

**AGENDA**  
**Village of Buena Vista**  
**Regular Council Meeting on April 8, 2025 at 7:00 p.m.**  
**1050 Grand Avenue,**  
**Buena Vista, Saskatchewan**

**CALL TO ORDER**

**APPROVAL OF AGENDA**

**ADOPTION OF MINUTES**

- Minutes of Regular Council Meeting – March 25, 2025

**APPROVAL OF ACCOUNTS PAYABLE**

- List of Accounts for Approval – Batch 2025-00037 to 2025-00045
- Payroll – Admin March 16-31, 2025; Public Works March 16-29, 2025, Council Remuneration March 2025

**REPORTS OF STAFF**

- Administration Report
- Public Works Report
- Water Treatment Plant Daily Record – March 2025

**UNFINISHED BUSINESS**

- 2025 Draft Operational Budget
- Donation Request – Last Mountain Lake Cultural Centre

**NEW BUSINESS**

- Joint Use Committee Minutes – March 31, 2025
- Joint Use Committee 2025 Budget
- Buena Vista Parks & Recreation Minutes – April 1, 2025
- Buena Vista Parks & Recreation 2025 Budget

**CORRESPONDENCE**

- Regional Bylaw Services – March 20 & April 2, 2025
- 2025 Education Property Tax Mill Rates

**OVERVIEW OF MEETING**

**ADJOURNMENT**

**Village of Buena Vista  
MINUTES OF REGULAR MEETING  
MARCH 25, 2025  
1050 Grand Ave, Buena Vista, SK**

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

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

**CALL TO ORDER:**

A quorum being present, Mayor Smith called the meeting to order at 7:15 p.m.

**ADOPTION OF AGENDA:**

**117/25** THAT the March 25, 2025 agenda be adopted as amended, with the addition of Kinookimaw Road Maintenance Agreement.

**Moved by Councillor Duke  
Seconded by Councillor Sax**

**CARRIED**

**118/25** THAT Council move to the dispensing of Seconders for the remainder of this meeting.

**Moved by Councillor Sax  
Seconded by Councillor Duke**

**CARRIED**

**ADOPTION OF MINUTES:**

**119/25** THAT the Minutes of the Regular Meeting of Council of March 11, 2025 be adopted as presented.

**Moved by Councillor Schultz**

**CARRIED**

**APPROVAL OF ACCOUNTS PAYABLE:**

**120/25** THAT Council approves the following accounts for payment:  
AP Batches 2025-00032 to 2025-00035, which includes all cheques, credit card,  
automatic withdrawals, EFT and online payments for a total amount of  
\$47,053.64.

**Moved by Councillor Duke**

**CARRIED**

**121/25** THAT Council approves the following payrolls:  
Administration March 1-15, 2025 in the amount of \$5,285.78  
Public Works March 2-15, 2025 in the amount of \$4,489.41

**Moved by Councillor Duke**

**CARRIED**

**REPORTS OF STAFF:**

**122/25** THAT Council has reviewed the Administration Report for the period of  
March 7-20, 2025, received clarification on certain matters, and hereby accepts  
the report as information and files it accordingly.

**Moved by Councillor Schultz**

**CARRIED**

**123/25** THAT Council has reviewed the Public Works Report for the period of  
March 7-20, 2025, received clarification on certain matters, and hereby accepts  
the report as information and files it accordingly.

**Moved by Councillor Duke**

**CARRIED**

**UNFINISHED BUSINESS:**

**124/25** THAT Council approves maintaining the current mill rate with no increase for the  
2025 taxation year; and FURTHER that the operating and capital budget be  
presented at the next meeting for finalization.

**Moved by Councillor Miller**

**CARRIED**

**NEW BUSINESS:**

**125/25** THAT Council acknowledges the subdivision request in RM of Lumsden No. 189 and expresses concerns regarding the jet sewer system, and potential effects of water wells; and FURTHER THAT these concerns be communicated to the Government of Saskatchewan's Community Planning, Ministry of Government Relations.

**Moved by Councillor Schultz**

**CARRIED**

**126/25** THAT Council approve the appointment of the building official as listed below, who is employed by Professional Building Inspections, Inc.:

- Chantel Terry, T-Class 1 Licensed Building Official

**Moved by Councillor Duke**

**CARRIED**

**127/25** THAT Council approves the draft Road Development & Maintenance Agreement Adair Street, adhering to the original approval that the Village will be responsible for the engineering design, while the developer will be responsible for the work and material costs; and FURTHER THAT Administration proceed with developing standardized road standards for the Village, recognizing primary and secondary roads.

**Moved by Councillor Duke**

**CARRIED**

**128/25** THAT Council authorizes a new road maintenance agreement with Kinookimaw, to include summer road maintenance, at a two-year renewable term, commencing May 1, 2025 and ending May 1, 2027.

**Moved by Councillor Miller**

**CARRIED**

**129/25** THAT Council having items to discuss relating to material that is exempt from public discussion under The Local Authority Freedom of Information Act and Privacy Act and The Municipalities Act, go in an In Camera session at 9:30 p.m.

**Moved by Councillor Miller**

**CARRIED**

**130/25** THAT Council come out of In Camera at 10:00 p.m.

**Moved by Councillor Duke**

**CARRIED**

**ADJOURNMENT:**

**131/25** THAT the Mayor adjourn the meeting at 10:10 p.m.

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Mayor

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Acting Chief Administrative Officer

**Village of Buena Vista**  
**List of Accounts**  
Batch: 2025-00036 to 2025-00043

Bank Code - ABW - ABW - Automatic Withdrawal

**AUTOMATIC WITHDRAWAL**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>032025-003</b> 2025/26-00412	<b>03/31/2025</b>	<b>Munisoft</b> 510-410-190 - GG - Office - Soft	IT Services Premium -Mar	218.36	
		110-340-110 - GST Receivable	Both Tax Code	10.30	
		900-110-110 - GST Paid	Both Tax Code	10.30	NL 228.66
<b>032025-004</b> 3202519175	<b>03/31/2025</b>	<b>Pitney Bowes</b> 510-280-100 - GG - Cont - Office	Postage Mach Lease-Jan-Mar	251.03	
		110-340-110 - GST Receivable	Both Tax Code	11.84	
		900-110-110 - GST Paid	Both Tax Code	11.84	NL 262.87
<b>032025-005</b> Mar 2025	<b>03/31/2025</b>	<b>RBC</b> 510-290-100 - GG - Cont. - Banl	Mar Activity Fee -A#156	353.30	
		510-290-100 - GG - Cont. - Banl	Mar Int Fee -A#156	4.00	
		510-290-100 - GG - Cont. - Banl	Mar 31 Fee -A#156	73.44	430.74
Total Automatic Withdrawal:					922.27
Total ABW:					922.27

**Village of Buena Vista**  
**List of Accounts**  
Batch: 2025-00036 to 2025-00043

Bank Code - AP - AP-General Oper

**COMPUTER CHEQUE**

<b>Payment #</b>	<b>Date</b>	<b>Vendor Name</b>	<b>GL Transaction Description</b>	<b>Detail Amount</b>	<b>Payment Amount</b>
<b>Invoice #</b>		<b>GL Account</b>			
<b>11225</b>	<b>04/08/2025</b>	<b>Kaminski, Theresa</b>			
20250408-01		210-300-100 - Meter Deposits	WMD Refund -A#227	75.00	75.00
			Total Computer Cheque:		<u>75.00</u>
			Total AP:		<u>75.00</u>

**Village of Buena Vista**  
**List of Accounts**  
Batch: 2025-00036 to 2025-00043

Bank Code - CC - CC - Credit Card

CREDIT CARD

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>032025-010</b> 170979	<b>03/24/2025</b>	<b>Allied Printers &amp; Promotions</b> 510-410-140 - GG - Supplies - C	Council & Amin Name Tags	169.60	
		110-340-110 - GST Receivable	Both Tax Code	8.00	
		900-110-110 - GST Paid	Both Tax Code	8.00	NL 177.60
<b>032025-011</b> M45128	<b>03/24/2025</b>	<b>Delco Automation Inc.</b> 580-440-110 - UT - Supplies - W	Pump Valve/Diaphragm x2-	1,172.84	
		110-340-110 - GST Receivable	Both Tax Code	55.45	
		900-110-110 - GST Paid	Both Tax Code	55.45	NL 1,228.29
<b>032025-012</b> Mar 25/25	<b>03/24/2025</b>	<b>RB Golf Club</b> 510-410-180 - GG - Supplies - M	Council Budget Meeting Sup	86.28	
		110-340-110 - GST Receivable	Both Tax Code	4.07	
		900-110-110 - GST Paid	Both Tax Code	4.07	NL 90.35
Total Credit Card:					1,496.24
Total CC:					1,496.24



**Village of Buena Vista**  
**List of Accounts**  
Batch: 2025-00036 to 2025-00043

Bank Code - EFT - EFT - Direct Deposit

**WIRE TRANSFER**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>29</b> 2432040	<b>03/31/2025</b>	<b>TAXervice</b> 510-260-100 - GG - Cont - Tax E 110-340-110 - GST Receivable 900-110-110 - GST Paid	Tax Enf Fees -R#339 GST Tax Code GST Tax Code	225.00 11.25 11.25 NL	236.25
<b>30</b> 375	<b>03/31/2025</b>	<b>Gourlay &amp; Associates</b> 510-200-200 - GG - Cont - Bylav 110-340-110 - GST Receivable 900-110-110 - GST Paid	Bylaw Services -Mar x2 Both Tax Code Both Tax Code	324.36 15.30 15.30 NL	339.66
<b>31</b> Nov 12/24	<b>04/03/2025</b>	<b>Neudeck, Joel</b> <b>Accrual</b> 530-400-150 - TS - Supplies - B 110-340-110 - GST Receivable 900-110-110 - GST Paid	Neudeck, J -Coverall Allowa Both Tax Code Both Tax Code	180.19 8.50 8.50 NL	188.69
Total Wire Transfer:					764.60
Total EFT:					764.60

**Village of Buena Vista**  
**List of Accounts**  
Batch: 2025-00036 to 2025-00043

Bank Code - OB - OB - Online Banking

**ONLINE BANKING**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>032025-010</b> March 2025	<b>03/24/2025</b>	<b>RBC</b> 510-290-100 - GG - Cont. - Banl	VISA Annual Fee -CAO	12.00	12.00
<b>032025-011</b> 24351477	<b>03/24/2025</b>	<b>SUMA</b> 510-210-100 - GG - Cont - Coun 110-340-110 - GST Receivable 900-110-110 - GST Paid	SUMA Conv -Myr/Clr Schull Both Tax Code Both Tax Code	1,166.00 55.00 55.00 NL	1,221.00
<b>032025-012</b> Mar 4&19	<b>03/24/2025</b>	<b>Saskatchewan Health Authority</b> 580-290-100 - UT - Cont - Labor 580-290-100 - UT - Cont - Labor 580-290-100 - UT - Cont - Labor 580-290-100 - UT - Cont - Labor 110-340-110 - GST Receivable 900-110-110 - GST Paid	Water Samp-1050 Grand-IV Water Samp-Shop-Mar19 Water Samp-Raw-Mar19 Water Samp-Bstr Strn-Mar21 GST Tax Code GST Tax Code	76.90 21.90 176.19 21.90 14.86 14.86 NL	311.75
<b>032025-013</b> Mar	<b>03/31/2025</b>	<b>Gov of SK</b> 210-200-100 - Payroll Deductior 210-200-100 - Payroll Deductior 210-200-100 - Payroll Deductior 210-200-100 - Payroll Deductior	PW Pyrl Ded -Mar PW Cas Pyrl Ded -Mar Council Rem Pyrl Ded -Mar Admin Pyrl Ded -Mar	5,260.99 4.73 11.70 4,586.49	9,863.91
<b>032025-014</b> March-2025	<b>03/31/2025</b>	<b>MEPP (PEBA)</b> 210-200-140 - MEPP Payable 210-200-140 - MEPP Payable	Admin MEPP -Mar PW MEPP -Mar	2,563.58 3,094.86	5,658.44
Total Online Banking:					<u>17,067.10</u>
Total OB:					<u>17,067.10</u>
Grand Total:					<u><u>20,325.21</u></u>

Certified Correct This April 3, 2025

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Mayor

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Administrator

**Village of Buena Vista  
List of Accounts**  
Batch: 2025-00044 to 2025-00045

Bank Code - AP - AP-General Oper

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
11226 8691	04/08/2025	Hyvac Sewer Service Ltd.			
		585-295-200 - SWR - Cont - Sei	Mar -Edgewood Septic Rerr	3,745.85	
		580-285-140 - UT - Cont. - Main	Backwash x2 loads-Mar 10	133.33	
		580-285-140 - UT - Cont. - Main	Backwash x2 hours-Mar 12	266.67	
		580-300-140 - UT - Cont - WTP	WTP Septic Removal -Mar	66.67	
		110-340-110 - GST Receivable	GST Tax Code	210.62	
		900-110-110 - GST Paid	GST Tax Code	210.62 NL	4,423.14
			Total Computer Cheque:		4,423.14
				Total AP:	4,423.14

Certified Correct This April 3, 2025

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Mayor

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Administrator

### *Deposit Register*

Pay group : **004 (CAO & Assistant)**

Pay period : **06 (16Mar2025 to 31Mar2025)**

Cheque date : **31Mar2025**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	31Mar2025	026	Guillemin, Karen	002	1025.32
00000002	31Mar2025	040	Pollock, Melissa D.	001	2298.52
00000003	31Mar2025	047	McConnell, Catherine M.	002	1620.67

**Pay Group Totals :**

Number of Deposits: 3  
Total Amount of Deposits: 4944.51

**Deposit Register**

Pay group : 002 (Public Works)

Pay period : 07 (16Mar2025 to 29Mar2025)

Cheque date : 04Apr2025

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	04Apr2025	020	Neudeck, Joel	003	2303.90
00000002	04Apr2025	024	Warawa, Lorne D	004	1917.80

**Pay Group Totals :**

Number of Deposits:2  
Total Amount of Deposits:4221.70

**Deposit Register**

Pay group : **003 (Council)**

Pay period : **03 (01Mar2025 to 31Mar2025)**

Cheque date : **31Mar2025**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	31Mar2025	051	Smith, Karen L.	005	440.58
00000002	31Mar2025	052	Duke, Christopher	005	384.15
00000003	31Mar2025	053	Miller, Spence	005	260.00
00000004	31Mar2025	054	Sax, Robert G.	005	260.00
00000005	31Mar2025	055	Schultz, Steven D.	005	260.00

**Pay Group Totals :**

Number of Deposits:5  
 Total Amount of Deposits:1604.73



## **ADMINISTRATION REPORT TO COUNCIL April 8, 2025 Council Meeting**

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**Melissa Pollock, Acting Chief Administrative Officer  
March 21- April 3, 2025**

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### **Updates:**

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

- CAO organizing/assigning of duties, meetings, etc. with Public Works
- Budget work
- CHIF grant submitted
- Finalized Employee Orientation
- Meeting with Flocor on March 25
- Joint Use Meeting March 31 (CAO)
- Completing audit prep
- PBI Municipal Information session webinar (CAO & Assistant) - March 27
- Governance Training webinar: Bye Bias: 3 Boardroom Bias Warning Signs & How to Address Them
- April newsletter / postings on FB & website
- March Utility Billing

#### **Work Priority this week:**

- Audit April 8-9
- SAMA Annual General Meeting – virtually (CAO) – April 9
- Finalize Bobcat lease – extension of insurance
- Finalize draft Parks & Rec Board Bylaw and Maintenance Policy
- Finalize draft Capital Budget Request & Reserve Funding Policies
- New employee orientation, etc.

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

- Performance Reviews with Administration staff
- Free Webinar – Board of Revision Notice of Appeal
- Proposed Subdivision – rezoning/water study
- Bylaw updates drafted / Register with Bylaw Court
- Policies & Health & Safety Program
- Register names for landfill road (Dinu & Rose)
- Asset Management
- Violence Prevention/ Teamwork & Collaboration/ Conflict Resolution Training for all staff
- Complete electronic filing clean up/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, cleaning of office, etc. that also consume a significant amount of time.*





## **PUBLIC WORKS REPORT TO COUNCIL**

### **April 8, 2025 Council Meeting**

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**Melissa Pollock, Acting Chief Administrative Officer**  
**March 21 – April 3, 2025**

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#### **Updates:**

- Operations Coordinator & Labourer starts Monday, April 7

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

- Snow Removal / Sanding including Kinookimaw
- Clearing snow & ice from culverts / thawing culverts
- Plan for drainage solutions in the post office area
- City trip to pick up chlorine, parts for the hotsy, etc.
- Hotsy and Bobcat oil change
- Working on solving issues with manhole in Edgewood that is now letting in water due to damage. Sandbags were used for temporary fix until all the ice is melted and can be fixed more permanently.

#### **Water Treatment Plant**

- Water meter reading for March billing
- Cleaning
- Regular maintenance – check/change valves, etc.

#### **Work Priority this week:**

- Drainage work
- Organize Shop/Clean

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

- Follow up with Delco on comparison of agreement costs versus non-agreement costs for times we've used them
- Tree trimming along roadsides
- Install new speed signs on landfill road
- Two fire hydrants to be raised
- Fire hydrant installation – reschedule
- Well house fence
- Complete ongoing training as time allows
- Curbstop Project – ongoing/will resume in spring
- Violence Prevention/Teamwork & Collaboration/Conflict Resolution training for all staff
- Mapping/exercising all water valves
- Work on SOP's for water breaks, etc. with CAO

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

Village of Buena Vista - Water Works - Record of Operation 2025 **March**

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 <sup>3</sup> )	Raw Water Readings (M <sup>3</sup> )	Water Meter Readings (M <sup>3</sup> )	Volume (M <sup>3</sup> )	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
						Cl Free 0.1 - 2.0 mg/L	Cl Total 0.5 - 2.0 mg/L	Non-Pumping	Pumping							
Forward Prev. Reading																
1/Mar/25	9:15 a	0.62	286522	247417	75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.000	634.89	LDW
2/Mar/25	8:15 a	0.60	286668	247513	66	1.40	1.58			0.09					641.78	LDW
3/Mar/25	6:45 a	0.90	286828	247584	71	2.6	1.52			0.10				0.00	647.89	LDW
4/Mar/25	7:00 a	1.74	287015	247664	80	3.3	1.53			0.11	0.48	0.55	0.55	0.042	655.19	LDW
5/Mar/25	7:00 a	1.93	287179	247737	73	2.7	1.51			0.11				0.035	662.04	LDW
6/Mar/25	6:30 a	1.50	287364	247812	75	3.7	1.54			0.09	0.20	0.57	0.57	0.035	669.78	LDW
7/Mar/25	5:30 pm	2.54	287506	247871	67	3.0	1.52			0.07					675.58	LDW
8/Mar/25	11:00 AM	1.36	287747	247984	105	1.28	1.52	130.5		0.09	0.22	0.56	0.56	0.017	685.28	JCN
9/Mar/25	4:00 pm	0.67	287873	248038	54	1.55	1.55			0.10					690.38	JCN
10/Mar/25	6:30 a	0.83	288128	248148	110	1.38	1.57			0.10					700.58	JCN
11/Mar/25	7:30 a	1.81	288213	248192	44	1.30	1.51			0.11	0.72	0.54	0.54	0.030	703.78	LDW
12/Mar/25	6:30 a	1.90	288584	248271	79	1.30	1.52			0.11					710.87	LDW
13/Mar/25	7:00 a	1.68	288569	248344	73	1.35	1.52			0.10	0.62	0.60	0.60	0.061	718.47	LDW
14/Mar/25	6:30 a	0.61	288744	248417	73	1.23	1.38			0.16					728.67	LDW
15/Mar/25	11:30 AM	1.00	288833	248489	72	0.88	1.04			0.12		0.04	0.04		731.17	LDW
16/Mar/25	11:15 AM	0.78	288977	248584	75	0.52	0.73			0.10					734.97	JCN
17/Mar/25	10:30 a	0.59	289051	248660	76	0.74	0.90			0.11					737.97	JCN
18/Mar/25	6:30 a	0.61	289107	248733	73	0.34	0.58			0.10		0.46	0.46	0.043	740.27	LDW
19/Mar/25	6:30 a	0.96	289163	248792	59	0.74	1.02			0.10					742.47	LDW
20/Mar/25	7:45 a	0.89	289243	248873	81	0.50	0.70			0.11		0.00	0.00		745.77	LDW
21/Mar/25	6:45 a	0.66	289317	248954	81	0.46	0.67			0.12					748.76	LDW
22/Mar/25	7:45 a	0.90	289372	249015	61	0.30	0.48			0.11	0.67	0.54	0.54	0.028	751.06	LDW
23/Mar/25	7:00 a	1.01	289445	249092	77	1.41	1.53			0.13					753.96	LDW
24/Mar/25	6:30 a	1.00	289519	249170	78	0.73	0.93			0.13					756.96	LDW
25/Mar/25	6:30 a	0.90	289594	249252	82	0.43	0.67			0.11	0.24	0.50	0.50	0.026	759.96	LDW
26/Mar/25	7:00 a	0.90	289668	249329	77	0.33	0.53			0.09					762.96	LDW
27/Mar/25	7:00 a	0.76	289739	249405	76	1.59	1.68			0.07	0.49	0.52	0.52	0.074	765.86	LDW
28/Mar/25	12:30 PM	0.89	289808	249481	76	1.29	1.52			0.10					768.56	LDW
29/Mar/25	1:30 PM	1.03	289887	249566	85	0.64	0.86			0.09	0.18	0.42	0.42	0.025	771.86	JCN
30/Mar/25	8:30 PM	0.98	289973	249655	87	0.42	0.64			0.11					775.20	JCN
31/Mar/25	6:30 a	0.50	290049	249736	81	0.77	0.61			0.10	0.19	0.46	0.46	0.035	778.36	JCN
TOTALS																
					3338.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.000		CAO Signature
MIN VALUE					44.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.000		
MAX VALUE					110.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.000		
AVG VALUE						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.000		Mayor Signature

**DONATION REQUEST EVALUATION CHECKLIST – Form ‘B’**

*This evaluation checklist is for Staff/Council Use Only*

Date Application received: March 20, 2025

Group/Organization applying: LMCC

Type of donation being requested: Monetary

Approximate donation value being requested: \$5,000

Budgeted funds remaining: \$10,000

**CRITERIA**

Application form complete (with all necessary information provided)	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Application received by deadline	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Applicant is based within, operating within, or serving the Village of Buena Vista and/or South Shore Community	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Event/Program occurring within the Village of Buena Vista or the South Shore Community	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Event/Program benefits residents of Village of Buena Vista or the South Shore Community	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Applicant is a registered Non-Profit/Charity	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Donation type clearly indicated	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Applicant has received prior assistance from the Village Details of prior assistance: <u>\$5,000 prior 2 years</u>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Applicant is receiving assistance from other sources	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Satisfactory Village acknowledgement if donation is awarded	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
The application meets all criteria necessary to be forwarded to Council	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

**Recommendation:** That Council approve a sponsorship donation of \$5,000 to support two upcoming community art exhibitions, as this request can be accommodated w/in the budget. This also aligns with the Village's funding eligibility under Policy No. 01/2025

Evaluator Signature: [Signature] Date: March 24, 2025

### DONATION REQUEST APPLICATION – Form ‘A’

#### APPLICANT INFORMATION

Please indicate what type of donation is being requested:

MONATARY DONATION

GIFTS IN KIND

IN KIND SERVICES

Name of Organization: Last Mountain Lake Cultural Centre

Contact Person: Erik Hood Larry Hall

Email: art@lmlcc.ca lhall@accesscomm.ca

Phone Number: 306.580.2232 306.729.4220

Are you a not-for-profit organization? YES  NO

What is your organization/group specifically requesting? Sponsorship of two exhibitions for 2025-26 season

#### THE FOLLOWING ITEMS ARE REQUIRED AS PART OF YOUR APPLICATION

Please attach all relevant information to support this application to help the Village evaluate your request.

COVER LETTER: Reason for request. Provide a short description of the project/program and how the funds or in-kind donation will be used. Describe how a donation will enhance your project/program participation and/or volunteerism. Objectives of project/ program and what it aims to achieve.

SHORT BIOGRAPHY: What services does your group/organization provide to residents of the Village of Buena Vista? Brief description of organization’s mandate.

FINANCIAL NEED: Describe the financial need of your organization and why you are requesting this donation. Show exploration of other financial support and options such as fundraising, grant applications and volunteer support.

Applicant Signature: Erik Hood Date: March 21 2025

#### OFFICE USE ONLY

Received in Office Date: (month/day/year) <u>03/20/25/</u>	Received By: <u>Melissa Pollock</u>
Date Approved / Not Approved: (month/day/year) / /	Resolution #:



Box 70, 133 Donovel Crescent  
Regina Beach, SK  
S0G 4C0

March 19, 2025

Mayor and Council of the village of Buena Vista  
1050 Grand Avenue  
Buena Vista, SK  
S2V 1A2


Dear Mayor Smith and members of Council,

In 2024 the Last Mountain Lake Cultural Centre made a request for funds to the Inter-Municipal Utilities Committee (IMUC) for financial support. This ask was directly linked to the burgeoning costs brought on by inflation, which has adversely affected the Centre in the same ways as it has the rest of the Canadian population. We believe that the Centre provides a vital service to all the communities of the South Shore, no differently than the other services funded by IMUC.

We at the Centre continue to strive to provide first class exhibitions in our galleries, classes, concerts, and cultural experiences for all residents of the South Shore. In this light, we are asking council for \$5,000 of financial support for two exhibitions in our upcoming 2025-26 exhibition schedule.

We extend an invitation to Mayor and Council to visit us at the Centre and to see for themselves the benefits of supporting arts and arts education in the community. I can be reached at 306.729.4220 or by email at [lhall@accesscomm.ca](mailto:lhall@accesscomm.ca) to arrange a meeting.

Thank you for consideration,

 c/o Larry Hall

Larry Hall  
Chair  
Last Mountain Lake Cultural Centre

## Historical and Biographical Information

The Last Mountain Lake Cultural Centre (LMLCC) is located within the town of Regina Beach on the south shore of Last Mountain Lake, and serves the local communities of Kinookimaw, Regina Beach and Buena Vista as well as Lumsden and the surrounding area. Since 2009, LMLCC has had a half-time Program Co-ordinator and has been a recipient of SKArts Professional Arts Organizational Program (PAOP) funding, supporting a portion of our operating and programming costs. The LMLCC has been a member of the Organization of Saskatchewan Arts Councils (OSAC) since our inception in 2002, and we continue to exhibit shows from their *Arts on the Move* roster of exhibitions which tour the province.

The LMLCC houses two gallery spaces, collectively called the Elsie Scherle Galleries, a large multimedia art studio, a room for meeting space and a shared, ten wheel ceramics studio and seven private artist studios. We house the Southeast Regional Public Library, Regina Beach Branch, as well as support all the youth and artist programming they deliver at the Centre. The galleries host over a dozen exhibitions annually, with an equal number of small coffeehouse-style concerts. The galleries are also used by Parks and Rec community groups for yoga classes, club meetings and fundraising events. The LMLCC offers studio art classes year-round for children and adults, specialized workshops, with artist talks and events in conjunction with gallery exhibitions. During the school year, we invite school groups to the galleries for tours of the exhibitions and offer free programming during Culture Days at the end of September to the community.

## Financial Need

In 2023 the Centre made a request to IMUC for financial support and were turned down. At this time, we ostensibly receive no municipal funding. Coming out of a pandemic, with the rising costs of inflation has affected the Centre the same as the rest of the population. We believe that the Centre provides a service to all of the communities on the South Shore area, no differently than the other services funded by IMUC.

Your support helps keep our program fees low for community participants and helps bring artists and art instruction to folks of all ages in this community. We are striving to provide a safe and inclusive environment for all in the communities of Buena Vista, Regina Beach and Kinookimaw.

## Scope

What we propose is that the Village of Buena Vista become the featured sponsor for two of our upcoming exhibitions for the 2025-26 season of programming in the Elsie Scherle Galleries.

Sarah Cummings Truskowski  
*More Than Butter and Sugar*  
August 5 - September 27, 2025

Sarah Cummings Truskowski is a Regina based artist and an elected Regina Public School Board Trustee since 2020. Her painting practice, as well as her advocacy and public service, speak to societal understandings of motherhood, feminism, personal agency, and the cultural histories of women.

The large scale paintings for *More Than Butter and Sugar* are centred around the question of how can an artist, in this case a painter, imagine love as an image, and how does one depict memories of loved ones, both present and past. In Truskowski's own words: "women's experiences and time spent together baking at home celebrates the importance of motherhood, suggests how critical time spent together is, and for me, it highlights the integral role maternal women have played in my life. I cherish these women and the traditions they passed on to me."

and

*New Bedfellows: Quilt as Narrative*

Tantallon Homemakers Club, Prairie Piecemakers Quilters' Guild, Kathy Oldershaw, Nik Semenoff, Hanna Yokozawa Farquharson, Joan Giesbrecht, Mark DeLong, Lori Tourscher, Ellen Basler, Tannis Fahlman and more.  
October 7 - December 6, 2025

The premises for this exhibition is to carve as wide a possible swath using historical and contemporary quilts procured from in and around Saskatchewan. This exhibition will bring together quilts from contrasting eras in the attempt to begin a conversation of the long history, and future, of quilts and quilted textiles in the province. Pulling from regional, provincial and private archives, there will be quilts made for the benefit of veterans, cultural traditions and heritages from Hutterite and Doukhobour colonies, star blankets in the Cree tradition and showcasing new quilts using long arm quilting and digital quilting technologies,

Borrowing works from numerous private and public collections including the Dunlop Permanent Collection, SKArts Permanent Collection and the University of Regina President's Art Collection. This exhibition will also include a workshop for participants to develop a textile piece from an existing photograph of their choice and a "bed turning" during the course of the exhibition.



## Budget

We've also attached the selected budget for the 2025-26 programming year for the two exhibition described above. The remaining funds for the projects has been secured from our annual SKArts PAOP funding.

Proposed 2025-26 Budget		
	Sarah Cummings Truskowski (solo)	New Bedfellows (10 artists)
Artist Exhibition Fees	2,475 CARFAC fees	3,710 One CARFAC fee Six community fees @ 250 per
Artist Fees (Talks, install, etc)	520	
Workshops		1040
Additional insurance		150
Shipping		250
Catalog/printing/vinyl	80	80
Essay	340	340
Artist Travel	60	400
Opening Reception	140	140
Total	3615	6110

We were very grateful that the Village Council provided \$5,000 in 2024 to assist with the costs of operating the Centre and hope Council will again provide the same support in 2025, but to different ends.

## MINUTES

### 83<sup>rd</sup> REGULAR MEETING

### JOINT USE COMMITTEE

Held at the Town of Regina Beach Office/Zoom

March 31, 2025 @ 4:00 P.M.

Call to Order		Meeting was called to order by Bonnie Barber at 4:06 p.m.
Attendance:	Present:	Bonnie Barber (Regina Beach Representative), Charla Sebastian (PVSD Representative) via Zoom, Lyle Stecyk (PVSD Representative), Janelle Law (South Shore Principal), Stephanie Caswell (Recreation Director) via Zoom, Bob Ballantyne (PVSD Representative), Melissa Pollock (Village of Buena Vista Representative) and Tina Blahitka (Secretary)
	Absent:	
	Guests:	
Approval of Agenda:	Law/Pollock	That the agenda be approved. Carried.
Approval of Minutes	Stecyk/Law	That the minutes of the 82nd Regular Meeting held February 3, 2025 be approved Carried
<b><u>Pending Business:</u></b>		
Boot Rack	Action: Law	Janelle is looking in to a mobile boot rack. Will provide updates when available.
Triple Sink Installation	Discussion: Committee Action: Barber	Bonnie to look in to quotes from local companies to install the sink
Moving Joint Use Garbage Can	Caswell	Stephanie reported that Public Works tried to move it but froze in. They will try again in the spring.
Joint Use 2025 Budget	Blahitka	The Joint Use Committee approves the budget with the addition of bookkeeping expense of \$100 and increasing the expense for the installation of the sink to \$2000.
Motion	Ballantyne/Law All in favour	

**New Business:**

Gym Floor Replacement

Discussion: Caswell/Stecyk

Discussion was held on whether the committee should budget for the cost of purchasing mats for the gym floor if the floor is replaced. Lyle confirmed that replacement of the floor is not on the 3 year plan. Flooring replacement (including gymnasiums) fall under the Preventative Maintenance and Renewal (PMR) program through PVSD.

Confirmation of areas included in the Joint Use Agreement (inside and outside)

Discussion: Committee

A discussion was held and it was determined that the current agreement does not include the outside field or Room 107 between the kitchen and the stage.

Action: Law/Caswell

Janelle and Stephanie to discuss a possible revised agreement and give recommendations to the committee at the next scheduled meeting.

2024 Audit documents

Blahitka

All audit documents including the draft financial statements were signed by the board and administration for returning to the Auditor.

Motion

Blahitka – moved  
Pollock – second  
All in favour

To move the annual billing to the contributing communities

Motion

Blahitka  
Caswell – moved  
Pollock – second  
All in favour

To purchase an extension to the Munisoft GL and AP for bookkeeping. Initial cost of \$60, plus \$40 for the remainder of the 2025 year, with a yearly cost of \$60.

**Next Meeting**

The next meeting was set for May 12, 2025 at 4:00 pm at the Town of Regina Beach office.

Adjournment: 4:48 p.m.

Pollock

That the meeting be adjourned. Carried

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Chair Person

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Secretary

## Joint Use Committee Budget 2025

	2024 Budget	2024 Actuals	2025 Budget
<b>Revenue</b>			
Rentals	6,500.00	10,080.00	10,000.00
Rental Deposits		650.00	
Sale of Stove			1,452.50
Sale of Range Hood			700.00
Prepaid Rental Revenue in 2024 for 2025	-	242.50	545.00
<b>Subtotal - Revenue</b>		<b>10,972.50</b>	<b>12,697.50</b>
Town of Regina Beach	1,825.69	(1,300.85)	521.55
Village of Buena Vista	1,352.47	140.39	1,157.62
R.M. of Lumsden	541.10	56.27	463.21
<b>TOTAL</b>	<b>\$ 10,219.25 \$</b>	<b>\$ 9,868.31 \$</b>	<b>\$ 14,839.88</b>

	2024 Budget	2024 Actuals	2025 Budget
<b>Expenditures</b>			
Rec Centre - maintenance (PVSD)	5,800.00	5,150.80	5,800.00
Bank charges	115.00	80.27	115.00
Janitor Wages from 110-320-100	1,200.00	1,995.00	2,000.00
Audit	1,100.00	1,221.00	1,221.00
Administration Fees	910.50	897.12	1,339.99 10%
Advertising			100.00
Munisoft Extension (GL/AP)			
Rental cancellation / overpayments			
Boot Rack	-		-
3 Tub Sink			1,663.89
Installation of Sink	450.00		2,000.00
Rec Centre/Janitor/Office Supplies	103.75	103.75	600.00
Cooler Repair from Sept 2023	500.00	420.37	
Dishwasher Repair			
<b>TOTAL</b>	<b>\$ 10,219.25 \$</b>	<b>\$ 9,868.31 \$</b>	<b>\$ 14,839.88</b>

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

Regina Beach - no admin fees	65% \$	1,825.69 \$	(1,300.85) \$	521.55
Buena Vista - *71.42% admin fee	25% \$	1,352.47 \$	140.39 \$	1,157.62
R.M. of Lumsden - *28.58% admin fee	10% \$	541.10 \$	56.27 \$	463.21
<b>Total Expenses less Rentals</b>		<b>3,719.25</b>	<b>(1,104.19)</b>	<b>2,142.38</b>

\* Regina Beach staff manage the administration for Joint Use on Regina Beach time. RM & BV pay the Admin back to Regina Beach

BUENA VISTA PARKS & RECREATION

**Minutes**

**April**

**1st, 2025**

**Present:** Donna Hall, Gary McLennan , Peg Frey , Jeff Jacobs, Jan Franklin ,Mark Percy, Nancy Koszmnan, Bob Sax. Sharon Mitemmayr, Alex Neuls, Peg Fry  
**Absent;** , Cathy Klemm Reubi Erfle, Jan Franklin  
Meeting called to order at 7:00m at the Village office  
Donna introduced Karen Smith, Mayor of Buena Vista. She gave a brief history of herself.

Motion to accept amended agenda Alex 2<sup>nd</sup> Jeff- carried

Motion to accept Previous minutes- Nancy 2<sup>nd</sup> Jeff- carried

**BUSINESS ARISING:**

- **Bus Trip-** 20 attended and it was a success. Bus cost \$1386 and we collected \$500.00 in fares.

**FINACIAL REPORT**

Nancy brought the proposed budget for 2025 but there were some changes to be made. She discussed the changes and will have the finalized budget for the next meeting. She advised that we presently have \$3,625.33 in our operating account and \$715.06 in the Heritage account. **Motion to accept budget- Nancy 2<sup>nd</sup> Mark carried.**

**NEW BUSINSS**

- Maintenance and bylaws tabled as Village council has not approved them..
- Events and dates: **July 5<sup>th</sup>, - disc golf tourney**  
**July 1<sup>st</sup> – parade,** suggestion that we should located some “I love BV” stick on tattoos to hand out. **Picnic- Aug 22<sup>nd</sup>** with the Dave Anthony band. **Everything Zucchini**  
**Sept. 6<sup>th</sup>, Winter carnival- Jan 3<sup>rd</sup>.**  
We would once again request people set up their own tables with everything zucchini. Tables would be free. P & R would serve a lunch- soup/hotdog and drink- \$10.00  
**Evendon Will-** Donna advised that she was in touch with the lawyer responsible for the will and he advised that it should all be dispersed by August 2025. We had some discussion around what we should do with this money and it was decided that we do have some ideas but we will wait until the money is in our hands.  
**Day Care-** Donna advised that she attended the opening and learned that they are looking for donation to operate it. There was some discussion around if we would be able to donate to the Day care since it is Federally funded. This will be looked into.  
**Benches-** Nancy advised that we have budgeted \$700 for 2 benches. Gary will check into this.  
**T- shirts-** Sharon advised that she has a company that would provide embroidered emblems on T-shirts for \$28.00 ea. **Motion- Mark 2<sup>nd</sup>- Nancy to order 24- carried.**

**Tent-** there was discussion around purchasing a larger tent for the picnic. This will be looked into

**Tables-** Jeff advised that the tables that we are interested in are at Costco. We have already budgeted for them and Sharon advised that she is going in on Thursday and will pick them up.

**Bottles-** Shed is only 1/3 full so it can wait until next month.

**Flags-** The Village was supposed to devise a way to put up and take down the flags, This still has not been done. Mayor and councilor at the meeting so it will be taken to their next meeting.

. **Meeting adjourned at 7:50pm. Next meeting May 6<sup>th</sup>, 2025**

**Buena Vista Parks and Recreation Budget 2025**

	2024 Budget	2024 Actual	2025 Budget
<b>Revenue:</b>			
Grant Sask Lotteries (646 people@\$10.95/p)	7,074.00	7,074.00	7,074.00
Bottle Drive	3,000.00	2,872.97	2,500.00
Moose Jaw Bus Trip	480.00	520.00	600.00
Sask Power Grant	500.00	500.00	0.00
Village of BV portion of Sandy Beach rototilling	112.50	112.50	0.00
Everything Zucchini		172.65	300.00
Heritage Fund	100.00	100.00	100.00
Heritage Fund Interest		6.04	
<b>Total Revenue</b>	<b>11,266.50</b>	<b>11,358.16</b>	<b>10,574.00</b>
<b>Expenditures:</b>			
SPRA Membership	50.00	50.00	50.00
Plants/Mulch	300.00	222.00	400.00
Community Picnic (food, prizes etc)	750.00	677.04	1,000.00
South Shore Baseball Assoc Grant	1,000.00	1,000.00	1,000.00
LMLCC Kids Art Program Grant	1,500.00	1,500.00	1,500.00
Library Programs Grant	1,500.00	1,500.00	1,500.00
Picnic Grant Musicians & Face Painter	500.00	500.00	500.00
LMLCC Grant (23/24 and 24/25 concerts)	400.00	800.00	400.00
Sleigh Ride Grant (deposit \$500 pd 2023)	1,050.00	550.00	0.00
Moose Jaw Bus Trip Grant	1,344.00	1,344.00	1,386.00
Promotions/Appreciation Gifts(P&R Mbrs/Staff)	1,500.00	1,319.55	1,500.00
Misc Supplies (etsfr fees,propane fill)	300.00	52.28	300.00
Rink - Chalet	200.00	0.00	200.00
Winter Carnival	234.84	234.84	436.96
Advertising Posters	200.00	38.31	200.00
LHS Grad Award	1,000.00	1,000.00	1,000.00
Parade/Float Decorations	100.00	152.75	100.00
Ball Park Septic	100.00	0.00	100.00
Pumpkin Carving Contest: Pumpkins and Prizes	200.00	159.70	200.00
Local Hampers	250.00	250.00	250.00
Heritage Fund	100.00	100.00	100.00
Disc Golf Course	500.00	0.00	100.00
Disc Golf Tournament	500.00	123.71	500.00
Potty Pump Out	100.00	0.00	100.00
Beach Rototilling	500.00	0.00	500.00
South Shore Cat Rescue Donation		200.00	0.00
Mugs BV logo 50 x 15oz and 50 x 11oz (sold 4x\$10)		610.00	0.00
Stickers BV logo x 200		40.00	0.00
Folding Tables 4 @ \$200 each			800.00
Bench 1 @ \$700 each			700.00
Additional Library Grant 24/25			400.00
<b>Total Expenditures</b>	<b>14,178.84</b>	<b>12,424.18</b>	<b>15,222.96</b>
<b>Total Expenditures over Revenue</b>	<b>-\$2,912.34</b>	<b>-\$1,066.02</b>	<b>-\$4,648.96</b>
<b>Funds on Hand January 1 (Cheque and Heritage Fund)</b>	<b>\$7,630.18</b>	<b>\$7,630.18</b>	<b>\$6,564.16</b>
<b>December 31 (Chequing and Heritage Fund)</b>	<b>\$4,717.84</b>	<b>\$6,564.16</b>	<b>\$1,915.20</b>



# Regional Bylaw Services

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## TO THE COUNCIL OF THE VILLAGE OF BUENA VISTA

### WEEKLY REPORT 2025-03-20

**1164 Highwood Ave.** – Upon inspection, the red, Escalade has been removed from the RoW. Close file.

**1294 Highwood Ave.** – I observed the following:

1. Beige van, plate not visible
2. Dark blue Dodge Ram ½ ton, plate not visible
3. White Volkswagen, Lic. 457 LES
4. White, Mercedes, Lic. 311 EZW
5. Silver, Subaru Lic. 628 NLD
6. Black Ford F150, no plate visible
7. Dark blue van, Lic. 237 NKH
8. Black, 4-door truck cab
9. Assorted car parts, tires and household items scatter throughout the lot.  
(photo on file)

I issued OTR #101e for service by registered mail and compliance by April 15/25. Due to the repetitive contravention of this bylaw, on this property, by the same owner, this Order to Remedy remains standing for a period of 180 days from the date of compliance. Non-compliance conditions after April 15, 2025, and for the following 180 days, will be remediated without further notification, at the owner's risk and expense.

Bob Gourlay – Bylaw Officer - Regional Bylaw Services





# Regional Bylaw Services

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**TO THE COUNCIL OF THE VILLAGE OF BUENA VISTA**

**WEEKLY REPORT 2025-04-02**

**1200 Highwood Ave.** – I observed what appears to be a recently constructed shed, situated in the front lot of this property. Not sure if it is intended for use on this property or as a beach shack or fishing shack (photo on file). I will verify with the Development Officer that a permit has been issued.

Bob Gourlay – Bylaw Officer - Regional Bylaw Services

March 26, 2025

To: All Municipal administration

**RE: 2025 Education Property Tax Mill Rates**

On behalf of the Honourable Eric Schmalz, Minister of Government Relations, and as announced in the March 19, 2025, provincial budget, the education property tax mill rates to be levied with respect to every school division and property class for the 2025 taxation year are as follows:

Agricultural Property	1.07 mills
Residential Property	4.27 mills
Commercial/Industrial Property	6.37 mills
Resource Property	7.49 mills

As in past years, municipalities will collect education property taxes and remit the revenue to the province, except for municipalities with separate school divisions that set their own mill rates.

Separate school divisions must inform the Ministry of Education and all municipalities within their boundaries of their 2025 education property tax mill rates by May 1, 2025.

If you require additional information, please contact the Ministry of Government Relations' Property Tax and Assessment unit at [ept@gov.sk.ca](mailto:ept@gov.sk.ca).

Sincerely,



Rod Nasewich  
Executive Director, Policy and Program Services  
Ministry of Government Relations