE VILLAGE OF BUENA VIST (Municipality)

AND

REGIONAL BYLAW SERVICES (RBS)

(A DIVISION OF GOURLAY & ASSOCIATES)

8841 KESTRAL DR., REGINA, SASK. S4Y 0C2

Terms of Agreement

- 1) The Municipality contracts RBS to advise on and enforce its municipal bylaws, as defined and prescribed in such bylaws and the relevant provincial statutes. The period of the contract will be from April 15, 2026, to April 14, 2027.
- 2) The Municipality will provide RBS with:
 - a) a copy of Council's motion to appoint RBS as the designated Bylaw Officer as per s373, Municipalities Act.
 - b) a list of bylaws to be enforced by RBS. Additions or amendments permitted as agreed by both parties.
 - c) Warnings, Order to Remedy, Notice of Violation and any other required notice forms.
- 3) RBS agrees to provide the Municipality bylaw services as per the schedule below.

Period	Duration & Frequency	Total Hours	Total Cost
April 15 – 30, 2026	3 hours / biweekly	3 hours	
May 1 – Sept 30, 2026	2 hours / weekly	42 hours	
Oct 1, 2026 – April 14, 2027	3 hours / biweekly	42 hours	
		87 hours	
<i>Changes to the duration and frequency of visits can be negotiated on short notice</i>			

- 4) Services include:
 - a) a trained and uniformed Bylaw Officer
 - b) provision of a marked vehicle
 - c) travel time to and from Regina, Sask. (when applicable, travel time will be shared with neighbouring communities)
 - d) Participation in meetings, hearings or court proceedings as approved by the municipality.
- 5) Billing
 - a) RBS fees will be at a rate of \$53.45 per hour.
 - b) RBS shall submit an invoice at the end of every month for services provided during that month.
 - c) Should the Municipality require service that results in overtime or service on a statutory holiday, billing for those hours shall be at a rate of 1.5 the hourly billing rate.

- d) The above service fees are subject to GST and PST.
- e) Monthly invoices shall be paid in full by the Municipality within 30 days.
- f) Overdue accounts will be charged a 1.5% per month (18% per annum) interest charge.
- g) If this agreement is extended by the municipality, the base hourly rate will be determined by the parties at that time.

6) Termination

Either party may terminate this agreement.

- a) Immediately on substantial non-performance of the other party and failure by the other party to remedy the non-performance within 10 business days of being made aware of the non-performance; or
- b) by providing 30 days' written notice to the other party.

7) RBS is a division of Gourlay & Associates, a registered corporation in Saskatchewan.

- a) Business Entity – 101014184
- b) CRA / GST #89989 5912
- c) PST # 8063315
- d) WCB # D060883

X

CAO – Village of Buena Vista

Date

X

CAO – Gourlay & Associates

Date

SK RECYCLES CURBSIDE COLLECTION AGREEMENT

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This Curbside Collection Agreement (this "**Agreement**") is entered into as of March 2, 2026 ("**Effective Date**") BETWEEN:

Village of Buena Vista ("**Collection Partner**")

AND:

Multi-Material Recycling Inc. carrying on business as SK Recycles ("**SK Recycles**"). SK Recycles and Collection Partner agree as follows:

SECTION 1. INTERPRETATION

1.1. Definitions. In this Agreement, the following terms will have the following meanings:

"**Affiliate**" means, with respect to a party, any entity which is either: (a) controlled by such party, (b) controlling such party, or (c) under common control with such party.

"**Agreement**" has the meaning set out on the first page of this document.

"**Applicable Law**" means any domestic or foreign law, rule, statute, subordinate legislation, regulation, by-law, order, ordinance, protocol, code, guideline, treaty, policy, notice, direction or judicial, arbitral, administrative, ministerial or departmental judgment, award, decree, directive, or other requirement or guideline published or in force at any time during the Term which applies to or is otherwise intended to govern or regulate any person (including any party), property, transaction, activity, event or other matter, including any rule, order, judgment, directive or other requirement or guideline issued by any governmental or regulatory authority.

"**Business Day**" means any day other than a Saturday, Sunday or statutory holiday in the Province of Saskatchewan.

"**Change**" has the meaning set out in Section 2.5.1.

"**Change Order**" has the meaning set out in Section 2.5.3.

"**Change Proposal**" has the meaning set out in Section 2.5.1.

"**Claim Information**" has the meaning set out in Section 6.3.2.

"**Collection Container**" means any reusable bin, box, tote, bag, open container or cart acceptable to SK Recycles which is used for household storage and curbside collection set-out of In-Scope PPP in the performance of this Agreement. Single-use bags are not included in this definition.

"**Collection Partner**" has the meaning set out on the first page of this Agreement.

"**Confidential Information**" means information of or relating to a party (the "**Disclosing Party**") that has or will come into the possession or knowledge of the other party (the "**Receiving Party**") that: (a) where SK Recycles is the Disclosing Party, is any information of SK Recycles or relating to its business or affairs including technical, financial and business information, ideas, concepts or know-how, Services performance and Services delivery reporting information, and the terms of this Agreement; and (b) where Collection Partner is the Disclosing Party, is limited to financial information of Collection Partner. However, Confidential Information does not include information that: (i) was already known to the Receiving Party, without obligation to keep it confidential, at the time of its receipt from the Disclosing Party; or (ii) is or

becomes available to the public other than as a result of a breach by the Receiving Party; provided that the foregoing exceptions will not apply with respect to any personal information that is subject to Privacy Laws.

“Curb” or **“Curbside”** means a location within one metre of a Public Road or Private Road.

“Curbside Household” means a self-contained dwelling unit providing accommodation to one or more individuals, including (a) single-family dwellings, (b) buildings with up to four suites (c) rowhouses and townhouses and, (d) secondary suites or carriage houses, provided in each case that the Occupant(s) of each unit are expected to individually deliver In-Scope PPP to the Curb for collection.

“Curbside Household Baseline” has the meaning set out in Schedule 2.1.1.

“Customer” means Occupants within the Service Area.

“Designated Facility” means the facility where Collection Partner delivers Collection Partner-collected Inbound Material to the Designated Post-Collection Service Provider.

“Designated Post-Collection Service Provider” means the entity, chosen by SK Recycles, to receive Collection Partner-collected Inbound Material.

“Dispute” has the meaning set out in Section 13.1.

“Resident Education Top Up” means a top up amount paid by SK Recycles to Collection Partner for the purposes of public promotion, community education and outreach programs in connection with PPP.

“Effective Date” has the meaning set out on the first page of this Agreement.

“Fees” has the meaning set out in Section 5.1.

“Flexible Plastics” means material listed in the “Flexible Plastics” category of the Materials List.

“Foam Packaging” means material listed in the “Foam Packaging” category of the Materials List.

“Force Majeure” has the meaning set out in Section 14.6.

“Glass Bottles and Jars” means material listed in the “Glass Bottles and Jars” category of the Materials List.

“Hazardous Waste” means any waste that may pose a risk to health, safety or the environment if not properly managed, including materials that are corrosive, reactive, toxic, leachable or ignitable (e.g. used oil, paint, pesticides, batteries, chemicals).

“Inbound Material” has the meaning set out in Schedule 4.4.

“Industrial, Commercial and Institutional” or **“ICI”** means any operation or facility other than a residence as defined in the Regulation, including (a) industrial facilities such as warehouses, distribution centres and manufacturing facilities; (b) commercial facilities such as retail stores, offices and strip malls; (c) vacation facilities such as hotels, motels, and rental, co-operative, fractional ownership, time-share or condominium accommodation associated with sports and leisure facilities (e.g., lakeside resorts); and (d) institutional facilities such as schools, churches, community buildings, local government buildings, arenas, libraries, fire halls, police stations and residences at which medical care is provided, such as nursing homes, long-term care facilities and hospices.

"In-Scope PPP" means the PPP identified by SK Recycles to be targeted as accepted for collection as set out in Schedule 2.1.2 and such other materials identified as In-Scope PPP by SK Recycles in writing from time to time.

"Intellectual Property Rights" means inventions, patents, copyrights, trademarks, industrial designs, integrated circuit topography rights, know-how, trade secrets, Confidential Information, and any other intellectual property rights whether registered or unregistered and including rights in any application for any of the foregoing.

"Labour Disruption" has the meaning set out in Section 4.8.1.

"Materials List" means SK Recycles' list of accepted materials which is incorporated here by reference and available here: www.skrecycles.ca.

"Mixed Containers" means material listed in the "Plastic Containers", "Cartons and Paper Cups", "Aluminum Containers" and "Steel Containers" categories of the Materials List.

"Multi-Stream" means In-Scope PPP collected as distinct material categories. These categories may include Paper and Cardboard and Mixed Containers, with each category stream collected and maintained separate from each other.

"Not Accepted Materials" means, collectively, any material that is not In-Scope PPP.

"Occupant" means any individual that lives or inhabits a Curbside Household.

"Other Service Providers" has the meaning set out in Section 10.2.

"Packaging and Printed Paper" or "PPP" means Paper and Cardboard, Mixed Containers, Glass Bottles and Jars, Flexible Plastics and Foam Packaging.

"Paper and Cardboard" means material listed in the "Paper" and "Paper Packaging and Cardboard" categories of the Materials List.

"Privacy Laws" has the meaning set out in Section 8.4.

"Private Road" means a privately-owned and maintained road that allows for access by a service vehicle and that serves multiple residences.

"Public Road" means a public road (including public alleys) used for public travel.

"Regulation" means *The Household Packaging and Paper Stewardship Program Regulations, 2023* (Saskatchewan).

"Representatives" has the meaning set out in Section 8.1.

"Service Area" means the geographic area set out in Schedule 2.1.1.

"Service Commencement Date" means September 1, 2026.

"Service Level Failure" has the meaning set out in Section 4.7.2.

"Service Level Failure Credit" has the meaning set out in Schedule 4.7.

"Service Levels" has the meaning set out in Section 4.7.1.

“**Services**” has the meaning set out in Section 2.1.

“**Single-Stream**” means In-Scope PPP collected as combined material categories. These categories may include Paper and Cardboard and Mixed Containers, collected together in the same Collection Container.

“**Term**” has the meaning set out in Section 3.1.

“**Transition and Implementation Plan**” has the meaning set out in Section 2.4.

“**Withheld Taxes**” has the meaning set out in Section 5.6.

“**Work Product**” means the deliverables to be created or provided to SK Recycles by Collection Partner and any data, records, and reports that have been prepared, created, written or recorded in performance of the Services, whether by Collection Partner, SK Recycles, or Collection Partner and SK Recycles together.

1.2. Interpretation.

1.2.1. The terms ‘including’ and ‘includes’ are not terms of limitation.

1.2.2. Any capitalized term used in this Agreement that is not defined will have the generally accepted industry or technical meaning given to such term.

1.2.3. In this Agreement, words importing the singular number will include the plural and vice versa, and words importing the use of any gender will include the masculine, feminine and neuter genders and the word “person” will include an individual, a trust, a partnership, a body corporate, an association or other incorporated or unincorporated organization or entity.

1.2.4. The headings in this Agreement are only for convenience of reference and will not be used to interpret or construe the provisions of this Agreement.

1.2.5. Unless otherwise stated in this Agreement, all monetary amounts referred to will refer to the lawful money of Canada.

1.2.6. When calculating the period of time under this Agreement, the date which is the reference date in calculating that time period will be excluded. If the last day of such period is not a Business Day, then the time period in question will end on the first Business Day following the non-Business Day.

1.2.7. All references in this Agreement to any law, by-law, rule, regulation, order or act of any government, governmental body or other regulatory body, including any Applicable Law, will be understood as referring to them as they are updated or replaced over time.

1.3. Schedules. As of the Effective Date, the following Schedules form part of this Agreement (note that Schedule numbering is not sequential and is based on a related section reference):

Schedule		Description
Schedule 2.1.1	–	Service Area
Schedule 2.1.2	–	In-Scope PPP
Schedule 4.4	–	SK Recycles Policies and Standards
Schedule 4.7	–	Service Level Methodology and Service Level Failures
Schedule 5.1	–	Fees
Schedule 11.1	–	Insurance Requirements

- 1.4. Priority. In the event of any inconsistency between any of the provisions of the main terms and conditions of this Agreement and any Schedule the inconsistency will be resolved by reference to the following descending order of priority: (a) Section 1 through Section 14 of this Agreement; and (b) the Schedules annexed to this Agreement.

SECTION 2. SCOPE OF SERVICES

- 2.1. Services. Collection Partner will, on the terms and conditions set out in this Agreement, collect In-Scope PPP at Curbside from all Customers within the Service Area and, where approved by SK Recycles in accordance with Section 2.1.1(c), ICI locations, as set out in this Section 2.1 (the "**Services**");

2.1.1. Service Area.

- (a) Collection Partner will provide the Services to all Curbside Households in the Service Area.
- (b) Changes to the Service Area will be made in accordance with the change process set out in Section 2.5.
- (c) Following a request from Collection Partner to SK Recycles in writing, SK Recycles may, in its sole discretion, approve Collection Partner to collect In-Scope PPP from ICI locations in the Service Area. Collection Partner will collect In-Scope PPP only from ICI locations approved by SK Recycles in advance in writing. Collection Partner will not be entitled to receive any Fees or other payments in respect of In-Scope PPP collected from ICI locations and will be solely responsible for all costs associated with the collection and post-collection management of In-Scope PPP collected from ICI locations.

2.1.2. PPP Materials.

- (a) Collection Partner will collect In-Scope PPP, as designated in Schedule 2.1.2.
- (b) Materials collected by Collection Partner will comply with the requirements and restrictions set out in Schedule 2.1.2. Loads that do not meet such requirements and restrictions may be subject to rejection by the Designated Facility.

2.1.3. Collection.

- (a) Collection Partner will not place unreasonable limits on the quantity of In-Scope PPP collected from Customers. Where Collection Partner uses automated carts as the Collection Container, the quantity of material collected may be limited to what can reasonably fit inside the Collection Container.
- (b) Subject to Section 2.1.3(d), Collection Partner will perform the Services from each Curbside Household in the Service Area no more frequently than weekly and no less frequently than bi-weekly.
- (c) Collection Partner will perform the Services on a regular schedule, which may shift as necessary to accommodate community events, holidays, extreme weather events, construction and other unforeseen events.
- (d) If Collection Partner rejects any In-Scope PPP set out by a Customer for being highly contaminated, out of scope or hazardous, Collection Partner will notify the Customer of the reason for the rejection, with the ultimate goal of continuous improvement.

2.1.4. Collection Containers.

- (a) Subject to Section 2.1.4(d), Collection Partner will provide Collection Containers to each Curbside Household in the Service Area. The Collection Containers must be large enough to accommodate In-Scope PPP generated by Customers between collections so that the amount of material the Collection Container can hold is not a barrier to Customer use of the Services.
- (b) Collection Partner will implement and maintain reasonable procedures to ensure that Customers may request additional or larger Collection Containers if they regularly generate more In-Scope PPP than fits in the standard provided Collection Container(s).
- (c) If Curbside Households or geographical areas are added to the Service Area, Collection Partner will deliver Collection Containers to any new Curbside Households added to the Service Area.
- (d) If any Customers choose to provide their own Collection Containers, Collection Partner will handle the Customer-owned Collection Containers in a way that prevents undue damage. Collection Partner will be responsible for unnecessary or unreasonable damage to Customer-owned Collection Containers. Collection Partner is not required to collect materials from any Customer-owned Collection Container if (i) collecting material from such Collection Container would involve a risk of injury to Collection Partner personnel or risk of damage to Collection Partner or Customer property; (ii) the Collection Container is otherwise incompatible with Collection Partner's collection model; or (iii) Customer provided Collection Containers are prohibited by community bylaw.
- (e) Collection Partner may not collect In-Scope PPP in single-use bags, except in accordance with Section 2.1.4(f).
- (f) If Collection Partner provided Curbside Collection from Curbside Households in the Service Area immediately prior to the Service Commencement Date and, at such time, collected In-Scope PPP in single-use bags, Collection Partner will (i) deliver Collection Containers that meet the requirements set out in this Agreement by August 21, 2026 and (ii) will not collect In-Scope PPP in single-use bags after August 31, 2026.
- (g) If Collection Partner is (i) transitioning from single-use bags to Collection Containers pursuant to Section 2.1.4(f) or (ii) proposes to change the type of Collection Container it uses for the Services in the Service Area, Collection Partner will submit a detailed transition plan to SK Recycles at least three (3) months before the scheduled or planned change. Any change to the type of Collection Containers used for the Services in the Service Area is subject to approval in writing by SK Recycles, which approval will not be unreasonably withheld.

2.1.5. Designated Facility.

- (a) Collection Partner will deliver all collected In-Scope PPP to the Designated Facility, as directed by SK Recycles, on the day of collection, unless other arrangements have been agreed upon with SK Recycles. If Collection Partner is unable to deliver collected In-Scope PPP to the Designated Facility on the day of collection for an unforeseen reason outside Collection Partner's reasonable control, Collection Partner will deliver such collected In-Scope PPP to the Designated Post-Collection Facility on the next possible Business Day. Until such delivery can be made, Collection Partner will store such In-Scope PPP in a safe and secure manner. Collection Partner will not deliver In-Scope PPP to any location other than the Designated Facility or dispose of any collected In-Scope PPP without prior written authorization from SK Recycles.

- (b) Collection Partner will deliver all collected In-Scope PPP to the Designated Facility separated in the manner set out in Attachment 2.1.2.
- (c) If Collection Partner collects Paper and Cardboard and Mixed Containers in Multi-Stream, Collection Partner must unload both Paper and Cardboard and Mixed Containers in separate bunkers or locations, as directed by the Designated Post-Collection Service Provider.
- (d) Collection Partner will follow all reasonable instructions and procedures regarding the delivery of In-Scope PPP as directed by the Designated Post-Collection Service Provider, the Designated Facility and SK Recycles, including instructions and procedures pertaining to health and safety, delivery and unloading of In-Scope PPP, audit procedures and weigh scale operation.
- (e) If Collection Partner is scheduled to collect In-Scope PPP from Curbside Households in the Service Area on a holiday, Collection Partner will coordinate directly with the Designated Post-Collection Service Provider and SK Recycles at least ten (10) Business Days in advance of the holiday in order to schedule the delivery of such In-Scope PPP.
- (f) Unless SK Recycles agrees in writing prior to, Collection Partner may not consolidate or otherwise sort In-Scope PPP collected from Customers in the Service Area before delivering such materials to the Designated Facility. Such approval may be subject to such conditions or procedures as SK Recycles considers appropriate or necessary in the circumstances and may be revoked at any time by SK Recycles in its sole discretion, including if Collection Partner has failed to comply with such conditions or procedures.
- (g) SK Recycles may change the location of the Designated Facility with (i) thirty (30) days' written notice if the new Designated Facility is within twenty (20) kilometers of the existing Designated Facility and (ii) ninety (90) days' written notice if the new Designated Facility is more than twenty (20) kilometers from the existing Designated Facility.
- (h) If at any time during the Term the Designated Post-Collection Facility is temporarily closed for three (3) Business Days or less, including for an emergency, mechanical breakdown or maintenance, Collection Partner shall deliver In-Scope PPP collected under this Agreement to an alternative location specified by SK Recycles in writing.

2.1.6. Spillage.

- (a) All loads collected by Collection Partner will be completely contained in collection vehicles at all times, except when In-Scope PPP is actually being loaded. Hoppers on all collection vehicles will be cleared frequently to prevent the occurrence of blowing or spillage.
- (b) Any spillage of In-Scope PPP that occurs during the performance of the Services will be immediately cleaned up or removed by Collection Partner at its sole expense and Collection Partner expressly acknowledges it is solely responsible for any violations of Applicable Law that may result from such spillage.
- (c) Without limiting Section 2.1.6(b) above, Collection Partner will maintain all collection vehicles to ensure that no liquid wastes (e.g., leachate) or oils (e.g., lubricating, hydraulic or fuel) are discharged to Customer premises, Public Roads or Private Roads. All collection vehicles used by Collection Partner will have a spill kit sufficient in size to contain a spill of equivalent volume to the largest lubricating, hydraulic or fuel tank on the largest collection vehicle. Collection Partner will clean up or remove, at its sole expense, any discharge of liquid wastes or oils that may occur from Collection Partner's collection vehicles as soon as practicable after Collection Partner discovers the same or is notified of such discharge by route staff, Customers or SK

Recycles. Collection Partner will immediately notify SK Recycles or the Designated Post-Collection Service Provider of any spills that enter ground-water or drainage systems.

2.2. Customer Service and Management. As part of the Services, Collection Partner will provide the following customer service and management services:

2.2.1. Customer Service Requirements.

- (a) Collection Partner will have and maintain throughout the Term a customer service office and call center, which will be accessible by a local area code and prefix phone number or a toll-free number. Customer service representatives will be familiar with the SK Recycles program requirements and will make best efforts to be available through Collection Partner's call center during office hours for communication with Customers and SK Recycles representatives. Customer calls will be taken during office hours by a person, not by voice mail. During all non-office hours for the call center, Collection Partner will have an answering or voice mail service available to record messages from all incoming telephone calls.
- (b) If possible, Collection Partner's customer service representatives will have instantaneous electronic access to Customer service data and history to assist them in providing excellent customer service. If electronic access is not feasible, a call record should be available.
- (c) Collection Partner will maintain sufficient staffing to answer and handle complaints and service requests in a timely manner made by all methods, including telephone, letters, e-mails, social media posts, and text messages.

2.2.2. Customer Complaints and Requests.

- (a) Collection Partner will record, in accordance with all applicable Privacy Laws, all Customer complaints and service requests, regardless of how received, which may include obtaining details of the date, time, Customer's name and address if the Customer is willing to give this information, method of transmittal, and nature, date and manner of resolution of the complaint or service request in a computerized daily log, and such information shall be retained and disclosed by the Collection Partner in accordance with applicable Privacy Laws. Collection Partner will make commercially reasonable efforts to resolve all complaints and service requests within two (2) Business Days of the original contact.
- (b) Collection Partner's Customer service log will be available for inspection by SK Recycles in accordance with applicable Privacy Laws if requested by SK Recycles

2.3. Promotion, Education and Outreach.

2.3.1. Collection Partner will have primary responsibility for:

- (a) executing public promotion, community education and outreach programs associated with the collection of In-Scope PPP; and
- (b) providing service-oriented information to Customers, such as dates and times of curbside collection.

2.3.2. Collection Partner will incorporate SK Recycles-developed communications messages and images in Collection Partner's public promotion, community education and outreach programs.

2.3.3. SK Recycles will maintain accurate and current educational material templates for Collection Partners use in their public promotion, community education and outreach associated with the

collection of In-Scope PPP, including recycling guides, collection calendars, website content and “oops” tags.

- 2.4. Transition and Implementation Services. If, immediately prior to the Effective Date, Collection Partner: (a) did not provide the Services from Curbside Households in the Service Area; or (b) did not provide the Services to Curbside Households in the Service Area pursuant to an earlier version of this Collection Agreement, Collection Partner will, with SK Recycles’ assistance, prepare and deliver to SK Recycles within than thirty (30) days after the Effective Date, a draft transition and implementation plan (the “**Transition and Implementation Plan**”). The Transition and Implementation Plan will set out how Collection Partner will implement the Services and will cover the period from the Effective Date up to and including the six (6) month anniversary of the Service Commencement Date (the “**Transition Period**”). Collection Partner will describe in detail what is involved with each of the activities and events listed in the Transition and Implementation Plan. The final Transition and Implementation Plan will be subject to SK Recycles’ prior approval and will be developed in collaboration with SK Recycles.
- 2.5. Changes.
 - 2.5.1. Either party may, at any time and from time to time, request additions, deletions, amendments or any other changes to the Services or the manner in which such Services shall be performed (a “**Change**”) by issuing a detailed proposal (a “**Change Proposal**”).
 - 2.5.2. If is not technically possible for Collection Partner to implement the Change Proposal, the parties will meet to discuss, in good faith, possible alternatives to implement the Change Proposal.
 - 2.5.3. Within thirty (30) Business Days of delivery of a Change Proposal, Collection Partner will, in collaboration with SK Recycles, provide a detailed change order to SK Recycles, which must include details with respect to the implementation of the Change and details of any costs or other changes required to this Agreement to implement the Change Proposal (a “**Change Order**”).
 - 2.5.4. If SK Recycles, in its sole discretion, accepts a Change Order, the parties will execute such Change Order. For clarity, Collection Partner will not implement any Change Order unless it has been accepted and executed by SK Recycles.
- 2.6. Non-Exclusive. This Agreement will not grant Collection Partner exclusivity of supply unless expressly stated otherwise, with reference to this Section 2.6.

SECTION 3. DURATION

- 3.1. Term of Agreement. This Agreement will begin on the Effective Date and will continue until January 31, 2028 (the “**Term**”).

SECTION 4. SERVICE STANDARDS

- 4.1. Performance. Collection Partner guarantees that Collection Partner will perform, or cause to be performed (including through appropriate supervision and inspection), the Services and otherwise fulfill its obligations in this Agreement honestly and in good faith by exercising reasonable skill, care and diligence, in accordance with generally recognized industry standards. Except where otherwise set out in the Agreement, all weighing and measurement to be performed by Collection Partner will be made in accordance with the SK Recycles Policies and Standards on weights and measurements identified in Schedule 4.4.
- 4.2. Personnel Conduct. Collection Partner personnel performing the Services will at all times be courteous, refrain from loud, inappropriate or obscene language, exercise due care, perform their work without delay, minimize noise and avoid damage to public or private property.

- 4.3. Vehicle Standards. Without limiting any other requirements or obligations of Collection Partner, Collection Partner will meet or exceed the following standards in respect of collection vehicles used to perform the Services: will: (a) be well maintained and clean; (b) have appropriate safety markings, including all highway lighting, flashing and warning lights, clearance lights and warning flags, all in accordance with Applicable Law; (c) operate properly and be maintained in a condition compliant with all Applicable Laws and good industry standards; and (d) be equipped with variable tone or proximity activated reverse movement back-up alarms. Any vehicles not meeting the requirements in this Section 4.3 will not be used within the Service Area until repairs are made.
- 4.4. Collection Partner to Comply with SK Recycles Policies and Standards. Collection Partner will comply at all times with all terms and requirements set out in the policies and standards set out in Schedule 4.4, as such policies and standards may be updated by SK Recycles from time to time, and such other policies and standards that SK Recycles brings to the attention of Collection Partner from time to time through written notice (collectively, "**SK Recycles Policies and Standards**"). Notice of updating of, or new, SK Recycles Policies and Standards may be made by SK Recycles by e-mail to the address set out in Section 14.8 and, despite Section 14.8, such notice will be deemed properly given when it has been e-mailed. There is no need to confirm receipt. If compliance with updated or new SK Recycles Policies and Standards would require a Change and would require Collection Partner to incur material additional costs, then Collection Partner may request a Change under Section 2.5 for the implementation of the updated or new SK Recycles Policies and Standards; as long as Collection Partner makes any such request within thirty (30) days of SK Recycles providing notice of the updated or new SK Recycles Policies and Standards.
- 4.5. Compliance with Law. Collection Partner will perform its obligations under this Agreement in a manner that complies with all Applicable Laws, including, for certainty, all environmental, waste management and employment standards laws.
- 4.6. Suitable Personnel. Upon SK Recycles' request, Collection Partner will promptly investigate any written complaint from SK Recycles regarding any unsatisfactory performance by any of Collection Partner's personnel (including employees of a subcontractor or agent) and take immediate corrective action.
- 4.7. Service Levels.
- 4.7.1. Collection Partner will continuously monitor each Service in order to identify, measure and report and correct problems and to ensure that Collection Partner is meeting or exceeding the following service levels (the "**Service Levels**"):
- (a) all service levels set out in this Agreement, including Schedule 4.7; and
 - (b) if no service level is provided for a Service or a component of a Service, all performance levels and measurements for such Service or component that are industry best practices.
- 4.7.2. If Collection Partner fails to meet a Service Level (each such failure a "**Service Level Failure**"):
- (a) Collection Partner will notify SK Recycles in writing of a Service Level Failure (i) promptly following the occurrence of such Service Level Failure or (ii) if such Service Level Failure was reported to SK Recycles by a third party or discovered pursuant to an audit, promptly after such Service Level Failure is reported or discovered;
 - (b) Collection Partner will provide an action plan to SK Recycles that addresses the Service Level Failure and sets out how similar Service Level Failures will be avoided in future (a "**Remediation Plan**");
 - (c) at SK Recycles' request, the parties will meet to discuss the Remediation Plan; and

- (d) SK Recycles may, in its sole discretion, charge Collection Partner the applicable Service Level Failure Credit in the amount set out in Schedule 4.7, provided that SK Recycles will not charge Collection Partner for any Service Level Failure Credits during the Transition Period.
- 4.7.3. Collection Partner agrees that Service Level Failure Credits compensate SK Recycles in part for the reduced value of the Services actually provided by Collection Partner (and not as a penalty or exclusive liquidated damages).
- 4.7.4. Upon either party's request, and in any event at least once per year, SK Recycles will meet with Collection Partner (which meeting may be in person or by phone as determined by SK Recycles) to review and discuss Collection Partner's performance level of the Services and to strategies for meeting the Service Levels, including through implementing effective public promotion, community education and outreach.
- 4.7.5. If the Designated Post-Collection Service Provider rejects a load of In-Scope PPP from Collection Partner due to a verified claim that the load either (i) contains more than 6% by weight of Not Accepted Materials, (ii) contains any Hazardous Waste or (iii) resulted in the cross contamination of separated materials, SK Recycles has the right to designate alternative procedures and requirements associated with that load and to deduct any additional costs incurred from the Fees otherwise due to Collection Partner. Any such deduction of Fees shall represent the actual costs associated with the non-compliant load of In-Scope PPP and shall be distinct from any applicable Service Level Failure Credit.
- 4.8. Labour Disruption.
- 4.8.1. In the event that a labour disruption of any kind causes a reduction in Service Levels (a "**Labour Disruption**"), Collection Partner will tell SK Recycles as soon as possible by phone and e-mail of the nature and scope of the disruption.
- 4.8.2. In the event that a Labour Disruption lasts more than three (3) collection cycles (i.e. bi-weekly), and for so long as the Labour Disruption continues, SK Recycles will have the right to suspend payment of Fees (defined below) and/or immediately terminate this Agreement upon delivery of written notice of termination by SK Recycles to Collection Partner.

SECTION 5. PAYMENT

- 5.1. Fees. In consideration of the complete and proper fulfillment of Collection Partner's obligations in accordance with the terms and conditions of this Agreement, SK Recycles will pay Collection Partner the amounts set forth in Schedule 5.1 (the "**Fees**"). Except as expressly set out in Schedule 5.1, there will be no other amounts payable by SK Recycles to Collection Partner in respect of the Services or this Agreement, including any amounts for expenses or costs of travel, personnel, fuel, equipment or facilities relating to the Services or this Agreement.
- 5.2. Purchase Orders. SK Recycles will issue purchase orders to Collection Partner at the end of each calendar month for the pro-rata portion of the annualized rate, which will be calculated from the Curbside Household Baseline.
- 5.3. Payment. Subject to the terms and conditions of this Agreement, SK Recycles will pay Collection Partner, via electronic funds transfer, the undisputed Fees for the Services within thirty (30) days of the purchase order date. Collection Partner will provide SK Recycles with complete and accurate billing and contact information, including all information required by SK Recycles to effect electronic funds transfers and a billing email address to which SK Recycles may send submission reports and purchase orders. Collection Partner will promptly provide SK Recycles with any updates to such billing and contact information.

- 5.4. Set-Off. SK Recycles may set-off and deduct from any amounts payable to Collection Partner: (a) any amounts owing by Collection Partner to SK Recycles under this Agreement or any other agreement between Collection Partner and SK Recycles that deals with the Services, including any Service Level Failure Credits; and (b) any costs incurred by SK Recycles in collecting any amounts owing by Collection Partner to SK Recycles under this Agreement or any other agreement between the parties that deals with the Services. The failure by SK Recycles to set-off or deduct any amount from an invoiced payment will not be considered a waiver of SK Recycles' right to set-off, deduct or collect such amount.
- 5.5. Taxes. Except where otherwise noted, the Fees exclude all applicable sales, goods and services, value added, use or other commodity taxes that may be lawfully imposed upon the Services; where Collection Partner clearly and separately itemizes such taxes on Collection Partner's invoice to SK Recycles, SK Recycles will pay and Collection Partner will pay such taxes to the appropriate taxing authority. On request, Collection Partner will provide reasonable assistance to SK Recycles to challenge the validity of any tax imposed on it due to this Agreement. If it is determined that SK Recycles paid Collection Partner an amount for tax that was not due, Collection Partner will refund the amount to SK Recycles. The parties will cooperate with each other to enable each party to determine its tax liabilities accurately and to reduce such liabilities to the extent permitted by Applicable Law.
- 5.6. Withholding Taxes. SK Recycles may deduct or withhold from any payment(s) made to Collection Partner any amount that SK Recycles is required to deduct or withhold in accordance with Applicable Law, including administrative practice ("**Withheld Taxes**") and will remit such Withheld Taxes to the appropriate taxing authority in a timely manner. All such Withheld Taxes will be treated as having been paid to Collection Partner by SK Recycles.
- 5.7. No Volume Commitment. Despite anything to the contrary in the Agreement, Collection Partner acknowledges that SK Recycles makes no representation or warranty as to the nature, timing, quality, quantity or volume of Services required from Collection Partner under this Agreement or the compensation that may be earned by Collection Partner, including as to any amounts of materials to be collected or managed through post-collection services by Collection Partner.

SECTION 6. REPORTING AND AUDIT

- 6.1. Record Keeping. During the Term and until the later of: (a) three (3) years (or such longer period as may be required by Applicable Law); or (b) the date all Disputes or other matters relating to this Agreement are resolved, Collection Partner will keep and maintain complete and accurate data, records, and documents in accordance with generally accepted accounting principles consistently applied to support and document all claims and amounts becoming payable to Collection Partner by SK Recycles (including tonnage by collection date and weight scale ticket, which must include the collector name and truck number), and all data, records, and documents relating to the performance of the Services, and compliance with Collection Partner's obligations under this Agreement.
- 6.2. Reporting. Collection Partner will provide the following reports to SK Recycles:
- 6.2.1. a report to SK Recycles on associated collection metrics necessary to calculate the greenhouse gas emissions associated with the performance of the Services no more frequently than once per quarter and no less frequently than once per year;
- 6.2.2. upon SK Recycles' request, a report on the costs associated with the performance of the Services no more frequently than once per year;
- 6.2.3. upon SK Recycles' request, a response to questions posed by SK Recycles' non-financial auditor; and

- 6.2.4. such additional reports as SK Recycles may reasonably identify from time to time to be generated and delivered by Collection Partner on an ad-hoc or periodic basis.

For reports that are provided at SK Recycles' request, SK Recycles will use best efforts to communicate such request sixty (60) days in advance of due date. Collection Partner and SK Recycles will meet to discuss requests outside of this scope, all parties being reasonable.

6.3. Claims Reporting.

- 6.3.1. Responsibility for claim reporting under this Section 6.3 shall be assigned to the Designated Post-Collection Service Provider, provided that, Collection Partner will be responsible for claim reporting in the event that the Designated Post-Collection Service Provider is precluded from doing so.
- 6.3.2. All loads will be documented by the Designated Post-Collection Service Provider in a manner specified by SK Recycles, including by a certified scale ticket provided by the Designated Post-Collection Service Provider with Collection Partner name and address, Designated Post-Collection Facility's name and address, date, time, truck number, net weight by material type (as set out in Schedule 2.1.2) and such other information as SK Recycles may designate (collectively, "**Claim Information**").
- 6.3.3. SK Recycles will issue a claim summary to Collection Partner based on Claim Information directly provided to SK Recycles by the Designated Post-Collection Service Provider, under Section 6.3.2, and Collection Partner will review the claim summary for accuracy. Collection Partner must report to SK Recycles any content in the claim summary that Collection Partner disputes within thirty (30) days of the claim summary being issued.
- 6.3.4. After SK Recycles has approved the Claim Information, SK Recycles will issue a purchase order to Collection Partner in accordance with Section 5.2.

6.4. Audit.

- 6.4.1. Without limiting any other audit right, during the Term and for the period Collection Partner is required to comply with Section 6.1, SK Recycles (or its audit representative) will have the right upon reasonable prior written notice, to inspect and audit:

- (a) any site, facility, vehicle, or equipment relating to the performance of the Services;
- (b) any materials collected, transported, processed, or otherwise handled under this Agreement; and/or
- (c) all data, records, documentation and other information of Collection Partner relating to this Agreement or the Services, including those retained under Section 6.1,

in order to verify Collection Partner's performance and compliance with its obligations under this Agreement or the amounts paid or payable by SK Recycles under this Agreement.

- 6.4.2. If an audit reveals any breaches or deficiencies in respect of the terms of this Agreement, including an overpayment by SK Recycles to Collection Partner, Collection Partner will rectify such breach or deficiency within ten (10) Business Days.
- 6.4.3. Collection Partner will co-operate with and provide (or cause its subcontractors to cooperate with and provide) to SK Recycles (or its audit representative) such reasonable assistance as they require in order for SK Recycles to exercise the rights set out in this Section 6.4.

SECTION 7. REPRESENTATIONS AND WARRANTIES

- 7.1. Collection Partner Representations and Warranties. Collection Partner represents and warrants to and covenants with SK Recycles that:
- (a) it has full power, authority, and right to execute and deliver this Agreement, to make the representations, warranties, and covenants set out here, and to perform its obligations under this Agreement in accordance with its terms;
 - (b) this Agreement has been validly executed by an authorized representative of Collection Partner, and creates a valid and legally binding and enforceable obligation of Collection Partner;
 - (c) it has and will, at its own expense, obtain all permits, certificates and licenses required by Applicable Law for the performance of the Services;
 - (d) the representations, warranties, covenants, claims, inducements, and agreements made by Collection Partner in Collection Partner's written response to any procurement process related to the Services or this Agreement are true and correct as of the Effective Date, including those in any proposal submitted in response to a request for proposals and any statements or claims in any completed and submitted questionnaire in response to any offer of a collection fee; and
 - (e) it has not given and will not give commissions, payments, kickbacks, gifts, lavish or extensive entertainment, or other inducements of more than minimal value to any employee or agent of SK Recycles in connection with this Agreement and, to the best of its knowledge, no officer, director, employee, agent or representative of Collection Partner has given any such commissions, payments, kickbacks, gifts, entertainment or other inducements to any employee or agent of SK Recycles.

SECTION 8. CONFIDENTIALITY

- 8.1. Confidentiality Covenant. The Receiving Party will: (a) take all measures reasonably required to maintain the confidentiality and security of the Confidential Information of the Disclosing Party; (b) not use or reproduce Confidential Information for any purpose, other than as reasonably required to exercise or perform its rights or obligations under this Agreement; (c) not disclose any Confidential Information other than to employees, agents or subcontractors of the Receiving Party ("**Representatives**") to the extent, and only to the extent, they have a need to know the Confidential Information in order for Receiving Party to exercise its rights or perform its obligations under this Agreement and who are bound by a legal obligation to protect the received Confidential Information from unauthorized use or disclosure; and (d) be responsible for any breach of this Agreement by any of its Representatives.
- 8.2. Legal Requirement. Despite Section 8.1, the Receiving Party may disclose Confidential Information of the Disclosing Party to the extent required by a court of competent jurisdiction or other governmental authority or otherwise as required by Applicable Law, provided that, unless prohibited by Applicable Law, the Receiving Party gives the Disclosing Party an opportunity to oppose the disclosure or to seek a protective order protecting such Confidential Information prior to any such disclosure.
- 8.3. Return of Confidential Information. Upon expiry or termination of this Agreement, or upon request by the Disclosing Party, the Receiving Party will return to the Disclosing Party, or irrecoverably destroy, any Confidential Information of the Disclosing Party.
- 8.4. Privacy Laws. Collection Partner will not access, collect, use, disclose, dispose of or otherwise handle personal information that is subject to Applicable Laws relating to privacy ("**Privacy Laws**")

in the performance of its obligations under this Agreement, unless it necessary to perform the Service. Any collection, use, disclosure, disposal or handling of personal information by Collection Partner will be: (a) in accordance with all Privacy Laws (including any consent requirements); and (b) in a manner that enables SK Recycles to comply with all Privacy Laws. Collection Partner will immediately notify SK Recycles if Collection Partner becomes aware that Collection Partner has failed to comply with Privacy Laws in connection with the performance of this Agreement.

SECTION 9. PROPRIETARY RIGHTS

- 9.1. Intellectual Property. Except as otherwise agreed to by the parties in writing, the Work Product, together with any Intellectual Property Rights in the Work Product, will be owned by SK Recycles. Accordingly, Collection Partner will assign and does assign to SK Recycles all rights, title and interest it may have from time to time in the Work Products effective upon creation. During the Term, Collection Partner will have a non-exclusive, non-transferable license to use the Work Products for the sole purpose of providing and completing the Services. Collection Partner will obtain from all individuals involved in the development of the Work Product an express and irrevocable waiver in favour of SK Recycles, its successors and assigns of any and all moral rights arising under the *Copyright Act* (Canada) as amended (or any successor legislation of similar force and effect) or under similar legislation in other jurisdictions or at common law that Collection Partner or such individuals, as authors, have with respect to the Work Products. Despite this, SK Recycles shall not acquire any Intellectual Property Rights with respect to Collection Partner's tools, equipment, methodologies, questionnaires, responses, and proprietary research and data, as well as any and all computer software, code or codes and technology, used by Collection Partner in connection with the provision of the Services under this Agreement that is created or acquired prior to the Effective Date or otherwise created or acquired independent of the Services ("**Collection Partner Background IP**"). Collection Partner grants to SK Recycles a perpetual, worldwide, fully-paid, and sub-licensable license to the Collection Partner Background IP as necessary for SK Recycles to exercise its rights in and to the Work Product and otherwise use the Services and obtain the rights granted to SK Recycles under this Agreement. All Work Product in the possession of Collection Partner will be promptly delivered to SK Recycles following termination of this Agreement or at such other time as SK Recycles may reasonably request.

SECTION 10. INDEMNITY

- 10.1. Indemnity. Collection Partner will indemnify and save harmless SK Recycles, its Affiliates, and their respective directors, officers, contractors, employees, volunteers, and agents from and against any and all manner of actions or causes of actions, damages, costs, losses or expenses of whatever kind (including related legal fees on a solicitor and client basis) which may be sustained or incurred by reason of or directly or indirectly arising out of any act or omission of Collection Partner or any person for whom the Collection Partner is, at law or under this Agreement, responsible, in relation to the Services or this Agreement, including those arising out of any (a) breach of this Agreement; (b) damages to persons or property, personal injury or death; (c) breach of Applicable Law; (d) spill, leak, contamination, or other environmental damage; or (e) infringement, violation or misappropriation of any third party's right, including any Intellectual Property Right.
- 10.2. Available Remedies. If Collection Partner sustains damage in the course of performing the Services that is caused by another contractor of SK Recycles with whom Collection Partner is required under this Agreement to interact with directly (an "**Other Service Provider**"), SK Recycles will, upon Collection Partner's reasonable and good faith request, use commercially reasonable efforts to exercise, for Collection Partner's benefit, such contractual remedies of indemnification or receipt of Service Level Failure Credits as SK Recycles may have with the Other Service Provider that apply to the damage sustained by Collection Partner and the event which caused the damage; provided that Collection Partner: (a) has first used reasonable efforts to address the damage directly with the Other Service Provider, including exercising direct remedies Collection Partner

may have under Applicable Law, contract or otherwise; and (b) will have a duty to mitigate its damages.

SECTION 11. INSURANCE AND PERFORMANCE BOND

11.1. **Insurance.** During the Term, and for any additional period following the end of the Term set out in Schedule 11.1, Collection Partner will have and maintain in force in Canada, and will cause its subcontractors to have and maintain in force in Canada, at a minimum, the insurance coverages set out in Schedule 11.1, and Collection Partner will (and will cause its subcontractors to) otherwise comply with the provisions of Schedule 11.1. Failure to secure or maintain such insurance coverage, or the failure to comply fully with any of Schedule 11.1 will be considered a material breach of this Agreement. None of the requirements contained in this provision with regard to types, limits and approval of insurance coverage to be maintained by Collection Partner, are intended to and will not in any manner limit the liabilities and obligations assumed by Collection Partner under this Agreement. **[Note to Collection Partner: This insurance clause sets out the typical requirements for contractors of SK Recycles, but the parties may discuss available alternatives.]**

SECTION 12. TERMINATION

12.1. **Termination for Convenience.** Either party may terminate this Agreement upon giving the other party one hundred eighty (180) days' prior written notice (or such shorter amount of notice as mutually agreed in writing by the parties).

12.2. **Termination by SK Recycles for Cause.** SK Recycles may elect to terminate this Agreement by providing written notice of such termination, effective immediately or at such other time set out in the notice of termination, to Collection Partner in the event that:

- (a) Collection Partner becomes subject to proceedings in bankruptcy or insolvency, voluntarily or involuntarily, if a receiver is appointed with or without Collection Partner's consent, if Collection Partner assigns its property to its creditors or performs any other act of bankruptcy or if the other party becomes insolvent and cannot pay its debts when they are due;
- (b) Collection Partner commits a material breach of this Agreement and does not cure such breach within thirty (30) days of receipt of notice regarding the same from SK Recycles;
- (c) Collection Partner fails to provide all or a material part of the Services for a consecutive period of more than seven (7) days, unless this is a result of a Labour Disruption (in which case the rights of Recycle BC to terminate this Agreement will be solely as set forth in Section 4.8) or Force Majeure (in which case the rights of Recycle BC to terminate this Agreement will be solely as set forth in Section 14.6);
- (d) Collection Partner's performance creates a hazard to public health or safety or to the environment;
- (e) Collection Partner is assessed five separate Service Level Failure Credits during any rolling six (6) month period; or
- (f) any other termination right described in this Agreement is triggered.

12.3. **Termination by Collection Partner for Cause.** Collection Partner may elect to terminate this Agreement by providing written notice of such termination, effective immediately, to SK Recycles in the event that SK Recycles fails to pay undisputed Fees, as they become due, in the preceding

three months and SK Recycles does not cure such non-payment within sixty (60) days of receipt of notice from Collection Partner.

- 12.4. Change in Applicable Law. SK Recycles may elect to terminate this Agreement by providing written notice of such termination, effective immediately or at such other time set out in the notice of termination, to Collection Partner in the event that there is a material change in Applicable Law applicable to SK Recycles or the Services, including if there is a material change to an approved plan under the Regulation or if any new plan (whether submitted by SK Recycles or any other person) is approved under the Regulation, as a result of which SK Recycles no longer has the legal authority or mandate to perform its obligations under this Agreement.
- 12.5. Termination Obligations and Assistance. Upon termination or expiration of this Agreement, Collection Partner will cooperate with SK Recycles to ensure the orderly wind down of the Services. Upon receipt of a notice of termination by either party under this Section 12 (Termination),
- 12.6. Survival. The following sections will survive the expiration or termination of this Agreement: Section 8 (Confidentiality), Section 10 (Indemnity), Section 11 (Insurance and Performance Bond), Section 13 (Dispute Resolution) and Section 14 (General Provisions) in their entirety, and Sections 6.1, 6.4, 9.1, 12.5, and 12.6.

SECTION 13. DISPUTE RESOLUTION

- 13.1. Disputes. Any dispute, controversy, disagreement, or claim arising out of, relating to or in connection with this Agreement, or the breach, termination, existence or invalidity (each, a "**Dispute**"), between SK Recycles and Collection Partner will be addressed as follows:
 - (a) Either party may notify the other party of a Dispute by providing a written notice of the Dispute ("**Dispute Notice**").
 - (b) Upon receipt of a Dispute Notice, the parties will first attempt to resolve the Dispute through negotiation and consultation between the parties. If parties are unable to informally resolve the Dispute within fifteen (15) days, either party may escalate the Dispute to senior representatives of SK Recycles and Collection Partner, who will meet and work together in good faith to attempt to resolve the Dispute within a further fifteen (15) days, or as otherwise agreed upon.
 - (c) If the Dispute is not resolved in accordance with Section 13.1(b), then either party may escalate the Dispute to non-binding third party mediation. The mediation will take place at a time and place mutually agreed by the parties and will be led by a third-party facilitator jointly selected by the parties (who, unless otherwise mutually agreed by the parties, will be an individual accredited to provide such services). The parties will attempt to resolve the Dispute through mediation for a period of forty-five (45) days from the point at which a party escalated the Dispute to mediation, following which either party may escalate the Dispute by delivering a written notice to the other party referring the matter to binding arbitration. Each party will be responsible for its own costs of participating in a mediation and 50% of the costs of the mediator.
 - (d) If the Dispute is not resolved in accordance with Section 13.1(c), unless otherwise mutually agreed by the parties in writing, either party may escalate the Dispute by delivering a written notice to the other party referring the matter to binding arbitration. The parties will mutually agree on an arbitrator, where the parties are unable to mutually agree on an arbitrator, the arbitrator will be determined pursuant to the rules of the Saskatchewan Arbitration & Mediation Institute. The decision of the arbitrator will be final and binding on the parties and will not be subject to appeal on any grounds whatsoever, and will be enforceable against

SK Recycles and Collection Partner as the case may be. Each party will be responsible for its own costs of participating in a mediation and 50% of the costs of the arbitrator.

- (e) Despite anything to the contrary in this Section 13.1, either party may start litigation proceedings in a court of law at any time for an application for a temporary restraining order or other form of injunctive relief and each party attorns to the non-exclusive jurisdiction of the courts of the province of Saskatchewan for such purpose.

SECTION 14. GENERAL PROVISIONS

- 14.1. Relationship of the Parties. The Collection Partner and SK Recycles acknowledge and agree that this Agreement does not create a partnership, joint venture, agency, or other special relationship between them. Except as may be specified in writing, neither party will have the power to require or bind the other party. Personnel supplied by Collection Partner will work exclusively for Collection Partner and will not be considered employees or agents of SK Recycles for any purpose.
- 14.2. Assignment. This Agreement may not be assigned by either party in whole or in part, without the other party's prior written consent, except that SK Recycles may assign this Agreement without Collection Partner's consent to a person with an approved plan under the Regulation, or who otherwise has obligations similar to those of SK Recycles or one or more Producers under any successor regulation or legislation, or to a person as part of a corporate reorganization of SK Recycles. Any attempt by a party to assign all or any part of this Agreement without prior written consent (where such consent is required) is void. Any assignment occurring by operation of law such as on a bankruptcy or amalgamation will be considered an assignment and will be subject to this Section 14.2.
- 14.3. No Double Charge. Collection Partner will not directly or indirectly charge Customers, including by way of tax, levy or other surcharge, for the cost of providing the Services if and to the extent that such costs are covered by Fees (prior to deducting any Service Level Failure Credits) or other payments that Collection Partner is entitled to receive from SK Recycles under this Agreement. In the event that the Fees do not fully cover the Collection Partner's costs of the program, the Collection Partner may directly or indirectly charge Customers for the portion of the costs of providing the Services that are not covered by the Fees; provided that the Collection Partner shall not profit from such amounts.
- 14.4. Scavenging Forbidden. Collection Partner will not scavenge, or permit any employee (or, at the request of SK Recycles, any other person) to scavenge, any materials (including, if permitted by law, materials other than In-Scope PPP that have been set out to be collected by other collection service providers) at any time and at any location during Collection Partner's performance of the Services or otherwise.
- 14.5. Risk. Collection Partner will be responsible for all risks, including risk of loss or damage caused by the In-Scope PPP, from the time that the In-Scope PPP is collected by Collection Partner until the Collection Partner delivers such In-Scope PPP to the Designated Facility. In-Scope PPP will be deemed to be delivered when off-loaded from Collection Partner's vehicles at the Designated Facility and accepted by receipt of scale ticket or bill of lading from the Designated Post-Collection Service Provider. Collection Partner will be responsible for the cost of any damage to Collection Containers or the Designated Facility caused by Collection Partner.
- 14.6. Force Majeure. Neither party to this Agreement will be liable to the other party for any failure or delay in fulfilling an obligation under this Agreement if said failure or delay is attributable to an act of God, natural disaster, earthquake, fire, flood, war, riot, civil disturbance, epidemic, prolonged power failure or court or governmental order beyond such party's reasonable control ("**Force Majeure**"). The parties agree that the deadline for fulfilling the obligation in question will be extended for a period of time equal to that of the continuance of the Force Majeure. The party to which the Force Majeure applies will use all commercially reasonable efforts to minimize the effect

of the Force Majeure on its performance under this Agreement. If Collection Partner's failure or delay in fulfilling its obligations under this Agreement due to a Force Majeure event exceeds thirty (30) days, then SK Recycles may immediately terminate this Agreement in whole or in part by giving written notice of termination to Collection Partner.

- 14.7. Governing Law. This Agreement will be governed by and construed in accordance with the applicable laws of the Province of Saskatchewan and the laws of Canada applicable therein.
- 14.8. Notices. All notices, requests, demands or other communications given by one party to the other party, will be in writing, in the English language, and addressed to the other party at its address listed below (or such other address may be specific in writing by either party).

To Collection Partner:

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

E-mail: admin@buenavista.ca
Attention: Melissa Pollock

To SK Recycles:

SK Recycles, 401 – 333 3rd Ave. North
Saskatoon, SK S7K 2M2

E-mail: agreements@skrecycles.ca
Attention: Director, Collection

Notices will be deemed properly given (a) when delivered by hand; (b) by e-mail (with receipt confirmed); (c) on the designated day of delivery after being given to an express overnight courier with a reliable system for tracking delivery; or (d) six (6) days after the day of mailing, when mailed by Canada Post, registered or certified mail, return receipt requested and postage prepaid.

- 14.9. Further Assurances. Each party agrees to execute such other documents or instruments of any nature whatsoever and to do and perform such other acts and things as the other party may reasonably request in order to give effect to this Agreement.
- 14.10. No Publicity. Collection Partner will not use the name or trademarks of SK Recycles or make any statement or issue any advertisement, publicity release, press releases to the public or the media with respect to this Agreement or SK Recycles, unless it has obtained SK Recycles' prior written approval, including that Collection Partner will not disclose or otherwise publicly report on any Service performance metrics (including volumes of material collected or processed).
- 14.11. Timing. Time is of the essence in this Agreement.
- 14.12. Severability. If any provision of this Agreement is determined by any court of competent jurisdiction to be illegal or unenforceable, that provision will be severed from this Agreement and the remaining provisions will continue in full force and effect.
- 14.13. Waiver. A waiver of any provision of this Agreement will only be valid if provided in writing by the waiving party to the other party, and no waiver of a provision in one instance will be considered a waiver of any other instance involving the exercise of that provision unless set out in writing by the party giving the waiver.

- 14.14. Remedies Cumulative. No single or partial exercise of any right or remedy under this Agreement will prevent any other or further exercise of any other right or remedy in this Agreement or as provided at law or in equity. Rights and remedies provided in this Agreement are cumulative and not exclusive of any right or remedy provided at law or in equity.
- 14.15. Amendment. This Agreement will not be amended except as set out in writing and signed by the parties.
- 14.16. Entire Agreement. This Agreement makes up the entire agreement between the parties and supersedes all prior agreements between the parties related to the subject matter of this Agreement.
- 14.17. Counterparts. This Agreement may be executed electronically and in counterparts. Each counterpart is deemed to be an original and, collectively, deemed to be the same instrument.

(Signature page follows.)

IN WITNESS WHEREOF the parties have executed this Agreement effective as of the Effective Date.

MULTI-MATERIAL RECYCLING INC.

VILLAGE OF BUENA VISTA

Per: _____
(I have authority to bind SK Recycles)

Per: _____
(I have authority to bind Collection Partner)

Name: _____
(Please Print)

Name: _____
(Please Print)

Title: _____

Title: _____

Per: _____
(I have authority to bind Collection Partner)

Name: _____
(Please Print)

Title: _____

Note: Second signatory to be completed by Collection Partner only if Collection Partner requires two signatories (and by leaving the second signatory blank and returning the Agreement to SK Recycles, Collection Partner and the first signatory represent that no additional signatories are required).

**SCHEDULE 2.1.1
SERVICE AREA**

1. Under this Agreement, the initial Curbside Household Baseline will be 309.
2. The Service Area is: Village of Buena Vista

**SCHEDULE 2.1.2
IN-SCOPE PPP**

1. In-Scope PPP

For the purpose of this Agreement, In-Scope PPP will mean the material described in the categories of PPP below that have been selected, as shown by an “x” in the associated check box (and the In-Scope PPP shall be separated, at a minimum, in the streams that have been selected below):

PPP, in Single-Stream, in which Paper and Cardboard and Mixed Containers are collected together.

PPP, in Multi-Stream, in which Paper and Cardboard and Mixed Containers are collected separately.

To the extent Approved Beverage Containers as defined in the Environmental Management and Protection Regulations (SK) are comingled with In-Scope PPP to be collected by Contractor, such beverage containers shall be deemed to be In-Scope PPP for the purposes of this Statement of Work with polycoated beverage containers, plastic beverage containers and metal beverage containers defined as Mixed Containers and glass beverage containers defined as Glass Bottles and Jars.

2. Requirements and Restrictions

Collection Partner will implement and maintain reasonable procedures to ensure that loads delivered to the Designated Post-Collection Facility comply with the requirements and restrictions set out in this Section 2, including procedures to monitor the content of collected materials and procedures to notify and reject material from Customers who do not comply with such requirements.

SK Recycles will work collaboratively with Collection Partner to provide assistance and direction to support Collection Partner in ensuring that loads delivered to the Designated Post-Collection Facility comply with the requirements and restrictions set forth in this Section 2, with the ultimate goal of continuous improvement.

	Type of In-Scope PPP	Requirement/Restriction	Consequences for Failure
1	All In-Scope PPP	Must not contain more than 6% by weight of Not Accepted Materials.	Subject to rejection by the Designated Facility.
2	All In-Scope PPP	Must not contain any packaging containing Hazardous Waste; (ii) comingled Foam Packaging; or (iii) comingled Flexible Plastics	Subject to rejection by the Designated Facility.
3	All In-Scope PPP	Must not contain any packaging containing (i) comingled Foam Packaging; or (ii) comingled Flexible Plastics	Subject to rejection by the Designated Facility.
4	All In-Scope PPP	Loads must not contain more than 3% by weight of Glass Bottles and Jars	Subject to rejection by the Designated Facility.

SCHEDULE 4.4
SK RECYCLES POLICIES AND STANDARDS

As of the Effective Date, the following are the SK Recycles Polices and Standards as of the Effective Date:

1. SK Recycles' weight and measurement standards, as follows:
 - a. SK Recycles requires that materials collected by Collection Partner in connection with the Services ("**Inbound Material**") be weighed, and that accurate weights be reported to SK Recycles.
 - b. Weight is defined by SK Recycles in the following manner:
 - i. "**Gross Weight**" means the weight of the truck or container plus its contents, measured in kilograms unless otherwise noted.
 - ii. "**Tare Weight**" means the weight of the empty truck, container or equipment without its contents, measured in kilograms unless otherwise noted.
 - iii. "**Net Weight**" means the weight of the contents of the container or truck, calculated as Gross Weight minus Tare Weight, measured in kilograms unless otherwise noted.
 - c. The following equation must always be true:

Net Weight = Gross Weight – Tare Weight
 - d. SK Recycles accepts the process for taking and recording weights as published by Measurement Canada in the following comprehensive guide: <http://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00205.html>.
 - e. Collection Partner must document all loads in a manner specified by SK Recycles, as amended by SK Recycles from time to time, including a certified scale ticket. The certified scale ticket may be provided by the Designated Post-Collection Service Provider to the Collection Partner if the weighing is performed by the Designated Post-Collection Service Provider. If the Collection Partner is performing the actual weighing, the Designated Post-Collection Service Provider responsibilities noted below must be followed by the Collection Partner.
 - f. Collection Partner will maintain Net Weight records and provide upon request to SK Recycles for the tonnage of Inbound Material by collection date and individual truck number

**SCHEDULE 4.7
SERVICE LEVEL METHODOLOGY AND SERVICE LEVEL FAILURES**

1. Service Level Methodology

Collection Partner will measure and record all data reasonably required by SK Recycles to determine Collection Partner's performance of the Services against the applicable Service Levels. Collection Partner will keep such records in accordance with Section 6.1 of the Agreement. Upon request, and upon such frequency as SK Recycles may show (which may not be more frequently than monthly), Collection Partner will deliver to SK Recycles a report, in a form and format approved by SK Recycles, setting out details of Collection Partner's actual performance of the Services as measured against each Service Level during the applicable reporting period.

2. Service Level Failures

Collection Partner may incur Service Level Failure Credits for the Service Level Failures described in this Schedule 4.7; provided, however, that the total amount of Service Level Failure Credit in respect of any calendar year shall not exceed the total amount of Fees payable to Collection Partner in respect of such calendar year:

	Service Level Failure	Service Level Failure Credit
1	Failure to clean up or collect spilled PPP within two hours from the time the Collection Partner has been notified of the spill or it has been observed by the Collection Partner.	Twice the cost of cleanup incurred by SK Recycles (if SK Recycles performs the cleanup).
2	Collection Partner: a) fails to accurately report under Section 3(a) of Schedule 5.1; b) overstates or otherwise inaccurately reports the Curbside Household Baseline; or c) understates the number of ICI locations in the Service Area per Section 2.1.1(c) of the Agreement.	\$ 5,000 per incident.
3	Failure to separate In-Scope PPP collected from Curbside Households in the Service Area from materials collected outside of the Service Area without prior written approval from SK Recycles.	\$5,000 per route, plus \$3,000 per month (pro-rated in the case of a partial month) until the Service Level Failure has been remedied or a request for approval by the Collection Partner has been approved in writing by SK Recycles.
4	Failure to provide a required report under Section 6.2 or in Section 3(a) of Schedule 5.1 on time.	Withholding of all Fees due to Collection Partner until the required report is submitted.
5	Collection Partner delivers In-Scope PPP to any location, such as a landfill, incinerator or energy recovery facility, other than the Designated Post-Collection Facility without the prior written permission of SK Recycles	\$ 5,000 per incident.
6	Collection Partner fails to follow Designated Post-Collection Service Provider direction as per Section 2.1.5(k).	The total of one (1) months value of Fees withheld per incident.

**SCHEDULE 5.1
FEES**

1. In this Schedule, the following terms will have the following meaning:

“**Curbside Household Baseline**” means the number of Curbside Households in the Service Area as initially set out in Schedule 2.1.1, as may be changed in accordance with Section 3 of this Schedule 4.1.

2. In consideration for Collection Partner’s performance of the Services, SK Recycles will pay Collection Partner:

(a) The selected (as shown by an “x” in the associated check box) annual amount in the table below times the Curbside Household Baseline (to be payable in arrears, in equal monthly payments on net thirty (30) day terms) (collectively, the “**Curbside Collection Fee**”):

Curbside Collection Fee		
	Collector Group	\$ per Curbside Household per Year
<input type="checkbox"/>	Group 2: 2,000-65,000 households	\$49.00
<input checked="" type="checkbox"/>	Group 3: <2,000 households	\$52.00

(b) Each of the following that are selected (as shown by an “x” in the associated check box) in the table below (which may be none): (i) the Resident Education Top Up amount; and (ii) the Designated Facility Top Up amount (collectively, the “**Top Up Fee**”), in each case as set out in the table below times the Curbside Household Baseline (to be payable in arrears, in equal monthly payments on net thirty (30) day terms):

	Top Up Fee	\$ per Curbside Household per Year
<input checked="" type="checkbox"/>	Education Top Up	\$1.50
	Designated Facility Top Up	
<input type="checkbox"/>	15 to <40 km	\$1.75
<input checked="" type="checkbox"/>	40 km to <100 km	\$2.57
<input type="checkbox"/>	>100 km	\$6.33

Without limiting Collection Partner’s obligations under the Agreement (including the cost that Collection Partner is required to incur to perform such obligations), the Resident Education Top Up amount must be used for the purpose of providing education in respect of the Services.

3. The Curbside Household Baseline may be adjusted as follows:

(a) On July 1 of each year, or on any other date determined by SK Recycles, and at such other times as the parties may agree, Collection Partner will, in good faith, report and attest (in

a form acceptable to SK Recycles) to the then-current number of Curbside Households in the Service Area.

- (b) SK Recycles may also provide evidence of the then-current number of Curbside Households in the Service Area. Based on Collection Partner's evidence and the evidence provided by SK Recycles, SK Recycles and Collection Partner will work in good faith to mutually agree on the new Curbside Household Baseline. Any Dispute in establishing this will be resolved by the Dispute resolution process under the Agreement.
- (c) For purposes of reporting and determining the number of Curbside Households:
 - (i) A single family dwelling is considered one Curbside Household;
 - (ii) A laneway house is considered one Curbside Household;
 - (iii) A duplex is considered two Curbside Households;
 - (iv) A triplex is considered three Curbside Households;
 - (v) A fourplex is considered four Curbside Households;
 - (vi) A single family dwelling that has been converted into two, three or four dwelling units, shall be considered a duplex, triplex or fourplex, as described in (iii), (iv) and (v), respectively, if Collection Partner recognizes the conversion for utility and/or contract billing;
 - (vii) A single family dwelling that has been converted into multiple dwelling units that is recognized by Collection Partner as a single family dwelling for utility and/or contract billing is considered one Curbside Household; and
 - (viii) Each self-contained dwelling unit in a rowhouse or townhouse is considered one Curbside Household if the Occupant(s) of each unit deliver In-Scope PPP to the Curb for collection in separate Collection Containers.

4. The Curbside Collection Fee and Top Up Fee will be adjusted each year, up or down, on the first day of January of each year. SK Recycles reserves the right to choose the adjustment mechanism to be used each year, as between (i) the results of a cost study that samples the collection service providers to determine the costs associated with the performance of Services; and (ii) an adjustment that is based on the Consumer Price Index (CPI) for SK (All Items), which will be calculated as follows:

Curbside Collection Fee or Top Up Fee = Curbside Collection Fee or Top Up Fee, as applicable, in the previous year x (1 + (percentage change in CPI/100)), where

- (i) percentage change in CPI = (current year CPI – previous year CPI)/(previous year CPI) x 100%; and
- (ii) each year's CPI is the published CPI on September 1st of the year prior.

**SCHEDULE 11.1
INSURANCE REQUIREMENTS**

1. **Insurance Coverage.** The insurance coverage required under Section 11.1 of the Agreement is as follows:
 - (a) Comprehensive General Liability coverage with limits of not less than \$5,000,000 (five million dollars) per occurrence with a deductible not exceeding \$100,000 per occurrence, or, where Collection Partner is a local government, Collection Partner may self-insure for equivalent or better coverage (in which case Collection Partner will respond to all claims, actions, demands, expenses and losses by whomsoever made in the same manner as if commercial Comprehensive General Liability insurance was purchased for same and as if SK Recycles were included in such policy as an additional insured) or, where Collection Partner is unable to obtain a deductible not exceeding \$100,000 per occurrence, SK Recycles may, in its sole discretion approve a higher deductible amount;
 - (b) Collection Partner will seek advice and get any necessary environmental impairment liability insurance or other such policy as may be recommended by their insurance broker or legal counsel to adequately protect against risks of environmental liability, with typical environmental impairment liability insurance for the Services having a limit of not less than \$1,000,000 (one million dollars) per occurrence with a deductible not greater than \$100,000 (for clarity, neither the amount nor type of environmental impairment liability insurance obtained by Collection Partner will in any manner limit or qualify the liabilities and obligations assumed by Collection Partner under this Agreement); and
 - (c) Workers' Compensation Insurance or Workplace Safety & Insurance coverage with the applicable Provincial (including, in all cases, Saskatchewan) or Territorial Workplace Safety & Insurance Board or Employer's Liability Insurance or both with limits as required by Applicable Law covering all Collection Partner personnel.
2. **Requirements for Insurer.** All insurers must be reputable and financially creditworthy insurers with an A.M. Best financial strength rating of "A-" or higher (or equivalent rating by a similar agency, in SK Recycles' sole discretion).
3. **SK Recycles as Additional Insured.** Collection Partner will add SK Recycles as an additional insured on its Comprehensive General Liability policy with the following language: "Multi-Material Recycling Inc. and its affiliated entities, officers, partners, directors, employees, representatives and agents are included as additional insureds for Comprehensive General Liability. Such coverage is primary and non-contributing."
4. **Evidence of Insurance.** Collection Partner will cause its insurers to issue to SK Recycles certificates of insurance on the Effective Date, and once each calendar year after that time, evidencing that the coverages and policy endorsements required under this Agreement are maintained in force. Where Collection Partner is a local government and decides to self-insure under Section 1(a), Collection Partner will provide a written attestation stating and evidencing such self-insurance (including evidence of authority and financial ability to self-insure), in a form acceptable to SK Recycles, on the Effective Date and once each calendar year after that time.
5. **Changes to Insurance Coverage.** Collection Partner will not reduce any insurance coverage below the requirements set out in this Schedule without SK Recycles' prior written consent. Collection Partner will provide not less than thirty (30) days' notice to SK Recycles prior to any material change to its insurance coverage or to its insurer.
6. **Coverage Details.** The insurance coverages under which SK Recycles is named as additional insured will be primary, and all coverage will be non-contributing with respect to any other insurance

or self-insurance that may be maintained by SK Recycles. All coverage required by this Agreement will, where allowed by Applicable Law, include a waiver of subrogation and a waiver of any insured-versus-insured exclusion regarding SK Recycles.

Additional Period of Coverage. Collection Partner will continue to have and maintain in force the insurance coverages set out in this Schedule, and Collection Partner will continue to comply with Section 11.1 of the main body of the Agreement and Schedule 11.1, beyond the end of the Term for an additional 2 years after that time.



VILLAGE OF BUENA VISTA

Briefing Note

To:	Mayor and Council
Date:	March 24, 2026
Subject:	South Shore Ball Association Requests

REQUEST FROM SOUTH SHORE BALL ASSOCIATION

Air Quality: we are wondering if the town would consider purchasing a Purple Air air quality machine? There are portable and stationary options. We recognize this is an extra cost, but we also see the benefit for the town as a resort community.

Purple Air is a private company that has a large data collection based on their users sharing information. Many sports and recreational organizations use this within Saskatchewan as their base for air quality numbers when the government data is lacking.

Regina Youth Flag Football, Saskatchewan Roughriders, REAL Regina all use devices from this company to make health and safety decisions for their events/activities.

Please let me know if this would be something town council would consider, specifically prior to our upcoming ball season.



PurpleAir Flex - Air Quality Monitor

★★★★★
\$289.00

The PurpleAir Flex is based on the popular PurpleAir Classic, with the circuit board of the Zen.

The PurpleAir Flex is perfect for residential, commercial, or industrial users looking to collect real-time PM2.5 data from a tough, inconspicuous sensor. Connect it to WiFi to view that data on the PurpleAir Real-Time Map. An LED displays AQI information at a glance, and a modular design provides easy access to internals.

This sensor contains an SD logger for offline data collection but does not come with a microSD card.

NOTICE: Power supply NOT included; find a suitable option [here](#).



Quantity

1

ADD TO CART

Buy with shop

FINANCIAL CONSIDERATIONS

The budget has already been approved, with capital projects and reserves reduced due to a deficit, with only a \$2,479 surplus available. Given the limited funds, careful consideration is required for any requests that exceed the approved budget. Priority should be given to essential expenditures, recognizing that unplanned expenses could arise – e.g., emergency situations or equipment failures.



VILLAGE OF BUENA VISTA

Briefing Note

To:	Mayor and Council
Date:	March 24, 2026
Subject:	Mill Rate Increase Scenarios and Tax Structure Overview

PURPOSE:

To provide Council with an overview of taxation scenarios using mill rate factor increases of 2%, 5%, and 10%. The objective is to support long-term financial planning for upcoming major capital projects, such the expansion of water supply and water treatment plant, and ongoing infrastructure deficit management.

BACKGROUND:

The Village is facing several significant upcoming capital requirements. Council must set a mill rate sufficient to meet municipal expenditures while maintaining sustainable reserve levels. Upcoming capital projects require advance financial planning, including building adequate reserves to minimize debt and ensure long-term sustainability.

Under *The Municipalities Act*, Council must adopt a balanced budget and set a mill rate sufficient to meet expenditures.

FINANCIAL CONSIDERATIONS

Even small percentage increases in the mill rate can result in meaningful changes in revenue. A higher increase:

- Accelerates reserve growth
- Improves a long-term financial stability
- Helps avoid larger, sudden tax increases in future years

Conversely, smaller increases may delay necessary infrastructure investment and increase long-term costs.

MILL RATE vs BASE TAX

Council has two primary tools for raising property tax revenue:

Mill Rate

- Applied to the assessed value of a property
- Higher-value properties pay more
- Considered a proportional or value-based tax

Example: A higher-value home pays more tax than a lower-value home

Base Tax

- A fixed amount applied equally to all properties (within a class)
- Does not vary based on property value
- Shifts a greater proportion of taxation/burden onto lower-value properties

Example: Every residential property pays the same base amount regardless of value.

Key Difference

- Mill Rate = based on property value (proportional)
- Base Tax = flat charge (regressive tax: lower-value properties pay a higher share relative to their value)

A municipality often uses a combination of both to balance fairness and revenue stability

DISCUSSION:

When considering mill rate increases, Council should weigh:

- Affordability for property owners
- Long-term infrastructure obligations
- Reserve adequacy
- Potential future borrowing needs

Incremental increases now may reduce the need for significant increases later, particularly given the scale of upcoming capital projects.

MILL RATE FACTOR SCENARIOS

Current Mill Rate:

Classification	Factor
Agricultural	1.00
Residential/Seasonal	1.00
Commercial & Industrial	1.35

Current Base Tax:

Property Class	Type of Property		
	Land	Improvements	Land & Improvements
Residential	\$1,075.00	\$340.00	\$1,415.00
Seasonal	\$1,075.00	\$340.00	\$1,415.00
Urban Reserve	\$1,075.00	\$340.00	\$1,415.00
Commercial		\$340.00	\$340.00
Non-Arable	\$350.00		\$350.00

Current – Mill Rate Factor 1.00

- Total Levy: \$1,269,313.55
- Approximate Net (after discount): \$1,162,811.53

Scenario 1 – Mill Rate Factor 1.02 (2% Increase)

- New levy: \$1,294,699.82
 - Approximate Net (after discount): \$1,186,067.76
- **Gross Increase: +\$25,386**
 → **Net Increase: +\$23,256**

Key Points:

- Generates approximately \$23,000 additional net revenue
- Limited ability to significantly grow reserves
- May not keep pace with rising costs or future capital demands
- Individual taxpayer impact is very modest – e.g., assuming a property currently pays \$2,500, the increase would be \$50

Scenario 2 – Mill Rate Factor 1.05 (5% Increase)

- New levy: \$1,332,779.23
 - Approximate Net (after discount): \$1,220,952.11
- **Gross Increase: +\$63,466**
→ **Net Increase: +\$58,141**

Key Points:

- Generates approximately \$58,000 additional net revenue
 - Moderate increase in revenue
 - Provides some capacity to begin addressing infrastructure gaps and building reserves
 - May not keep pace with rising costs or future capital demands
 - Individual taxpayer impact is modest but meaningful – e.g., assuming a property currently pays \$2,500, the increase would be \$125
-

Scenario 3 – Mill Rate Factor 1.10 (10% Increase)

- New Levy: \$1,396,245.91
 - Approximate Net (after discount): \$1,279,092.68
- **Gross Increase: +\$126,932**
→ **Net Increase: +\$116,281**

Key Points:

- Generates approximately \$116,281 additional net revenue
 - Stronger increase to revenue generation
 - Greater ability to:
 - Build reserves for major projects
 - Reduce future borrowing requirements
 - Address infrastructure deficits more proactively
 - Higher impact on taxpayers but meaningful – e.g., assuming a property currently pays \$2,500, the increase would be \$250
 - This would be a more meaningful increase to start building reserves, etc.
 - By implementing this now, this would create a more sustainable tax base to maintain stability and avoid repeated adjustments in the near future
-

SUMMARY

Mill Rate Factor	Gross Levy	Net Levy (after discount)	Gross Increase	Net Increase
1.00 Current	\$1,269,313.55	\$1,162,811.53		
1.02	\$1,294,699.82	\$1,186,067.76	+\$25,386	+\$23,256
1.05	\$1,332,779.23	\$1,220,952.11	+\$63,466	+\$58,141
1.10	\$1,396,245.91	\$1,279,092.68	+\$126,932	+\$116,281

RECOMMENDATION

That Council review the scenarios and provide direction to Administration on the preferred mill rate adjustment to support the 2026 budget and long-term capital planning.

Bylaw 01/2026

A BYLAW OF THE VILLAGE OF BUENA VISTA TO PROVIDE FOR A MILL RATE FACTOR

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

1. This bylaw shall be known as the *Mill Rate Factor Bylaw*.
2. The following mill rate factor(s) shall be applied to the municipal uniform mill rate levied against all taxable property:

Classification	Factor
Agricultural	1.10
Residential/Seasonal	1.10
Commercial & Industrial	1.485

3. That Bylaw No. 03-24 be repealed.
4. This Bylaw shall come into effect on the final reading, and is effective in the taxation year 2026, and in force until such time that it is changed.

Mayor

Seal

Acting Chief Administrative Officer

Read a first time this 11th day of June 2024
Read a second time this 11th day of June 2024
Read a third time and adopted this 11th day of June 2024



Regional Bylaw Services

Enforcement – Training – Consulting

TO THE COUNCIL OF THE VILLAGE OF BUENA VISTA

WEEKLY REPORT 2026-02-25

Lot 1, Blk29, PI 84R18410 – Upon re-inspection, the dark colored F150, Lic 680 JEK remains stored on the RoW with the tire chalk mark intact. I issued warning 014e for service by regular mail and re-inspection March 11/26.

No new contraventions observed or reported.

Bob Gourlay – Bylaw Officer - Regional Bylaw Service



Lumsden RCMP – Monthly Update

March 2026

Greetings from the Lumsden Detachment!

This week (March 15th – March 21st) is National Impaired Driving Prevention Week. RCMP Detachments across Canada have been increasing patrols and check stops targeting alcohol, drug and fatigue related impairment. You will likely see more police vehicles in the detachment area as we have enforcement activities planned this upcoming weekend.

We have seen an increase in the number of telephone and on-line frauds reported to our detachment despite only a small percentage of cybercrimes and frauds being reported to the police. We continue to encourage residents to report all fraudulent attempts and activities to our Detachment. There is also a new on-line reporting created in consultation with the Canada Anti-Fraud Centre which provides people the opportunity to report anonymously. The new system helps police to make links between similar reports of cybercrime and fraud across Canada and coordinate investigations and other law enforcement activities across jurisdictions. Here at Lumsden Detachment, we have identified suspects for incidents reported to our detachment that reside in Eastern Canada and other Countries.

A reminder that our annual Community Consultative Group Meeting is being held at the Lumsden Detachment next Wednesday, March 25th, 2026 @ 7:00 PM. We hope to have a representative from each of the Communities and RM's that we police. An update on policing will be provided and there will be a discussion on any policing concerns within the detachment area.

If you have any questions or concerns, please feel free to contact our detachment at (306) 731-4270.

Sgt. Dean Gherasim
NCO i/c Lumsden Detachment



Royal Canadian
Mounted Police

COMMUNITY POLICING REPORT

To: Buena Vista	From: Lumsden RCMP	Months: February 2026
		Date Prepared: 2026-03-17
		Lumsden RCMP (306) 731-4270

OFFENCES REPORTED AND/OR COMMITTED IN TOWN/RURAL MUNICIPALITY

A) Criminal Code		C) Alcohol & Gaming Regulations	
1. Uttering Threats		1. Liquor Offences	
2. Assault		2. Cannabis Act	
		3. Tobacco Act	
3. Mischief		D) Traffic	
4. Break and Enter		1. Charges	
5. Thefts		2. Written Warnings	
6. Criminal Harassment		3. Accidents	
7. Unlawfully at Large		E) Assistance/Services	
8. Impaired Driving/Over 0.08%		1. Missing Persons	
9. Prohibited Driving CC		2. Sudden Deaths – Coroner’s Act	
10. Roadside Suspension (alcohol)		3. Suspicious Person / Vehicle	
11. Fail to Comply with Court Conditions	1	4. False Alarms	
12. Frauds	1	5. Fire Prevention Act	
13. Cause Disturbance	1	6. 911 Act	
B) Drugs		7. Mental Health Act	
1. Possession of Drugs		8. Municipal By-Laws	
2. Trafficking		9. Animal Calls	
		10. Wellbeing Check	
		11. Items Lost / Found	

Lumsden RCMP responded to **501** calls for service / incidents during the month of February 2026.
3 of those calls / incidents occurred within the Village of Buena Vista.



Auto Fund Division

2260 - 11th Avenue
Regina SK, S4P 2N7

Tel: (306) 751-1200
Fax: (306) 757-0197
www.sgi.sk.ca

1 March 2026

RECEIVED
MAR 06 2026

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

81177503

Dear customer:

Re: Business Recognition assessment, effective May 1, 2026

Business Recognition is an incentive program for safe driving, offering Saskatchewan businesses basic insurance discounts of up to 15 per cent. The discount will apply to every qualifying vehicle your business registers. However, if your business has claims for which you or your drivers are considered responsible, you may receive a lesser discount or pay a surcharge.

For the one-year period beginning May 1, 2026, based on your business's claims history a **discount of 15 per cent** on basic insurance premiums will apply to eligible vehicles registered to the above customer number. Congratulations on achieving this reward!

Claims used to determine this assessment are listed on the following page(s). If there are claims you believe should be disregarded because of extenuating circumstances, you may appeal them to the Highway Traffic Board. To do so, please contact your local motor licence issuer to purchase an appeal receipt.

If you have questions about this assessment, please contact our Customer Service Centre in Regina at 306-751-1200 or toll free at 1-800-667-9868 or email ipa@sgi.sk.ca.

From everyone at SGI, take care out there!

	2021	2022	2023	2024	2025	5 year total
Premiums Earned (\$)	3,819.79	3,708.07	4,065.32	5,235.51	5,780.41	22,609.10
Claims Amt Paid (\$)	0.00	0.00	0.00	0.00	0.00	0.00
Loss Ratio (%)	0.00	0.00	0.00	0.00	0.00	0.00
Capped Claims Amt (\$)	0.00	0.00	0.00	0.00	0.00	0.00
Capped Loss Ratio (%)	0.00	0.00	0.00	0.00	0.00	0.00
# of Claims	0	0	0	0	0	0



Business Recognition Program

The Business Recognition program rewards Saskatchewan businesses that have a good claims history with **basic insurance discounts of up to 15%**. This discount applies to every qualifying vehicle your business insures. The program includes heavy vehicles in the commercial and farm classes (including those registered to individuals), and vehicles registered to a company.

If your business has insurance claims, you may receive a lesser discount or pay a surcharge. The level of discount or surcharge applied to your business's vehicles is called your Business Recognition assessment.

How does the program work?

If your business has a loss ratio of 60% or less over the last five calendar years, it's eligible for a basic insurance discount of up to 15%. Businesses with a loss ratio of more than 70% are subject to surcharges. SGI does not consider traffic convictions when determining your Business Recognition assessment.

How is my loss ratio determined?

First, SGI considers the amount it has paid out in claims (over the past five calendar years) for collisions where your company was found to be responsible. That amount is divided by the amount you've paid in premiums to SGI over the same period. SGI caps each claim at the lower of three times your annual premium or \$50,000.

What kind of assessment will I receive?

Depending on your business's five-year loss ratio, the chart at right outlines the discount or surcharge you can expect.

Your discount or surcharge will be pro-rated based on the number of years you have had vehicles registered in the five-year assessment period. Only businesses that have had vehicles registered in each of the years in the five-year assessment period will be eligible to receive the full Business Recognition discount or surcharge.

SGI periodically monitors your business's loss history, and if you experience a significant change in your loss ratio, you may be contacted.

SGI reviews International Registration Plan (IRP) customers with a loss ratio greater than 70% on an individual basis. These carriers are subject to varying financial penalties and the cap on losses may not apply.

Can I appeal my assessment?

Yes. If you believe claims in your assessment should be excluded you may appeal to the Highway Traffic Board (HTB), which is independent of SGI. Appeals are conducted over the telephone and cost \$100. SGI will refund this fee if your appeal is successful.

To appeal your Business Recognition assessment, simply identify the claims you believe should not be included and visit any SGI motor licence issuer.

For information on what to expect at an appeal hearing, please visit www.highwaytrafficboard.sk.ca

I want to know more

Please visit www.sgi.sk.ca/business-recognition-program for more information about the Business Recognition program, or call SGI's Customer Service Centre at 1-844-TLK-2SGI (1-844-855-2744) and select option 1, then option 3.

Business Recognition Scale

	Loss ratio (%)	Discount/ surcharge (%)
Discount	0% – 15%	-15%
	16% – 30%	-12%
	31% – 40%	-9%
	41% – 50%	-6%
	51% – 60%	-3%
Base premium	61% – 70%	0%
Surcharge	71% – 80%	3%
	81% – 90%	8%
	91% – 100%	10%
	101% – 125%	13%
	126% – 175%	15%
	176% – 200%	20%
	201% +	25%