



Village of Buena Vista

Regular Council Meeting AGENDA

October 28, 2025 at 7:00 p.m.

Council Chambers 1050 Grand Ave Buena Vista, SK

Via Microsoft Teams Meeting ID: 251 582 361 042 5 Passcode: QY7Es9fU

1. **CALL TO ORDER**
2. **ADOPTION OF AGENDA**
 - 2.1 Regular Meeting of Council Agenda – October 28, 2025
3. **CONFLICT OF INTEREST DECLARATION**
4. **ADOPTION OF MINUTES**
 - 4.1 Draft Regular Meeting of Council Minutes – September 23, 2025
5. **BUSINESS ARISING FROM MINUTES**
6. **ANNOUNCEMENTS, RECOGNITIONS & COMMUNITY EVENTS**
7. **DELEGATION**
8. **FINANCIALS**
 - 8.1 List of Accounts for Approval 2025-00096 to 00098 and 2025-00099 to 00102
 - 8.2 Payroll – Public Works September 14-27, 2025; and September 28-October 11, 2025
Administration September 16-30, 2025; and October 1-15, 2025;
Council Remuneration September 1-30, 2025
 - 8.3 Financial Statement – September 2025
9. **REPORTS OF STAFF**
 - 9.1 Administration Report – September 16 – October 22, 2025
 - 9.2 Public Works Report – September 16 – October 22, 2025
 - 9.3 Water Treatment Plant Daily Record – September 2025
10. **REPORTS OF COUNCIL**
11. **BOARDS & COMMITTEES**
 - 11.1 Joint Use Committee Minutes – September 29, 2025
 - 11.2 Buena Vista Parks & Recreation Board Minutes – October 7, 2025
12. **UNFINISHED BUSINESS**

13. NEW BUSINESS

- 13.1 Canadian Housing Infrastructure Funding – Grant Application
- 13.2 Lack of Road Maintenance Concerns – Lot B Plan 101339782
- 13.3 Annual Holiday Office Closure
- 13.4 Resolution on Infrastructure Sharing Formula
- 13.5 Federal Government Plan: Canada Post Corporation Review
- 13.6 Traffic on Walking Path
- 13.7 Improper Discharge of Raw Sewage – Resident Concern
- 13.8 Board Development Workshop

14. BYLAWS & POLICIES

- 14.1 Policy No. 05-2025 Tax Abatement – Unfinished / next meeting
- 14.2 Policy No. 06-2025 Discretionary Use Policy & Procedures
- 14.3 Bylaw No. 01/2025 Parks, Recreation & Culture Board

15. COMMUNICATIONS

- 15.1 Regional Bylaw Services – September 24 & October 8 & 22, 2025

16. CLOSED SESSION

17. ADJOURNMENT



Village of Buena Vista

Regular Council Meeting MINUTES

September 23, 2025 at 7:00 p.m.

Council Chambers 1050 Grand Ave Buena Vista, SK

Via Microsoft Teams Meeting ID: 251 582 361 042 5 Passcode: QY7Es9fU

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

Absent: Councillor Steve Schultz

Administration: Acting Chief Administrative Officer Melissa Pollock

1. **CALL TO ORDER**

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

2. **ADOPTION OF AGENDA**

2.1 RESOLUTION NO. 277/25

Moved by Councillor Sax

That the September 23, 2025 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. 278/25

Moved by Councillor Duke

THAT the August 26, 2025 Regular Meeting of Council Minutes be adopted as presented with amendment to 14.3.

CARRIED

5. **BUSINESS ARISING FROM THE MINUTES**

No business arising from minutes.

6. **ANNOUNCEMENTS, RECOGNITIONS & COMMUNITY EVENTS**

- Diabetes Clinic – Monday, September 29
- Mature Driver Refresher Course – Wednesday, October 29
- Primary Health Care Lab Update

7. **DELEGATION**

No delegation.

8. FINANCIALS

8.1 LIST OF ACCOUNTS FOR APPROVAL

RESOLUTION NO. 279/25

Moved by Councillor Miller

THAT Council approves the following accounts for payment: AP Batches 2025-00086 to 2025-00091 in the amount of \$69,545.99 and 2025-00092 to 2025-00095 in the amount of \$19,535.50, which includes all cheques, credit card, automatic withdrawals, EFT and online payments for a total amount of \$89,081.49.

CARRIED

8.2 PAYROLL

RESOLUTION NO. 280/25

Moved by Councillor Sax

THAT Council approves the following payrolls:

- *Public Works August 17-30, 2025 in the amount of \$9,475.37;*
- *Public Works August 31 – September 13, 2025 in the amount of \$7,707.15;*
- *Administration August 16-31, 2025 in the amount of \$4,943.73;*
- *Administration September 1-15, 2025 in the amount of \$4,767.11; and*
- *Council Remuneration August 2025 in the amount of \$1,607.01.*

CARRIED

8.3 FINANCIAL STATEMENT

RESOLUTION NO. 281/25

Moved by Councillor Duke

THAT Council accepts and files the Income Statement for January 1 – September 30, 2025.

CARRIED

9. REPORTS OF STAFF

9.1 ADMINISTRATION REPORT

RESOLUTION NO. 282/25

Moved by Councillor Duke

THAT Council has reviewed the Administration Report for the period of August 18 – September 15, 2025, received clarification on certain matters, and hereby accepts the report as information and files it accordingly.

CARRIED

9.2 PUBLIC WORKS REPORT

RESOLUTION NO. 283/25

Moved by Councillor Miller

THAT Council has reviewed the Public Works Report for the period of August 18 – September 15, 2025, 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. 284/25

Moved by Councillor Sax

THAT Council has reviewed, accepts and files Water Treatment Plant Daily Operations for the period of August 2025 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

Councillor Duke and Mayor Smith updated Council on the IMUC Meeting. There has been no progress or clarification regarding where the \$5 septic hauler lagoon charge is going as of yet. The system remains inoperable and no date as when the fee will start. Additionally, the signed IMUC agreements have still not been received.

11. BOARDS & COMMITTEES

11.1 IMUC MINUTES – September 8, 2025

RESOLUTION NO. 285/25

Moved by Councillor Duke

THAT Council approves and files the draft IMUC Minutes of September 8, 2025.

CARRIED

11.2 IMUC MINUTES – September 8, 2025

RESOLUTION NO. 286/25

Moved by Councillor Sax

THAT Council approves and files the Buena Vista Parks & Recreation Board Minutes of September 2, 2025.

CARRIED

12. UNFINISHED BUSINESS

12.1 ADAIR STREET AGREEMENT

RESOLUTION NO. 287/25

THAT Council consider granting a tax abatement to the property owner building Adair Street, pending the signed Agreement, final inspection and approval by the engineer who prepared the design plans, in addition to the final Tax Abatement Policy being approved; and FUTURE THAT Council notes responsibility for the final inspection at the cost of the Village as per the budget.

Moved by Councillor Duke

13. NEW BUSINESS

13.1 RESOLUTION NO. 288/25

Moved by Councillor Sax

THAT Mayor Smith attends the Remembrance Day Ceremony at Lumsden on November 11th, and the South Shore School Remembrance Day Ceremony pending date.

CARRIED

13.2 RESOLUTION NO. 289/25

Moved by Councillor Sax

THAT Council make no changes to appointments on the District Development Appeals Board at this time; and FURTHER THAT Council direct Administration to develop a nomination process with policy and procedures for the Board in alignment with the Town of Regina Beach as a shared board.

CARRIED

14. BYLAWS & POLICIES

14.1 RESOLUTION NO. 290/25

Moved by Councillor Duke

THAT Council approve the amendment of adding section 30 to the Donation Policy No. 01-2025.

CARRIED

14.2 RESOLUTION No. 291/25

Moved by Councillor Duke

THAT Council direct Administration to develop options for tax abatements in the draft Tax Abatement Policy No. 05-2025, reflecting Council's desired approach; and FURTHER THAT Administration conduct additional research and bring the draft policy back to Council for further review and consideration.

CARRIED

15. COMMUNICATIONS

15.1 RESOLUTION NO. 292/25

Moved by Councillor Duke

THAT Council receives and files the Regional Bylaw Services reports for August 30, September 3, 8, and 17, 2025.

CARRIED

15.2 RESOLUTION NO. 293/25

Moved by Councillor Sax

THAT Council receives and files the SGI Certificate of Safety Fitness.

CARRIED

15.3 RESOLUTION NO. 294/25

Moved by Councillor Miller

THAT Council received and files the Development Appeal Board Hearing decision on Lot 3 Block 24 Plan 97R40466.

CARRIED

16. CLOSED SESSION

17. ADJOURNMENT

17.1 *THAT this meeting be adjourned by Mayor Smith at 9:24 p.m.*

Mayor

Acting Chief Administrative Officer

Village of Buena Vista
List of Accounts
Batch: 2025-00096 to 2025-00098

Bank Code - AP - AP-General Oper

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
11274	10/14/2025	VOID - Cheque Printing			
11275 88	10/14/2025	DC Asphalt Repair 530-210-110 - TS - Cont - Pavin	Crack Sealing Asphalt	8,215.00	
		110-340-110 - GST Receivable	Both Tax Code	387.50	
		900-110-110 - GST Paid	Both Tax Code	387.50 NL	8,602.50 ✓
11276 September	10/14/2025	Papa Geordies Gas & Grocery 510-410-140 - GG - Supplies - C	Office -Kitchen Bags	11.44	
		510-410-140 - GG - Supplies - C	Office -Bath Tissue	12.71	
		530-400-110 - TS - Supplies - S	Shop -Coffee/Creamer	32.65	
		530-425-111 - TS - Supplies - F	Fuel -Sept	504.69	
		110-340-110 - GST Receivable	Both Tax Code	1.14	
		900-110-110 - GST Paid	Both Tax Code	1.14 NL	
		110-340-110 - GST Receivable	GST Tax Code	25.23	
		900-110-110 - GST Paid	GST Tax Code	25.23 NL	587.86 ✓
11277 20251028-01	10/14/2025	Macmurchy, Janke 110-320-140 - Utility Accounts F	WMD Refund -A#245	25.00	25.00 ✓
11278 PV-2025-019	10/14/2025	Bear, Tyrell 420-710-100 - F&C - Building P	Refund Permit Fee #23-008	640.00	640.00 ✓
11279 8737	10/14/2025	Hyvac Sewer Service Ltd. 585-295-200 - SWR - Cont - Sew	Sep-Edgewood Sep Rmvl-1	3,259.82	
		110-340-110 - GST Receivable	GST Tax Code	162.99	
		900-110-110 - GST Paid	GST Tax Code	162.99 NL	3,422.81 ✓
11280 45226	10/14/2025	Peter's Sewer Service 580-285-140 - UT - Cont. - Main	Activated Alum Chng Pump	1,812.50	
		110-340-110 - GST Receivable	GST Tax Code	90.63	
		900-110-110 - GST Paid	GST Tax Code	90.63 NL	1,903.13 ✓
11281 Sept	10/14/2025	Muir Barber Ltd. 510-410-140 - GG - Supplies - C	Office -Paper Towel	13.24	
		510-410-140 - GG - Supplies - C	Office -Garbage Bags	5.71	
		510-410-140 - GG - Supplies - C	Office -Zip Ties	9.53	
		530-410-110 - TS - Supplies - S	Pruning Shear	28.61	
		530-410-130 - TS - Supplies - S	Chainsaw File	6.19	
		570-400-110 - R&C - Supplies -	Beach Bthrm-Plumbing Anti	5.71	
		570-420-140 - R&C - Supplies -	Concession-Plumbing Antifi	5.72	
		580-410-100 - UT - Supplies - V	WTP -Fly Traps	4.28	
		580-430-100 - UT - Supplies - V	WTP -Instrument Batteries	13.52	
		570-420-140 - R&C - Supplies -	Concession -Lock Keys x7	26.64	
		570-420-140 - R&C - Supplies -	Concession -Door Lock	50.55	
		580-400-110 - UT - Supplies - V	WTP -Respiratory Marks x2	19.06	
		580-450-130 - UT - Supplies - M	WTP -Crzy Crpt Funnel-AA	13.33	
		580-450-130 - UT - Supplies - M	WTP -3/8 Flat Washers x32	2.37	
		110-340-110 - GST Receivable	Both Tax Code	9.64	
		900-110-110 - GST Paid	Both Tax Code	9.64 NL	214.10 ✓
11282 Sept 29	10/14/2025	Chase Arnold 580-110-120 - UT - Salary - Lab	PW Contracted-Activ Alumni	315.00	315.00 ✓

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
				Total Credit Card:	<u>15,710.40</u>
				Total AP:	<u>15,710.40</u>

Village of Buena Vista
List of Accounts
Batch: 2025-00096 to 2025-00098

Bank Code - CC - CC - Credit Card

CREDIT CARD

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
102025 437035	10/14/2025	A-1 Rent-Alls 580-285-140 - UT - Cont. - Main 110-340-110 - GST Receivable 900-110-110 - GST Paid	Boomlift Rental-Activated A Both Tax Code Both Tax Code	475.73 22.44 22.44 NL	498.17 ✓
102025-001 CA52RDCRLAC	10/14/2025	Amazon 580-410-100 - UT - Supplies - V 510-440-100 - GG - Supplies - C 530-600-220 - TS - Purch of Cap 110-340-110 - GST Receivable 900-110-110 - GST Paid	WTP -Printer Rubber Sheets -Bulletin Bo Post Office-Drain System w Both Tax Code Both Tax Code	322.48 ✓ 77.24 ✓ 886.16 ✓ 60.67 60.67 NL	1,346.55 ✓
102025-002 Oct 2	10/14/2025	Hordos Insurance Brokers Inc. 530-260-100 - TS - Cont - Vehicl	Reg&Rnwl-006IAR/Oct2-Ja	298.88	298.88 ✓
102025-003 V-1988	10/14/2025	ICESoft Technologies Holdings Ltd. 510-250-100 - GG - Cont - Com 510-250-100 - GG - Cont - Com 110-340-110 - GST Receivable 900-110-110 - GST Paid	Voyent Alert Subscription-N Voyent Alert Sub Prepaid-J Both Tax Code Both Tax Code	477.00 2,385.00 135.00 135.00 NL	2,997.00 ✓
102025-004 4565	10/14/2025	SK Septic 510-300-150 - GG - Cont - Offic 570-340-140 - R&C - Cont - Bea 110-340-110 - GST Receivable 900-110-110 - GST Paid	Office Septic Rmvl -Oct8 Beach Septic Rmvl -Oct8 GST Tax Code GST Tax Code	66.67 66.67 6.66 6.66 NL	140.00 ✓
102025-005 254050430	10/14/2025	United Rentals 530-600-220 - TS - Purch of Cap 110-340-110 - GST Receivable 900-110-110 - GST Paid	Concrete Saw Rental-Post Both Tax Code Both Tax Code	196.15 9.25 9.25 NL	205.40 ✓
Total Credit Card:					<u>5,486.00</u>
Total CC:					<u>5,486.00</u>

Village of Buena Vista
List of Accounts
Batch: 2025-00096 to 2025-00098

Bank Code - EFT - EFT - Direct Deposit

WIRE TRANSFER

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
101 457	10/14/2025	Gourlay & Associates 520-260-100 - PS - Cont - Bylaw 110-340-110 - GST Receivable 900-110-110 - GST Paid	Bylaw Enforce Services -Se Both Tax Code Both Tax Code	443.08 20.90 20.90 NL	463.98 ✓
102 2025-00112	10/14/2025	Town Of Regina Beach 210-700-810 - Long Term Debt 580-700-110 - UT - Interest	Lagoon Project Loan -Oct Lagoon Proj Loan Int -Oct	3,306.64 2,389.67	5,696.31 ✓
103 2509309	10/14/2025	Professional Bldg. Insp. Inc. 560-200-150 - P&D - Cont. - Bui 110-340-110 - GST Receivable 900-110-110 - GST Paid	PBI Fees -Sept GST Tax Code GST Tax Code	1,670.00 83.50 83.50 NL	1,753.50 ✓
104 2025-00114	10/14/2025	Town Of Regina Beach 525-210-100 - PS - Cont - Fire F 540-200-110 - EH - Cont - Lago 570-210-100 - R&C - Cont - Reg 550-200-130 - H&W - Cont - Prii 525-230-130 - PS - Cont - EMO	IMUC 3rd Qtr -Fire Fees IMUC 3rd Qtr -Lagoon Fees IMUC 3rd Qtr -Library Fees IMUC 3rd Qtr -PHC Fees IMUC 3rd Qtr -EMO Fees	8,067.70 6,929.64 2,003.69 1,172.26 802.53	18,975.82 ✓
105 INV1182360	10/14/2025	ClearTech Industries Inc. 580-450-100 - UT - Supplies - V 580-450-100 - UT - Supplies - V 110-340-110 - GST Receivable 900-110-110 - GST Paid	Sodium Hypochlorite x2 NaOCI Container Deposit x GST Tax Code GST Tax Code	281.46 180.00 23.07 23.07 NL	484.53 ✓
Total Wire Transfer:					27,374.14
Total EFT:					27,374.14

**Village of Buena Vista
List of Accounts**

Date Printed
10/14/2025 2:45 PM

Batch: 2025-00096 to 2025-00098

Page 5

Bank Code - OB - OB - Online Banking

ONLINE BANKING

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
102025 Sep	10/14/2025	Gov of SK 210-210-190 - School #1 - Remi	EPT - Sept	3,906.37	3,906.37 ✓
102025-001 September	10/14/2025	Gov of SK 210-200-100 - Payroll Deductor	PW Pysl Ded RP0001-Sep	6,275.71 ✓	11,557.27 ✓
		210-200-100 - Payroll Deductor	PW Pysl Ded RP0002-Sep	843.08 ✓	
		210-200-100 - Payroll Deductor	Admin Pysl Ded RP0001-Sep	4,437.48 ✓	
		210-200-100 - Payroll Deductor	Council Rem Ded RP0002-Sep	1.00 ✓	
102025-002 8226394	10/14/2025	Loraas Disposal South Ltd. 540-200-130 - EH - Cont - Wast	Waste Collection Sep x5	9,381.54	13,826.62 ✓
		540-210-300 - EH - Cont - Recy	Recycle Collection Sep x2	3,685.06	
		530-290-100 - TS - Cont - Other	Shop Waste Bin Empty	101.61	
		110-340-110 - GST Receivable	GST Tax Code	658.41	
		900-110-110 - GST Paid	GST Tax Code	658.41 NL	
102025-003 September	10/14/2025	MEPP (PEBA) 210-200-140 - MEPP Payable	PW Aug31-Sep13 -MEPP	1,535.62 ✓	5,634.82 ✓
		210-200-140 - MEPP Payable	PW Sep14-27 -MEPP	1,535.62 ✓	
		210-200-140 - MEPP Payable	Admin Sep1-15 -MEPP	1,264.04 ✓	
		210-200-140 - MEPP Payable	Admin Sep16-30 -MEPP	1,299.54 ✓	
102025-004 Sep 25	10/14/2025	SaskPower 580-300-150 - UT - Cont - Well #	Well #1 -Aug 27-Sep 25	329.19	345.65 ✓
		110-340-110 - GST Receivable	GST Tax Code	16.46	
		900-110-110 - GST Paid	GST Tax Code	16.46 NL	
102025-005 Sep/Oct	10/14/2025	Saskatchewan Health Authority 580-290-100 - UT - Cont - Labor	Water Samp-1050Grand-Se	21.90 ✓	150.00
		580-290-100 - UT - Cont - Labor	Water SampGenChem-1050	120.95 ✓	
		110-340-110 - GST Receivable	GST Tax Code	7.15	
		900-110-110 - GST Paid	GST Tax Code	7.15 NL	
				Total Online Banking:	<u>35,420.73</u>
				Total OB:	<u>35,420.73</u>
				Grand Total:	<u><u>83,991.27</u></u>

Certified Correct This October 14, 2025



Mayor



Administrator

Village of Buena Vista
List of Accounts
Batch: 2025-00099 to 2025-00102

Bank Code - ABW - ABW - Automatic Withdrawal

AUTOMATIC WITHDRAWAL

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
102025 2025/26-02807	10/21/2025	Munisoft			
		510-290-120 - GG - Cont - IT Se	Oct -IT Services Premium	268.18	
		110-340-110 - GST Receivable	Both Tax Code	12.65	
		900-110-110 - GST Paid	Both Tax Code	12.65 NL	280.83
			Total Automatic Withdrawal:		<u>280.83</u>
				Total ABW:	<u>280.83</u>

Village of Buena Vista
List of Accounts
Batch: 2025-00099 to 2025-00102

Bank Code - AP - AP-General Oper

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
11283	10/28/2025	Graham's Tire Service Ltd.			
0418516		530-420-100 - TS - Supplies - Ve	Flatbed TruckTires x4	1,564.24	
		530-420-100 - TS - Supplies - Ve	Bobcat/SkidsteerTires x4	1,708.72	
		110-340-110 - GST Receivable	Both Tax Code	154.60	
		900-110-110 - GST Paid	Both Tax Code	154.60 NL	3,427.56
11284	10/28/2025	Redhead Equipment			
P06573		537-420-130 - TS - Snow - Supp	Grader Blades x10	1,811.86	
		110-340-110 - GST Receivable	Both Tax Code	85.47	
		900-110-110 - GST Paid	Both Tax Code	85.47 NL	1,897.33
11285	10/28/2025	UMAAS			
Oct 21		510-240-100 - GG - Cont - Mem	Office Inspection	400.00	
		510-240-100 - GG - Cont - Mem	Office Inspection-Travel	207.40	607.40
			Total Computer Cheque:		5,932.29
				Total AP:	5,932.29

**Village of Buena Vista
List of Accounts**
Batch: 2025-00099 to 2025-00102

Bank Code - CC - CC - Credit Card

CREDIT CARD

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
102025-006	10/21/2025	Amazon			
CA5DWEGDA8		510-410-140 - GG - Supplies - C	Sliding Keyboard Tray -CAC	40.27	
		110-340-110 - GST Receivable -	Both Tax Code	1.90	
		900-110-110 - GST Paid	Both Tax Code	1.90 NL	42.17
102025-007	10/21/2025	Canadian Tire			
Oct 21		530-410-110 - TS - Supplies - S	Battery Booster Pack -Shop	317.99	
		530-410-110 - TS - Supplies - S	Battery Charger -Shop	95.39	
		530-410-140 - TS - Supplies - V	Tri-Ball Mount -Vehicle	56.17	
		530-410-100 - TS - Supplies - S	14pc Wrench Set -Shop	47.69	
		530-410-100 - TS - Supplies - S	Staple Gun -Shop	37.09	
		530-410-100 - TS - Supplies - S	Hose Reel -Shop	158.99	
		580-440-110 - UT - Supplies - V	Screwdriver Bits -WTP	23.31	
		580-440-110 - UT - Supplies - V	Multi-head Mallet -WTP	21.19	
		580-440-110 - UT - Supplies - V	Pliers -WTP	31.72	
		530-410-100 - TS - Supplies - S	Staples -Shop	5.82	
		580-440-110 - UT - Supplies - V	Screwdriver Bits -WTP	23.31	
		580-440-110 - UT - Supplies - V	Wrench x2 - WTP	44.50	
		580-440-110 - UT - Supplies - V	Pipe Wrench 14" -WTP	29.67	
		580-440-110 - UT - Supplies - V	Pipe Wrench 10" -WTP	19.07	
		580-440-110 - UT - Supplies - V	Pipe Wrench 8" -WTP	15.89	
		580-440-110 - UT - Supplies - V	Wrench x2 -WTP	50.86	
		530-410-140 - TS - Supplies - V	Wiper Blades -GMC Sierra	52.99	
		580-440-110 - UT - Supplies - V	Allen Wrench Set -WTP	15.88	
		580-440-110 - UT - Supplies - V	Allen Wrench Set -WTP	15.89	
		580-440-110 - UT - Supplies - V	Multi-Bit Screwdriver -WTP	26.49	
		580-430-100 - UT - Supplies - V	Hose Reel -WTP	90.09	
		530-410-100 - TS - Supplies - S	5.5' Ladder -Shop	132.49	
		110-340-110 - GST Receivable -	Both Tax Code	61.91	
		900-110-110 - GST Paid	Both Tax Code	61.91 NL	1,374.40
Oct 22		537-420-130 - TS - Snow - Supp	Quick Connects -Sander	32.39	
		110-340-110 - GST Receivable -	Both Tax Code	1.53	
		900-110-110 - GST Paid	Both Tax Code	1.53 NL	33.92
			Payment Total:		<u>1,408.32</u>
			Total Credit Card:		<u>1,450.49</u>
			Total CC:		<u>1,450.49</u>

**Village of Buena Vista
List of Accounts**
Batch: 2025-00099 to 2025-00102

Bank Code - EFT - EFT - Direct Deposit

WIRE TRANSFER

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
105	10/21/2025	Flocor			
7131215		580-430-140 - UT - Supplies - C	Curbstop Rods x6	605.47	
		580-295-105 - UT - Cont - WTP	Curbstop Box x6	908.21	
		580-295-105 - UT - Cont - WTP	3/4 Curbstop x6	766.06	
		580-295-105 - UT - Cont - WTP	Curbstop 3/4 Insert x12	68.18	
		580-295-105 - UT - Cont - WTP	Curbstop 1 Insert x12	209.76	
		110-340-110 - GST Receivable	Both Tax Code	120.64	
		900-110-110 - GST Paid	Both Tax Code	120.64 NL	2,678.32
106	10/21/2025	Gregg Distributors LP			
063-219953		530-600-220 - TS - Purch of Ca	Perma-Patch Rpr 50lbx11-F	515.72	
		110-340-110 - GST Receivable	Both Tax Code	24.33	
		900-110-110 - GST Paid	Both Tax Code	24.33 NL	540.05
			Total Wire Transfer:		3,218.37
				Total EFT:	3,218.37

**Village of Buena Vista
List of Accounts**
Batch: 2025-00099 to 2025-00102

Bank Code - OB - OB - Online Banking

ONLINE BANKING

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
102025-006 18916	10/21/2025	SUMA			
		510-120-120 - GG - Benefits - G	GBI Admin Fee -Nov	20.00	
		530-120-120 - TS - Benefits - Fc	Arnold -Group Bene-Nov	360.60	
		510-140-330 - GG - Benefits - A	Guillemin -Group Bene-Nov	455.51	
		510-140-330 - GG - Benefits - A	McConnell -Group Bene-Nc	440.43	
		530-130-130 - TS - Benefits - La	Neudeck, J -Group Bene-Nr	404.90	
		510-130-230 - GG - Benefits - C	Pollock -Group Bene-Nov	623.35	
		530-130-130 - TS - Benefits - La	Warawa -Group Bene-Nov	326.53	
		110-340-110 - GST Receivable	GST Tax Code	1.00	
		900-110-110 - GST Paid	GST Tax Code	1.00 NL	2,632.32
102025-007 Sep10-Oct10	10/21/2025	SaskEnergy			
		510-300-110 - GG - Cont - Office	Office Energy-Sep10-Oct10	49.83	
		110-340-110 - GST Receivable	GST Tax Code	2.49	
		900-110-110 - GST Paid	GST Tax Code	2.49 NL	52.32
102025-008 Sep-Oct	10/21/2025	SaskPower			
		580-300-180 - UT - Cont - WTP	WTP Power -Sep8-Oct16	2,023.29	
		530-310-200 - TS - Cont - Edge	Edgewood Power -Sep10-C	70.39	
		580-300-170 - UT - Cont - Boos	Bstr Stn Power -Sep15-Oct	131.20	
		570-340-110 - R&C - Cont - Con	Concession Power -Sep9-C	127.53	
		530-300-120 - TS - Cont - Shop	Shop Power -Sep9-Oct16	381.58	
		510-300-120 - GG - Cont - Office	Office Power -Sep15-Oct16	111.14	
		110-340-110 - GST Receivable	Both Tax Code	30.80	
		900-110-110 - GST Paid	Both Tax Code	30.80 NL	
		110-340-110 - GST Receivable	GST Tax Code	101.16	
		900-110-110 - GST Paid	GST Tax Code	101.16 NL	2,977.09
102025-009 Oct13-Nov12	10/21/2025	SaskTel			
		510-300-155 - GG - Cont - Office	Office Security -Aug23-Sep	29.95	
		510-300-140 - GG - Cont - Office	Office Phone -Oct13-Nov13	276.76	
		510-300-140 - GG - Cont - Office	Office Fax -Oct13-Nov12	45.21	
		580-300-195 - UT - Cont - WTP	WTP Internet -Oct13-Nov13	55.90	
		580-300-195 - UT - Cont - WTP	WTP Phone -Oct13-Nov12	69.43	
		110-340-110 - GST Receivable	Both Tax Code	22.51	
		900-110-110 - GST Paid	Both Tax Code	22.51 NL	499.76
102025-010 Sept/Oct	10/21/2025	Saskatchewan Health Authority			
		580-290-100 - UT - Cont - Labor	Water Samp-AAFilter#1-Oc	21.90	
		580-290-100 - UT - Cont - Labor	Water Samp-AAFilter#2-Oc	21.90	
		580-290-100 - UT - Cont - Labor	Water Samp-AAFilter#1-Se	21.90	
		580-290-100 - UT - Cont - Labor	Water Samp-AAFilter#2-Se	21.90	
		580-290-100 - UT - Cont - Labor	Water Samp-Bstr Stn-Oct2	21.90	
		580-290-100 - UT - Cont - Labor	Water Samp-1234Highwood	21.90	
		580-290-100 - UT - Cont - Labor	Water Samp-1050Grand-Oc	21.90	
		580-290-100 - UT - Cont - Labor	Water Samp-1050Grand-Oc	21.90	
		580-290-100 - UT - Cont - Labor	Water Samp-Bstr Stn-Sep3	21.90	
		580-290-100 - UT - Cont - Labor	Water Samp-AAFilter#1-Se	21.90	
		580-290-100 - UT - Cont - Labor	Water Samp-1234Highwood	21.90	
		580-290-100 - UT - Cont - Labor	Water Samp-1050Grand-Oc	21.90	
		580-290-100 - UT - Cont - Labor	Water Samp-Bstr Stn-Oct3	21.90	
		580-290-100 - UT - Cont - Labor	Water Samp-Bstr Stn-Sep2	21.90	

Village of Buena Vista
List of Accounts
Batch: 2025-00099 to 2025-00102

ONLINE BANKING

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
		580-290-100 - UT - Cont - Labor	Water Samp-Bstr Stn-Oct14	21.90	
		580-290-100 - UT - Cont - Labor	Water Samp-AAFilter#2-Se	21.90	
		580-290-100 - UT - Cont - Labor	Water Samp-Hlth&Tox-Oct14	88.10	
		110-340-110 - GST Receivable	GST Tax Code	22.00	
		900-110-110 - GST Paid	GST Tax Code	22.00 NL	460.50
				Total Online Banking:	6,621.99
				Total OB:	6,621.99
				Grand Total:	17,503.97

Certified Correct This October 21, 2025

Mayor

Administrator

Deposit Register

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

Pay period : **20 (14Sep2025 to 27Sep2025)**

Cheque date : **03Oct2025**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	03Oct2025	020	Neudeck, Joel	004	2244.64
00000002	03Oct2025	024	Warawa, Lorne D	004	1935.41
00000003	03Oct2025	50	Arnold, Ian C.	003	2165.25

Pay Group Totals :

Number of Deposits:3
Total Amount of Deposits:6345.30

Deposit Register

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

Pay period : **21 (28Sep2025 to 11Oct2025)**

Cheque date : **17Oct2025**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	17Oct2025	020	Neudeck, Joel	004	2525.85
00000002	17Oct2025	024	Warawa, Lorne D	004	2150.46
00000003	17Oct2025	048	Kobayashi, Jacob D.	004	62.42
00000004	17Oct2025	50	Arnold, Ian C.	003	2400.47

Pay Group Totals :

Number of Deposits: 4
Total Amount of Deposits: 7139.20

Deposit Register

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

Pay period : **18 (16Sep2025 to 30Sep2025)**

Cheque date : **29Sep2025**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	29Sep2025	026	Guillemin, Karen	002	1035.20
00000002	29Sep2025	040	Pollock, Melissa D.	001	2246.36
00000003	29Sep2025	047	McConnell, Catherine M.	002	1640.06

Pay Group Totals :

Number of Deposits:3
Total Amount of Deposits:4921.62

Deposit Register

Pay group : 004 (CAO & Assistant)

Pay period : 19 (01Oct2025 to 15Oct2025)

Cheque date : 15Oct2025

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	15Oct2025	026	Guillemin, Karen	002	1125.05
00000002	15Oct2025	040	Pollock, Melissa D.	001	2304.10
00000003	15Oct2025	047	McConnell, Catherine M.	002	1640.06

Pay Group Totals :

Number of Deposits:3
Total Amount of Deposits:5069.21

Deposit Register

Pay group : **003 (Council)**

Pay period : **09 (01Sep2025 to 30Sep2025)**

Cheque date : **29Sep2025**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	29Sep2025	051	Smith, Karen L.	005	299.50
00000002	29Sep2025	052	Duke, Christopher	005	260.00
00000003	29Sep2025	053	Miller, Spence	005	130.00
00000004	29Sep2025	054	Sax, Robert G.	005	260.00
00000005	29Sep2025	055	Schultz, Steven D.	005	130.00

Pay Group Totals :

Number of Deposits:5
Total Amount of Deposits:1079.50

Village of Buena Vista
Income Statement
January 1, 2025 to October 31, 2025

	Current Actual	Current Budget
Revenues		
General Government - Taxes	1,173,450.68	1,169,314.00
General Government - Fees & Charges	1,124.00	1,160.00
General Government - Unconditional Grants	144,340.50	180,790.00
General Government - Conditional Grants	19,703.00	39,410.00
General Government - Investment Income	40,274.83	48,000.00
Transportation Snow Removal -Fees & Charges	7,493.19	3,818.00
Protective Services - Fees & Charges		700.00
Planning & Development - Fees & Charges	12,718.60	5,930.00
UT Water - Fees & Charges	282,281.96	362,700.00
UT Sewer - Fees & Charges	39,357.84	48,570.00
Recreation & Culture - Fees & Charges	25,500.00	32,570.00
Total Revenues:	1,746,244.60	1,892,962.00
Expenses		
General Government - Wages/Benefits	188,634.68	270,970.00
General Government - Contracted Services	113,910.58	145,420.00
General Government - Materials & Supplies	7,907.15	14,150.00
Protective Services - Contracted	44,781.69	105,360.00
Transportation Servivces - Wages & Benefits	245,751.75	261,000.00
Transportation Services - Contracted Serv	46,899.89	91,930.00
Transportation Services - Supplies	48,622.22	121,300.00
TS - Snow Removal - Wages & Benefits		95,000.00
TS - Snow Removal - Supplies	7,385.12	19,100.00
Environmental Health - Contracted Services	96,043.81	232,720.00
Health & Wellness - Contracted Services	3,516.78	4,690.00
Planning & Dev - Contracted Services	4,961.46	3,330.00
Recreation & Culture - Wages & Benefits		12,800.00
Recreation & Culture - Contracted Services	37,902.55	48,460.00
Recrreation & Culture - Supplies	1,492.40	2,150.00
Recreation & Culture - Grants & Contribut	7,074.00	7,070.00
UT Water - Wages & Benefits	315.00	109,000.00
UT Water - Contracted Servicves	58,463.31	211,450.00
UT - Interest	9,558.68	53,120.00
UT Water - Materials & Supplies	39,410.39	57,750.00
UT Sewer - Wages & Benefits		6,100.00
UT Sewer - Contracted Services	32,253.47	51,300.00
UT Sewer - Materials & Supplies	47.95	1,500.00
Total Expenses:	994,932.88	1,925,670.00
Surp(Def) Rev over Exp before Oth Cap Contr	751,311.72	(32,708.00)
Change in Surplus	751,311.72	(32,708.00)
Accum. Surplus (Deficit), Beginning of Yr	5,701,778.75	
Capital Expenditures		

Village of Buena Vista
Income Statement
January 1, 2025 to October 31, 2025

	Current Actual	Current Budget
General Government - Capital Expenditures	7,842.80	10,400.00
Transportation - Capital Expenditures	50,570.63	53,500.00
Recreation & Culture - Capital Expenditures	2,141.49	3,500.00
UT Water - Capital Expenditures	1,598.96	20,500.00
Total Capital Expenditures:	62,153.88	87,900.00
Long Term Debt		
UT - Long Term Debt - Utilities	(19,839.84)	\$42,150
UT - Long Term Debt - Lagoon - RB	(27,564.58)	\$39,680
Total Long Term Debt:	(47,404.42)	0.00 \$81,830.00
Accum. Surplus(Deficit), End of Year	736,562.26	(120,608.00)



ADMINISTRATION REPORT TO COUNCIL

September 23, 2025 Council Meeting

September 16 – October 18, 2025

Updates:

- Office Audit completed

Completed work this period:

- CAO meetings with Public Works Operations Coordinator / 2026 Budget planning / PW budget checks - compiled list of what still needs to be completed/purchased for 2025 / work on getting quotes, etc. for 2026 budget
- Meeting with Neptune (water meters) rep
- Discretionary Use applications – review/contact SK Health/WSA, etc. / prepare documents for Council & public notice
- Discretionary Use Policy /procedures / template letters, etc.
- Drafting updates for Discretionary Use section in Zoning bylaw
- Review CHIF Provincial Stream Grant / contacted both Provincial and Federal for information on applying
- September water billing
- Work on verification of addresses for Civic Address Registry
- SGI Safety Grant work and submission
- Traffic sign reporting
- Bank Reconciliation
- Work on digitizing Development applications
- Bylaw remediation/warnings/order to remedies
- Stats Canada and CMHC surveys (mandatory)
- Change of ownerships
- Monthly reconciliation of building permits – completed permits processed & closed
- Website updates
- Updates to Parks & Rec Board bylaw
- Work on PW time allocations / setting up spreadsheets to streamline the process
- Meeting with People First HR – policies, etc.
- Kinookimaw agreement for road maintenance services sent to Kinookimaw for signing
- Work on monthly Checklist / Administration annual calendar/ bank rec processes, etc.
- Work on Asset Management Plan updates
- Work on Tree Policy
- Work on Tax Abatement Policy

Work Planning for this month & Upcoming Months:

- 2026 Budget work
- Oct 27th Bylaw Training (last module) – CAO
- November 25th PBI Webinar – CAO/Assistant CAO
- Tax Abatement Policy completed

- Tree Policy Completed
- Canada Summer Jobs grant
- 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 early November
- Subdivision Agreements
- Bylaw updates drafted / Register with Bylaw Court
- Register names for landfill road (Dinu & Rose), Tower Road, Ball Diamond & complete update with Civic Address Registry (CAR)
- Asset Management plan updated
- Violence Prevention/ Teamwork & Collaboration/ Conflict Resolution 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

September 23, 2025 Council Meeting

September 16 – October 18, 2025

Updates:

Completed work this period:

- Operations Coordinator meetings with CAO / Budget work
- Crack sealing completed September 22
- Activated Alumina changed / PDWA issued after completion
- Trimmed trees – trees taken to landfill
- Street sweeping on part of Grand
- Mowed part of Grand
- Speed bumps removed
- Pothole repair around the Village
- Close up and clean concession and beach washrooms
- Remove/blow out tree irrigation to store for winter
- Drainage work at the post office/behind to Schwann
- Garbage pickup on Tower Road ditch
- Mounted sander in truck for winter preparation
- Grading of Kinookimaw roads
- Grade landfill road/Highwood, 10th, Lakeview, Valleyview, 9th, Schwann
- Gravel Highwood 1200 Block
- Repair Clair Way and regravell
- Gravel on landfill road/fill low spot on landfill road
- Change grader blades
- Clean ditch 700 block Grand
- Winter maintenance/service on equipment

Water Treatment Plant

- Meter Reading for September billing
- Water Turn Off's for seasonal properties
- Activated Alumina change – water plant clean up
- Precautionary Drinking Water Advisory
- Meeting with Neptune rep
- Curbstop locating & mapping
- Regular maintenance
- Well checks
- Meter change
- Curbstop repairs /locates (4)
- Budget list for WTP

Work Planning for this month & upcoming months:

- 2026 Budget work
- Complete tree trimming along roadsides
- Fire hydrants to be raised
- Well house fence
- Complete ongoing training as time allows
- Curbstop Project – ongoing
- Mapping/exercising all water valves
- Work on SOP's for water breaks, etc. with CAO
- Complete shop organization/removal of office

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 Meter Readings (M ³)	Volume (M ³)	Tests		Well Water Depth (feet)		Tn	Tn Raw	Iron	Iron Raw	MN	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 5.25 36388 276159 246																
1/Sep/25	10:45AM	6.05	316678	276449	290	0.75	0.95	0.00	0.00	0.00	0.00	0.00	0.00	0.000	1974 H7	5000
2/Sep/25	11:54AM	4.45	316887	276678	289	0.77	0.94	0.00	0.00	0.00	0.00	0.00	0.000	1985.46	JCN	
3/Sep/25	8:00AM	2.85	317028	276801	183	0.69	0.88	0.00	0.00	0.00	0.00	0.00	0.000	1993.66	JCN	
4/Sep/25	9:30AM	3.22	317176	276953	152	0.83	1.08	0.00	0.00	0.00	0.00	0.00	0.000	1998.96	JCN	
5/Sep/25	6:45 AM	1.99	317230	277052	94	0.86	0.96	0.00	0.00	0.00	0.00	0.00	0.000	2002.96	JCN	
6/Sep/25	6:30 AM	3.23	317420	277210	158	1.07	1.35	0.00	0.00	0.00	0.00	0.00	0.000	2008.30	LDW	
7/Sep/25	9:15 AM	3.52	317591	277371	161	1.08	1.39	0.00	0.00	0.00	0.00	0.00	0.000	2014.30	LDW	
8/Sep/25	6:30 AM	4.03	317783	277566	192	1.12	1.31	0.00	0.00	0.00	0.00	0.00	0.000	2021.20	LDW	
9/Sep/25	7:00 AM	3.77	317958	277742	176	0.76	0.92	0.00	0.00	0.00	0.00	0.00	0.000	2028.60	LDW	
10/Sep/25	6:45 AM	3.45	318124	277917	175	0.98	0.98	0.00	0.00	0.00	0.00	0.00	0.000	2035.50	LDW	
11/Sep/25	7:00 AM	2.91	318262	278066	149	0.87	0.89	0.00	0.00	0.00	0.00	0.00	0.000	2041.85	ICF	
12/Sep/25	6:30 AM	3.14	318414	278220	154	0.80	0.88	0.00	0.00	0.00	0.00	0.00	0.000	2047.25	ICF	
13/Sep/25	7:45 AM	3.00	318555	278363	143	0.88	0.94	0.00	0.00	0.00	0.00	0.00	0.000	2053.26	ICF	
14/Sep/25	8:30 AM	2.66	318681	278465	102	0.81	0.65	0.00	0.00	0.00	0.00	0.00	0.000	2058.26	ICF	
15/Sep/25	6:30 AM	1.77	318765	278562	97	0.78	0.80	0.00	0.00	0.00	0.00	0.00	0.000	2063.66	ICF	
16/Sep/25	8:30 AM	2.33	318875	278667	105	0.80	0.91	0.00	0.00	0.00	0.00	0.00	0.000	2066.97	ICF	
17/Sep/25	7:15 AM	2.01	318971	278760	93	0.67	0.82	0.00	0.00	0.00	0.00	0.00	0.000	2071.27	ICF	
18/Sep/25	7:00 AM	1.71	319052	278863	103	0.68	0.76	0.00	0.00	0.00	0.00	0.00	0.000	2075.51	LDW	
19/Sep/25	8:15 AM	1.90	319141	278955	92	0.72	1.12	0.00	0.00	0.00	0.00	0.00	0.000	2078.30	LDW	
20/Sep/25	7:00 AM	2.00	319235	279047	92	0.77	0.84	0.00	0.00	0.00	0.00	0.00	0.000	2081.78	JCN	
21/Sep/25	6:15 AM	3.22	319390	279141	117	0.83	0.92	0.00	0.00	0.00	0.00	0.00	0.000	2085.60	LDW	
22/Sep/25	8:30 AM	4.14	319589	279374	180	0.64	0.93	0.00	0.00	0.00	0.00	0.00	0.000	2091.59	LDW	
23/Sep/25	9:15 AM	1.65	319667	279484	110	0.63	0.83	0.00	0.00	0.00	0.00	0.00	0.000	2099.30	JCN	
24/Sep/25	9:30 AM	2.82	319803	279592	108	0.74	0.90	0.00	0.00	0.00	0.00	0.00	0.000	2102.30	JCN	
25/Sep/25	7:00 AM	1.73	319885	279687	95	0.70	0.87	0.00	0.00	0.00	0.00	0.00	0.000	2107.61	JCN	
26/Sep/25	7:00 AM	2.43	320001	279807	120	0.76	0.91	0.00	0.00	0.00	0.00	0.00	0.000	2110.80	JCN	
27/Sep/25	10:00 AM	2.82	320136	279939	132	0.69	0.79	0.00	0.00	0.00	0.00	0.00	0.000	2115.21	JCN	
28/Sep/25	9:00 AM	2.34	320244	2801065	126	0.54	0.84	0.00	0.00	0.00	0.00	0.00	0.000	2120.50	LDW	
29/Sep/25	6:30 AM	2.99	320388	280208	143	0.65	0.80	0.00	0.00	0.00	0.00	0.00	0.000	2124.82	ICF	
30/Sep/25	7:20 AM	1.00	320464	280350	142	0.48	0.71	0.00	0.00	0.00	0.00	0.00	0.000	2130.43	LDW	
TOTALS																
MIN VALUE		0.00	-	-	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.000	-	-	CAO Signature
MAX VALUE		0.00	-	-	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.000	-	-	CAO Signature
AVG VALUE		#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

MINUTES

85th REGULAR MEETING

JOINT USE COMMITTEE

Held at the Town of Regina Beach Office/Zoom
September 29, 2025 @ 4:00 P.M.

Call to Order		Meeting was called to order by Bonnie Barber at 4:00 p.m.
Attendance:	Present:	Bonnie Barber (Regina Beach Representative/Chair), Charla Sebastian (PVSD Representative), Gerard Palmer (PVSD Representative) via Zoom, Janelle Law (South Shore Principal), Stephanie Caswell (Regina Beach Recreation Director), Bob Ballantyne (PVSD Representative) via Zoom and Tina Blahitka (Secretary/Treasurer)
	Absent:	Melissa Pollock (Village of Buena Vista)
	Guests:	
Approval of Agenda:	Caswell/Law	That the agenda be approved. Carried.
Approval of Minutes	Law/Caswell	That the minutes of the 84 th Regular Meeting held May 12, 2025 be approved Carried
<u>Pending Business:</u>		
Triple Sink Installation	Action: Ballantyne	Bob advised that he is having trouble getting someone to come out to give a quote. Klempp and Variety Plumbing were suggested as companies to call. Tabled until next meeting.
Joint Use Agreement	Action: Caswell/Law	Stephanie will work on completing the amendment for the agreement to add Room 107 and update insurance requirements. Janelle will contact the PV Board to inquire how to submit the amendment. -The committee to resume further discussions and review/approve amendments made to the agreement at the January 2026 meeting.
Broken Tables and Chairs	Action: Caswell	Stephanie to provide an update at the next scheduled meeting in January.

History of Joint Use Committee	Discussion: Committee Action: Caswell/Barber	The history of the committee was tabled until our next meeting in January. Bonnie and Stephanie will work on getting information from past committee members with accurate information on the history. Bob Ballantyne will be put on the list to give history on the committee as he is a long term member.
Insurance	Action: Caswell/Blahitka	Stephanie and Tina will reach out to the Town's insurance company to advise on and ensure that the Town of Regina Beach holds the liability for the Rentals. And any insurance issues would fall onto the Town and not on the Joint Use Committee.
<u>New Business:</u>		
Auto-arm Security	Discussion: Law	Janelle discussed the auto arm on the alarm system at the school. The system auto arms at 10 pm when no one sets the alarm. Currently, Joint Use has no auto arm. The cost would be a one-time fee of \$250.
	Barber/Law	A motion was made to go ahead with the auto arm for Joint Use.
	Action: Ballantyne	Bob will get in touch with the security company for the additional auto arm.
Single Stall Washroom	Discussion: Law	Janelle brought forward the need for a single stall washroom. Some options were brought forward and construction will most likely be required.
	Action: Ballantyne/Palmer	Bob and Gerard will look at the rooms to see what can be done. Discussion will resume at our next meeting in January.
Contents of Shed in Back	Discussion: Caswell	There are some tables with drop-down chairs and some broken desks stored in the back of the Joint Use shed.
	Motion: Barber/Law	The committee agreed on selling the tables with drop-down chairs and putting the proceeds into the Joint Use account.
	Action: Caswell/Law	Janelle and Stephanie will look at what there is for tables to sell as well as broken desks when the chairs in front are pulled out. ie. Remembrance Day when chairs are out. Stephanie will take pictures of the tables to sell and contact McDougall Auctions

Next Meeting

The next meeting was set for January 19, 2026
at 4:00 pm at the Town of Regina Beach office.

Adjournment: 5:00 p.m.

Law

That the meeting be adjourned.

Carried

Chair Person

Secretary

BUENA VISTA P & R

MINUTES

Oct 6th, 2025

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

Absent: Bob Sax, Jan Franklin Mark Percy,

Meeting called to order 7:02 pm.

Motion to adopt the agenda Sharon, 2nd Jeff carried

Motion to adopt August minutes- Cathy 2nd Nancy carried

Old Business

Banners- Poles can be purchased and we can do it in the spring. We will just have to bolt or weld brackets to hold the banners.

Forever in Motion- the money allocated to FIT will be held until their next budget.

Street signs for Path- Mark was looking into this and he was not present.

Pump track- Mark not present therefore tabled to next meeting.

FINANCIAL

Nancy provided an up to date financial report, copy on file. She advised that we have \$8088.47 in our account and \$816.24 in the Heritage account.

Donna advised that she talked with a local artist who will paint a picture for Alex. Cost will be around \$100.00. Agreed that we would invite her to the Christmas party and present it there.

NEW BUSINESS

Pumpkin Carving- Kathy will pick up some pumpkins. Superstore \$3.44 per pumpkin. Jan will check for any donations. **Dates: pick up pumpkins Oct 24th, return pumpkins Oct 28th and**

Judging Melissa could you put that on the BV facebook page. Thank you

Evenden will Donna advised that it was supposed to out in September, but to date has heard nothing. She will check into it.

Disc Golf- U Disc advised that our course has had 1,175 games. 262 registered players this year. August was the busiest month with July and March next. Of the 110 courses in Sask. we ranked 16th. **Melissa could something about this be put in our newsletter.**

Bottles- Need a sort and arranged for **Wednesday oct 15 4:30-5:30**

Meeting adjourned at 7:40pm. Next meeting is November 4th



VILLAGE OF BUENA VISTA

Briefing Note

To:	Mayor and Council
Date:	October 9, 2025
Subject:	Canadian Housing Infrastructure Funding – Grant Application

BACKGROUND:

CHIF Funding has two stream methods for funding.

Federal Direct Stream-Intake (F/T) deadline was July 28, 2025. Application was submitted, and decision potentially will not be received until after intake deadline for Provincial/Territorial Stream Intake (P/T).

Provincial/Territorial Stream Intake (P/T) deadline is November 28, 2025. Funding can not be stacked from both streams, however Administration contacted both Federal and Provincial agencies to determine if the programs would align to consider applications submitted to both streams. P/T Stream responded with *“advise Buena Vista to apply for the Provincial-Territorial stream even though they have also applied under the Direct stream. If you find out you have been approved for the Direct stream, we can withdraw the application under the Provincial stream”*

Complete project submission must include:

Council/Board/Band resolution that the applicant is in support of the CHIF grant application.

The P/T Stream is a Cost Shared Grant: Federal Contribution 40% Provincial up to 33.33% and the remaining eligible costs the responsibility of the applicant. Contributions are estimates and can be confirmed only after project approval is received from Government of Canada.

Administration would submit an application that mirrors the application submitted for the Federal Direct Delivery stream CHIF grant.

CONSIDERATIONS:

To approve submission of application to the Provincial/Territorial stream to increase opportunity to receive critical funding for Water and Drainage Infrastructure Upgrade projects and have administration complete and submit the application.

ACTION:

Council to make resolution that the applicant is in support of the CHIF grant application.

MOTION:

THAT the Council of the Village of Buena Vista support the application for a Canada Housing Infrastructure Fund (CHIF) grant for Drinking Water & Drainage Infrastructure Expansion and Upgrades and Council agrees to:

- *Meet legislated standards*
- *Meet the terms and conditions of the CHIF program*
- *Commit to paying the applicant's share of the eligible costs and ongoing (operating and other) costs associated with the project and*
- *Ensure legislative and regulatory requirements will or have been met including requirements for a federal environmental assessment process, provincial environmental assessment process, and requirements for Indigenous consultation or engagement.*



VILLAGE OF BUENA VISTA

Briefing Note

To:	Mayor and Council
Date:	October 28, 2025
Subject:	Lack of Road Maintenance – Lot B Plan 101339782

PURPOSE:

To inform Council of a letter from a property owner to present options for Council's consideration on the following requests:

1. Immediate review and scheduling of regular snow removal for their road, especially given its role as a bus route.
2. Inclusion of their side of the ditch in grass-cutting and property maintenance routines.
3. A clear explanation of what services their property taxes are funding and why they are receiving less than neighbouring areas like Edgewood.

BACKGROUND:

A property owner has submitted a request for the Village to assume responsibility for the maintenance of a private road located on their subdivided property. The property consists of multiple residential dwellings and commercial units and is currently serviced by a private road that is maintained by the owner

Lack of Road Maintenance in Winter:

Upon staff review, it has been confirmed that this road is not a registered municipal road. They may be under the impression that it is a legal road due to it being part of the school bus route and due to the presence of a street sign (Lamontagne Place) – we believe this was put in place for wayfinding, emergency response and parcel deliveries, etc. A little while ago Canada Post had actually even contacted the Village Office as one of the property owners was trying to get a post office box, however Canada Post cannot provide a box to an address that is not a legal name.

They presently do not receive road maintenance for their private road.

The property is situated between a provincial highway and a Regina Beach road, meaning there is no direct access from a Village owned/maintained road.

Neglected Grass Maintenance:

The ditch in front of their property is not municipal area, but rather Ministry of Highways ditch. I understand that the ditch area may not have been mowed by the Village in the past, however, this summer it was mowed just like the rest when our contracted person came in to do all the ditch. It appears that one of the property owners mows that ditch most of the time.

This is Highway ditch, however, in order to protect the Village from fire, Public Works has made a maintenance decision to mow all the Highway ditch bordering the Village each summer.

Unequal Access to Services

They do not have municipal water and instead rely on a private well installed years ago.

Water is a utility, not a service funded by taxes. This means each user pays based on how much they use. Those payments cover the cost of treating, delivering, and maintaining the water system. It's user-funded, not tax-funded, therefore not a service provided through taxation.

CONSIDERATIONS:

1. Immediate review and scheduling of regular snow removal for their road, especially given its role as a bus route.

Road Ownership and Legal Status:

- The road is privately owned and has not been dedicated or assumed by the municipality.
- Civic address signage is for wayfinding and emergency response purposes and does not confer any legal maintenance obligation on the part of the Village.

2. Inclusion of our side of the ditch in grass-cutting and property maintenance routines.

- Inclusion of this has already occurred. It will receive the same maintenance as the rest of the Highway ditches that Public Works plans to mow at least twice per year.

3. A clear explanation of what services their property taxes are funding and why they are receiving less than neighbouring areas like Edgewood.

- Municipal taxation is not based solely on direct service delivery to each property but rather supports the shared operation and capital investment of the municipality as a whole.
- Despite the lack of water or private road maintenance, the property owners do benefit from services funded by municipal taxes, including:

- Fire protection, RCMP and emergency services

- Waste and recycling collection
- Access to the Regina Beach landfill
- Resident pricing at the Regina Beach cemetery
- Planning and development services (e.g., permits, zoning)
- Health services (Primary Health Care)
- Access to Library, South Shore Recreation Centre, Village parks & facilities
- Road infrastructure maintenance within in the Village

OPTIONS FOR COUNCIL CONSIDERATION:

Option 1: Maintain the Status Quo

- No Village maintenance is provided
- The road remains private and the owner retains full responsibility
- No financial or legal obligation for the Village
- Lowest liability risk for the Village

Option 2: Limited Maintenance Agreement

- Council may agree to perform limited seasonal maintenance under a formal maintenance agreement to perform limited seasonal services (e.g., snow plowing)
- The agreement would need to clearly define:
 - o Scope of service
 - o Liability limitations
 - o Cost-sharing (if desired)
 - o Indemnification clauses
- This option carries ongoing legal and insurance risk, even with an agreement
- If the Village provides any maintenance services on a road it does not own, the following issues arise:
 - o **Legal Liability:** The Village may be held liable for accidents, injuries, or damages resulting from its maintenance activities;
 - o **Assumed Responsibility:** Providing routine maintenance could be interpreted as an informal assumption of responsibility, increasing exposure to legal claims without the Village having ownership or control over road conditions, signage, access, or compliance with engineering standards.
 - o **Insurance Implications:** Village insurers may not cover incidents that occur on privately owned infrastructure, particularly if maintenance is being provided without a formal agreement.
 - o **Lack of Control:** The Village would have no authority to enforce road upgrades, limit access, or regulate use, yet could still face liability claims.
 - o **Precedent for other Private Roads:** Offering maintenance on one private road could create pressure to provide the same service on others, increasing liability

exposure (there is another similar property within the Village with a private road that we do not maintain).

Due to the risks listed above, it is strongly advised that no municipal maintenance occur on private roads unless:

- A formal maintenance agreement is in place with liability protections, or
- The road is fully assumed and brought under municipal control following proper legal and engineering processes.

Option 3: Assumption of Road

- The Village may agree to consider assuming the road if:
 - o It is surveyed and legally transferred to the Village at the property owners' expense
 - o It is upgraded at the property owners' expense to meet municipal standards if required
 - o A formal road assumption bylaw is passed
- Requires legal, planning and engineering assessments at the property owners' expense
- Would involve recurring operational costs and future capital costs
- Assumption would eliminate liability concerns related to working on a private road

RECOMMENDATION:

The recommendation would be that the road remains private and the owner retains full responsibility; and that administration respond, in writing, to the property owner clarifying:

- That the road is not municipally assumed and that the presence of signage does not confer municipal responsibility.
- Municipal services funded through property taxations.
- Maintenance plan for the highway ditches.
- That municipal maintenance on a private road presents significant liability risks and is not recommended unless ownership is transferred. This would be a significant cost to the property owners, and would create additional operating and capital costs for the Village.
- That Administration will determine jurisdiction with Ministry of Highways Regional Office and request a road name for the purpose of civic addressing by following the Highway Naming Procedure Policy. This way the property owners can have a legal address for wayfinding, post office boxes, etc.

Terrilynn Roedelbronn
3 Lamontagne Pl
Buena Vista, SK, S2V 1C1

RECEIVED

JUN 20 2025



Date: Wednesday June 18, 2025

To:

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

Subject: Ongoing Lack of Municipal Services on Our Property

Dear Mayor and Council,

I am writing to formally express my deep frustration and disappointment regarding the persistent lack of municipal services provided to our property in Buena Vista, despite the significant property taxes we contribute annually—just under \$30,000.

Over the years, we have repeatedly raised concerns, including the following:

- **Lack of Road Maintenance in Winter:** Despite our road being part of a **school bus route**, it is consistently neglected when it comes to snow removal. We have made **several requests** for plowing during the winter months, all of which have been ignored.
- **Neglected Grass Maintenance:** The Village routinely maintains the grass and roadside property areas in **Edgewood**, yet our side of the ditch remains untouched. The grass is never cut, despite being part of the municipal area.
- **Unequal Access to Services:** We do not use **Town water**, yet we continue to pay high taxes. The **only service we receive in return is garbage and recycling collection**, which is simply not adequate considering what we pay.

We are not asking for special treatment—we are asking for **fair and equal treatment**. It is extremely discouraging to watch other neighborhoods receive full services and regular maintenance while our area is neglected year after year.

We respectfully request the following:

1. **Immediate review and scheduling of regular snow removal** for our road, especially given its role as a bus route.
2. **Inclusion of our side of the ditch in grass-cutting and property maintenance routines.**
3. A **clear explanation** of what services our property taxes are funding and why we are receiving less than neighboring areas like Edgewood.

We hope that by bringing this to your attention formally, the Village will take steps to correct this inequity and treat all residents with the same level of service and consideration.

Thank you for your attention to this matter. I look forward to a timely and thorough response.

Sincerely,

Terrilynn Roedelbronn

A handwritten signature in black ink that reads "Terrilynn Roedelbronn". The signature is written in a cursive style with a large initial "T" and a long, sweeping underline.



VILLAGE OF BUENA VISTA

Briefing Note

To:	Mayor and Council
Date:	October 28, 2025
Subject:	Annual Holiday Office Closure

PURPOSE:

To provide Council with background information on the municipality's Christmas office closure schedule and to request a resolution establishing a consistent closure period going forward, eliminating the need for annual Council approval.

BACKGROUND:

In previous years, the office has closed during the Christmas and New Year's holiday period. Historically, the closure dates have varied slightly:

- Some years, the office closed at noon on December 24th;
- Other years, it closed for the full day on December 24th;
- The office has consistently remained closed from December 25th through January 1, reopening on January 2nd (or the next business day if January 2nd falls on a weekend).

During this period, all employees have been required to use vacation leave or accumulated time to cover the non-statutory days within the closure period.

Each year, Administration has brought forward seeking Council approval for the specific closure dates.

RECOMMENDATION

Administration is recommending:

1. That the municipal office and Public Works department be closed starting December 24th (full day) through January 1st, reopening January 2nd (or next business day if lands on a weekend) each year.
2. That employees continue to use vacation days or banked time for the non-statutory days during this closure period.
3. That this practice be formally written into the Human Resources Policy Manual, thereby making it an ongoing, approved closure that does not require annual Council resolutions.

RATIONALE

- Establishing a consistent closure period allows for clear communication and planning for staff and the public.
- The period between Christmas Eve and New Year's typically experiences minimal public activity, making it a logical and cost-effective closure window.
- Standardizing this practice within policy eliminates the need for repeated annual approvals and maintains transparency in employee leave usage.

FINANCIAL & OPERATIONAL IMPLICATIONS

- Minimal financial impact as employees use vacation or banked time for non-statutory days
- Reduces administrative workload associated with annual approvals
- Improves staff morale by providing predictable scheduling during the holiday season

CONSIDERATION

Option 1: Approve Standard Closure (recommended)

Approve closure from December 24th through January 1st annually, with reopening on January 2nd, and direct Administration to reflect this in the HR Policy Manual.

Option 2: Continue with Annual Approval Process

Maintain the current practice of bringing forward a report each year for Council to approve closure dates.

Option 3: Adjust Closure Hours

Council may choose to modify the start dates (e.g., noon on December 24th) or the reopening date as desired, and direct Administration to reflect this in the HR Policy Manual.



VILLAGE OF BUENA VISTA Briefing Note

To:	Mayor and Council
Date:	October 28, 2025
Subject:	Resolution on Infrastructure Sharing Formula

PURPOSE:

The Town of Radisson Mayor and Council is requesting our support for the attached resolution on the Infrastructure Sharing Formula for small communities of population under 2500 people that are within an hour radius of a large city center. These small communities act as a suburb of the city and subsidize the city's business base at the cost of its own yet must come up with the same percentage for large infrastructure projects. Consider this, Langham which is 20 minutes out of Saskatoon does not even have a grocery store. The Town of Radisson asks for your support on this resolution and to send your letter of support with the resolution to your MP and MLA.

RECOMMENDATION:

The recommendation would be that Council make the attached motion:



VILLAGE OF BUENA VISTA INFRASTRUCTURE SHARING FORMULA RESOLUTION

WHEREAS all municipalities across Canada receive the same percentage of funding for large capital infrastructure projects being: 73.3% from the Federal and Provincial Governments and 26.7% from the municipality.

WHEREAS small municipalities with a population of under 2500 people that reside within an hour of a large urban center suffer from a limited business tax base because their residents enjoy the freedom of shopping in the city; thereby the revenue from the residents of small communities flows into the city to support its business tax base and in doing so, drains the small municipality of its business tax revenue;

WHEREAS in essence these small communities act as suburbs of the city and suffer with a limited tax base to support large capital infrastructure projects;

THEREFORE BE IT RESOLVED THAT: The infrastructure funding formula for small municipalities under 2500 in population and within an hour distance of a large urban center be changed to 45% Federal Funding, 45% Provincial Funding, and 10% Municipal Funding and THAT this resolution be distributed to small municipalities within Saskatchewan that share the aforementioned attributes.

Mayor

Chief Administrative Officer

Cate McConnell

From: Marty Le Gallez <mlegallez@cupw-sttp.org>
Sent: September 24, 2025 1:07 PM
To: Cate McConnell
Subject: Letter from CUPW | Canada Post Mandate Review
Attachments: 2025-09-09__Resolution Municipalities_EN.pdf

BY EMAIL AND MAIL

September 24, 2025

Mayor Karen Smith
Village of Buena Vista
1050 Grand Ave
Buena Vista SK S2V 1A2
admin@buenavista.ca

Dear Mayor Smith,

Re: Upcoming Mandate Review of Canada Post Could Affect Jobs and Services in Your Community

I am writing you to let you know that the Federal Government is planning a mandate review of Canada Post from October 2025 to March 2026. At this time, we do not have details regarding the format, process or terms of reference. We are very concerned that there is no guarantee of public or stakeholder consultation (please see enclosure).

I had written you earlier this year about the Industrial Inquiry Commission (IIC) launched to review negotiations between Canada Post and our union. Unfortunately, it examined issues that were beyond collective bargaining and made some recommendations for drastic service cuts. Notably, these were in the form of post office closures and to resume conversion to community mailboxes – something the first Liberal Government after Harper was elected to stop.

CUPW's recommendations for expanded services, including things like postal banking, seniors check ins, community hubs, the reinstatement of an improved Food Mail Program, were rejected as a means to immediately address the financial challenges faced by Canada Post. This, despite the fact that many individuals, municipalities and organizations have supported our efforts over the years.

Canada Post also used the IIC to set up its demands for regulatory changes that could form the basis of the mandate review. We believe that regulatory changes should only be examined after Canada Post returns to stabilized operations, the full impact of the January 2025 stamp price increase is realized, and when parcel volumes reflect sectoral demand.

Canadians deserve to have their say on a public service they own. Our Federal Government must respect their voice, their needs, their communities, including those in rural, remote and Northern locations, workers and their rights, and safeguard public services and jobs – not try to quietly erode them.

I am asking your municipality to:

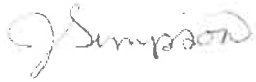
- 1) Pass a resolution asking for a delay on this mandate review,

- 2) Ask the Government to commit to a fully transparent, public process involving input and hearings from all stakeholders in all regions, and;
- 3) Make a written and/or oral submission to the upcoming mandate review – if you have the capacity and depending upon how the review is structured.

Should you have any questions or concerns, please feel free to reach out to me via Vanessa Murenzi at vmurenzi@cupw-sttp.org

Thank you for your attention to this matter.

Sincerely,



Jan Simpson
National President
Canadian Union of Postal Workers

Encl.

PS - We are pleased to see some municipal-level pushback around the unilateral change in delivery practice for the red flags on rural mailboxes. This has raised concerns, in particular for elderly residents and those with mobility issues, who now have to go to their mailbox to check for mail.

c.c.:
National Executive Board
Regional Executive Committees
CUPW Locals
CUPW Specialists

/mlg cope 225

Appendix A

Canada Post Corporation Review

Notionally, public consultations may be undertaken to consider the Canadian Postal Service Charter (2009) and to get a pulse on Canadians' needs and use of the postal service. Should engagement be necessary, the goal would be obtain [sic] views from Canadians and stakeholders to redefine the government's service-oriented vision for Canada Post, in a context where the postal industry landscape has changed, the needs of Canadians have evolved, and the volume of mail and letters has declined significantly to the point where Canada Post's sustainability has been undermined.

Source: Secretariat, Treasury Board of Canada. 2025. "Consulting with Canadians." Canada.ca. <https://www.canada.ca/en/government/system/consultations/consultingcanadians.html>. Accessed September 5, 2025. Search term "Canada Post Corporation Review"

Federal Government Plan: Canada Post Corporation Review

WHEREAS the Federal Government has announced a planned Canada Post Corporation Review from October 1, 2025 to March 31, 2026 as follows:

Notionally, public consultations may be undertaken to consider the Canadian Postal Service Charter (2009) and to get a pulse on Canadians' needs and use of the postal service. Should engagement be necessary, the goal would be obtain [sic] views from Canadians and stakeholders to redefine the government's service-oriented vision for Canada Post, in a context where the postal industry landscape has changed, the needs of Canadians have evolved, and the volume of mail and letters has declined significantly to the point where Canada Post's sustainability has been undermined.¹

WHEREAS the current plan does not ensure that there will be any public consultation or engagement with all stakeholders, and the process and terms of reference for the mandate review have yet to be announced.

WHEREAS the recent Industrial Inquiry Commission report recommended service cuts in the form of post office closures and the reintroduction of the community mailbox conversion plans of the last Federal Conservative government.

WHEREAS it will be crucial for the mandate review to hear the views from municipalities on key issues, including maintaining Canada Post as a public service, the importance of maintaining the moratorium on post office closures, improving the Canadian Postal Service Charter, home mail delivery, parcel delivery, keeping daily delivery, improving postal banking, greening Canada Post, EV charging stations, food delivery, improving delivery to rural, remote and Indigenous communities, and developing services to assist people with disabilities and help older Canadians to remain in their homes for as long as possible – and at the same time, helping to ensure that good jobs stay in their communities and that Canada Post can remain financially self-sustaining.

THEREFORE, BE IT RESOLVED that (name of municipality) formally writes the Minister of Government Transformation, Public Works and Procurement, Joël Lightbound, to demand that no mandate review takes place until Canada Post returns to stabilized operations, until the full impact of the stamp price increase is realized, and until parcel volumes reflect sectoral demand.

THEREFORE, BE IT RESOLVED that (name of municipality) will include in its letter to Minister Lightbound that any review of Canada Post and the Canadian Postal Service Charter must be done through a full and thorough transparent public review of Canada Post, including public hearings, with all key stakeholders, in every region of Canada.

THEREFORE, BE IT RESOLVED that (name of municipality) will make a written submission and/or participate in hearings to provide input in the upcoming mandate review of Canada Post.

¹ Secretariat, Treasury Board of Canada. 2025. "Consulting with Canadians." Canada.ca. <https://www.canada.ca/en/government/system/consultations/consultingcanadians.html>. Accessed September 5, 2025. Search term "Canada Post Corporation Review"

MAILING INFORMATION

1) Please send your resolution to the Minister responsible for Canada Post, and your Member of Parliament:

- Joël Lightbound, Federal Minister of Government Transformation, Public Works and Procurement, House of Commons, Ottawa, Ontario, K1A 0A6
- Your Member of Parliament

Note: Mail may be sent postage-free to any member of Parliament. You can get your MP's name, phone number and address by going to the Parliament of Canada website at <https://www.ourcommons.ca/Members/en>

2) Please send copies of your resolution to:

- Jan Simpson, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3
- Rebecca Bligh, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario, K1N 5P3





VILLAGE OF BUENA VISTA

Briefing Note

To:	Mayor and Council
Date:	October 28, 2025
Subject:	Traffic on Walking Path

BACKGROUND:

Administration has received some resident feedback regarding golf cart traffic on the walking path (old railbed). Some residents are wanting golf carts to be allowed on the path, while others oppose the idea, noting that the path is intended for pedestrian use.

RECOMMENDATION:

That Council have Administration include questions regarding golf cart use on the walking path as part of the upcoming community survey currently in development. The results of this survey will help form future decisions and guide updates to relevant bylaws.

RATIONALE:

Including this topic in the broader community survey will ensure that ALL residents have an opportunity to provide input, allowing Council to make an informed decision based on community preferences and safety considerations.

September 11, 2025

Village of Buena Vista Council and Administration

1050 Grand Avenue

Buena Vista, SK S2V 1A2

Subject: Objection to Restrictions on Golf Cart Access to Walking Path

Dear Village Council Members and Village Administration,

After reading *The Village Voice* I am writing to express my objection to any action that would prohibit and/or block golf cart access to the walking path within the Village.

Restricting golf cart access has serious consequences for accessibility. For some residents—particularly young children, seniors and those with physical disabilities—golf carts are not a matter of convenience, but of necessity to have access to their boats and docks along the shoreline. The only access to their boats and docks is over the path. Denying them the ability to use the path in this way could effectively exclude them from accessing their recreation spots. It also denies them the ability to enjoy the path which is a public space intended for the use and enjoyment of all. Such exclusion risks violating fundamental principles of equality and accessibility, which are protected under provincial and federal human rights frameworks.

Accessibility is not optional. It is a legal and moral obligation. By restricting golf cart use on our path, the Village would be creating unnecessary barriers and discriminating against individuals whose mobility options are already limited. An individual's mobility issues may be temporary or permanent. It is the Village's duty to foster an inclusive and equitable community.

Public spaces are meant to serve everyone, not just those who are able-bodied and capable of walking or cycling. To limit access in a way that disproportionately harms residents with mobility challenges is unacceptable.

Even-though golf cart use may be restricted on certain Federal Crown lands, the specific rules for their use in these areas are established by the controlling Province or Municipality. Our pathway is a unique situation and requires a broader solution for everyone's enjoyment.

I therefore urge the Village to abandon any consideration for barriers or restrictions on golf carts and instead focus on solutions that enhance safety and accessibility for all. Cyclists speeding down the path pose more of a danger than a golf cart transporting people and equipment. Implementing reasonable guidelines—such as speed limits or designated courtesy rules—would achieve this goal without violating residents' rights and this is within

the Village's authority.

This matter is not trivial. It speaks to whether the Village of Buena Vista will act fairly and inclusively. I expect that the administration will give full weight to these concerns and reconsider any attempt to limit access in a manner that could infringe upon human rights.

Sincerely,



Jeff Jacobs

461 Grand Avenue

Buena Vista, SK S2V 1A5

141 Sixth St.
Buena Vista, Sk.
S2V 1B!

Mayor and Council – Village of Buena Vista

Re: Traffic on the Path

The approach the Village has taken regarding golf carts on the path is a concern. I have lived here for over 30 years and the path has always been designated as “no vehicle traffic”. It was never enforced because it was impossible. At that time the Village had hired a person to enforce bylaws, but no enforcement was done on the path.

We now have evolved into a community that is more into golf carts. Ten years ago it was quads., but local people policed them on their own. They would advise operators that they were not allowed on the path and that seemed to control the problem. Now it is very seldom you see a quad on the path.. The quads that are on the path now are for people hauling equipment etc. to their slips, but 90% of the time it is golf carts. Golf carts move slower than quads and electric bikes and highly visible.

We are living in a community that is aging and a large majority of residents have slips down by the water. Their slip could be between 4th and 6th street or 6th and 10th and the only way to get paddle boards, pedal boats etc. to their slip is by using some form of transportation, likely a golf cart.

I personally have a slip and I am waiting for hip replacements, therefore restricting my ability to walk up and down hills. I also have a daughter that suffered a traumatic brain injury and due to her limitations she cannot walk back and forth to our slip, therefore needs some form of transportation. There are other people with slips in the same area that have physical limitations and have purchased golf carts so they can access their slips.

I am not asking that the bylaw be changed, but discretion must be used if the Village is thinking that they are going to enforce golf carts on the path. At the ratepayers meeting it was suggested by one council member that people should take pictures of people using golf carts etc. What a horrible suggestion as it will only lead to incidents of verbal abuse and possibly assault.

On the aspect of enforcement has the Village researched how they would prosecute violators.? All these offences would be summary conviction and the closest summary conviction/traffic court is Regina. If an individual contests his ticket the Village would have to provide a prosecutor to take the matter to court. I was in contact with Kim Kreklewetz, Senior Director Court Operations & Services, and she advised that we would be obligated to provide our own prosecutor for these situations. It does not have to be a lawyer and a lay person could conduct the proceedings but it will cost the Village. The Village would be prosecuting an individual over a \$25- 50 fine and have it cost the Village between \$200-

2,000.00. Ms Kreklewetz advised that Judges are not favorable to individuals acting as prosecutors without any legal or court experience.

This is an area that I was personally involved in several years ago. The RM of Edenwold developed their own traffic enforcement team. This was all set up with the assistance of a lawyer, Neil Robertson, now a KC Judge. I contacted Justice Robertson and he advised me to contact Mr. Kim McIvor, CAO, RM of Edenwold. I called Mr. McIvor and enquired about the Village becoming involved in their enforcement program. He advised that we would have to provide our own prosecutor for contested cases and it was costing the RM of Edenwold between \$1500- 2,000 per case. The main reason they were doing this was that the majority of the tickets they were handing out were for over weight vehicles due to the bypass construction and the fines were very steep, which made it profitable for the RM.. Council of the day decided that this was not cost effective for Buena Vista.

If council feels that enforcement of the path is necessary, then discretion must be utilized and if the golf carts are being used just to access their slip then we might have to "turn a blind eye."

Yours truly,

Gary McLennan

I am writing this letter in hopes that it makes a difference.

We have our boat and dock situated along the rail bed. A few years ago we purchased 2 ebikes as a means to get to our boat because my wife has some mobility issues. We found the bikes too fast and did not suit us. We then bought a golf cart. We were told by the office that carts are allowed on the rail bed providing you go to and from your spot and not to simply tour down the rail bed.

I firmly believe that the carts should be allowed along with some restrictions.

When parked they need to completely off the rail bed, they should be driven slowly and by an adult. By taking the cart to our spot it also frees up spots in the beach parking lot.

Patsy Kozey

This would be a very cost efficient way to stem the constant vehicle traffic down the BV side of the walking path. A strategically placed rock on either side of the gate as well as 1 or 2 at the 4th street intersection. Obviously leave enough room for people, strollers and small wagons to come and go but make it almost impossible for golf carts, quads, side by sides and every other motorized vehicle to access the path. It is after all a "walking path". Apparently there is no repercussions for home owners adjacent to the path tearing up the walkway so they can go to their private beaches. The subdivision just west of the 4th street entrance is a good example. The path has been reshaped to their needs. Interesting. We pay premium taxes out here and the least we could expect is the town to enforce the bylaws. I understand you would be upsetting the 1% crowd but fair is fair. We shouldn't have to move aside so a golf cart or side by side comes along. The winter is worse with snowmobiles using it as a highway, sometimes at a substantial speed. We live on the path and constantly see and hear the traffic. It's time something was done.

Dave & Susan Ackerman



Village of Buena Vista

1050 Grand Ave
Buena Vista, SK S2V 1A2
306-729-4385 Fax 306-729-4518
admin@buenavista.ca

October 23, 2025

Re: Notice of Bylaw Violation – Improper Sewage Discharge

Dear

It has been reported that your septic tank has repeatedly overflowed, resulting in the discharged of raw sewage onto roadway and neighbouring properties.

Please be advised that discharge of raw sewage is in contravention of our Bylaw 2-02 governing the collection, storage and disposal of sewage (attached), This matter constitutes a Public Health and Safety concern and may result in penalties and fines for any future infractions.

Should we receive further reports of improper discharge, the Village will immediately discontinue water service to the property. All costs associated with the disconnection & reconnection of service is the property owner's responsibility. Water service will not be re-instated until proof of a septic tank cleaning has been provided to the office.

Any subsequent offences will be addressed in accordance with our bylaw and may be referred to Saskatchewan Public Health and Safety for further action.

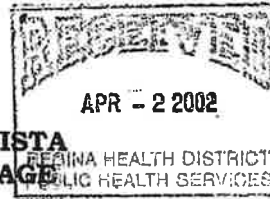
We respectfully request that you closely monitor your septic tank level and consider a fluid level indicator on your system to eliminate the potential of future issues.

Thank you for your immediate attention to this matter.

Sincerely,

Melissa Pollock
Chief Administrative Officer
Village of Buena Vista
[Encl.]

BYLAW NO. 2/02



**A BYLAW OF THE VILLAGE OF BUENA VISTA
TO CONTROL THE COLLECTION, STORAGE
AND DISPOSAL OF SEWAGE**

Under Section 48 of the Public Health Act, 1994, the Village of Buena Vista, in the Province of Saskatchewan, enacts as follows:

1. In this bylaw, the expression -
 - a) **"Administrative Authority"** means a Medical Health Officer or Public Health Inspector of the Regina Health District
 - b) **"Householder"** means owner, occupant, lessee, or tenant, or the person otherwise in charge of any dwelling, hotel, restaurant, apartment block, office building, public institution, or other premises; and also includes the registered owner of the land on which the offending premises sits.
 - c) **"Sewage"** means any liquid waste other than clear water waste or storm water
 - d) **"Local Governing Authority"** means the Council of the Village of Buena Vista
 - e) **"Storage or Holding Tank"** means a tank constructed of a material that is equivalent to the requirement set out in the Provincial Plumbing Regulations, designed to collect and hold sewage without treatment prior to transporting such waste to a final point of disposal
 - f) **"Privy Vault"** means a storage or holding tank placed under an outside toilet for confinement and storage of human excrement only.
2. This Bylaw shall apply within the confines of the Village of Buena Vista.
3. Any person installing storage or holding tanks for the purpose of storing sewage, located in areas identified in Section 2 of this Bylaw, must first obtain approval to do so from the administrative authority.
4.
 - (a) All householders whose premises are located in areas identified in Section 2 must provide an approved storage or holding tank to receive sewage emanating from their premises.
 - (b) All sewage emanating from premises located in areas identified in Section 2 shall be discharged into an approved storage or holding tank.
 - (c) The local governing authority may test a suspect holding tank by having it filled with water, measuring it, sealing it and remeasuring after a period of time.
5. All new facilities for the storage of sewage, located in areas identified in Section 2, shall comply with this Bylaw and any amendments thereto or revisions thereof.
6. Existing facilities for the storage and/or disposal of sewage shall be required to comply with this bylaw at a time and to an extent specified by the administrative authority and the local governing authority.
7. The facilities provided for the storage of sewage, located in areas identified in Section 2 of this Bylaw shall be of not less than 1,000 gallons with respect to storage or holding tanks, and not less than 250 gallons with respect to privy vaults. In all respects, the storage or holding tanks shall be of sufficient size to accommodate 15 days of sewage.

8. In all other respects, the facilities provided for the storage of sewage located in areas identified in Section 2 of this Bylaw, shall comply with the requirements of the Saskatchewan Shoreland Pollution Control Regulations, 1976 and amendments thereto and revisions thereof.
9. The householder shall maintain all facilities on his property for the storage of sewage in a sanitary and structural condition satisfactory to the administrative authority.
10. No person shall provide a sewage transporting service within the Village of Buena Vista without a current permit to do so from Saskatchewan Environment & Resource Management and written approval from the local governing authority.
11. A person granted approval to transport sewage shall provide the local governing authority with such information as may be required from time to time regarding the service provided to any household.
12. The local governing authority may establish the kind, volume, and fix a schedule of fees for disposal of sewage.
13. Sewage transported shall be disposed of only at point(s) approved by Saskatchewan Environment Resource Management and the local governing authority.
14.
 - (1) When, in the opinion of the administrative authority or local governing authority, there is a breach of any provisions of this bylaw, a placard or placards prepared and supplied by the Village of Buena Vista giving notice of this breach may be posted on the premises, facility or property where the breach is found.
 - (2) Any person, who without permission of the administrative authority or the local governing authority, takes down, covers, up, mutilates, defaces or alters the placard posted under this bylaw, is guilty of an offence.
 - (3) The posting of a placard on a premises, facility, or property pursuant to this bylaw shall not relieve the person in default from the possible imposition of a penalty for infringement of this bylaw as provided in this bylaw or from having to carry out the work correcting the breach.
15. If any person fails, neglects or refuses to comply with any provision of this bylaw within a specified time, the local governing authority may proceed to have the work done that it considers necessary for compliance with the bylaw, and the cost of the work is to be added to and thereby form part of the taxes on the land on which the work is done.
16.
 - (1) Every person who contravenes any provision of this bylaw is guilty of an offence and liable on summary conviction
 - (a) in the case of an individual:
 - (i) for a first offence
 - (A) to a fine of not more than \$75,000 and
 - (B) to a further fine of not more than \$100 for each day during which the offence continues
 - (ii) for a second offence or subsequent offence
 - (A) to a fine of not more than \$100,000 and
 - (B) to a further fine of not more than \$200 for each day during which the offence continues.
 - (b) In the case of a corporation:
 - (i) for a first offence
 - (A) to a fine of not more than \$100,000 and
 - (B) a further fine of not more than \$1,000 for each day during which the offence continues, and
 - (ii) for a second or subsequent offence:
 - (A) to a fine of not more than \$250,000 and
 - (B) to a further fine of not more than \$5,000 for each day during which the offence continues.

- (2) Every person who fails or neglects or refuses to comply with any provision of this bylaw may be subject to discontinuation of water service from the municipal water system.
- 17. This bylaw shall come into force on the date of final approval by the local authority as defined by the Public Health Act, 1994 and the Minister of Health.
- 18. Bylaw No. 8/88 of 1988 and 7/01 of 2001 and 9/01 of 2001 are hereby repealed.

R. Hall
Mayor


Dawn Fink
Clerk

Certified a true copy of Bylaw No. 9/01 adopted by resolution of Council on the 26th day of, MARCH, 2002.

Dawn Fink
Clerk

REGINA HEALTH DISTRICT
APPROVED UNDER THE PROVISIONS OF
SUBSECTION 50(2) OF THE PUBLIC HEALTH ACT, 1994

R. Stone
(Signed on Behalf of the Local Authority)
Date: May 24/02

 Saskatchewan Health

APPROVED UNDER THE PROVISIONS OF SUBSECTION 50(2) OF THE PUBLIC HEALTH ACT, 1994

[Signature]

PUBLIC HEALTH BRANCH

Date: June 6/02

Melissa Pollock

From: Cate McConnell
Sent: October 24, 2025 7:49 AM
To: Melissa Pollock
Subject: FW: Improper Discharge of Raw Sewage
Attachments: 2025-10-23 Discharge of Raw Sewage - 1118 Highwood Avenue.docx; Bylaw No. 2-02 To Control the Collection, Storage & Disposal of Sewage.pdf

Cate McConnell-Stevenson

Assistant CAO
Village of Buena Vista
1050 Grand Avenue
Buena Vista, Saskatchewan, S2V 1A2

Phone: (306) 729-4385 Fax: (306) 729-4518
<http://www.buenavista.ca>
[Like us on Facebook](#)

This e-mail (and any attachments) was intended for a specific recipient. It may contain information that is privileged, confidential or exempt from disclosure. Any privilege that exists is not waived. If you are not the intended recipient, do not distribute it to another person or use it for any other purpose. Please delete it and advise me by return e-mail or telephone. Thank you.

From
Sent: October 23, 2025 9:57 PM
To:

I>

Subject: Fwd: Improper Discharge of Raw Sewage

Good Evening,

ATTN Melissa Pollock and Cate McConnell

First, I'd like to address the main concern. There is an issue with our septic discharge line that is not allowing us to empty our tank fully. We were already working on getting this fixed prior to this communication. This defect was not disclosed by the previous home owners when we purchased the property, nor did it show up in our septic system inspection. We will monitor the level more frequently and look at fluid level indicating solutions. This has already been very upsetting for us, but we were not aware of the severity/concern from the village's point of view.

It's disappointing that yourself and Cate (representing the governing council of Buena Vista) chose to issue a written warning with threats of severe consequences (up to a \$100,000 fine/immediately

discontinue water service to the property) as a **first** communication rather than reaching out in good faith to discuss the concern. As new residents, this experience has left us questioning the sense of community we had hoped to find in Buena Vista. A simple conversation or notice from a neighbour would have gone a long way toward resolving this amicably. Instead, you immediately jumped to a formal and punitive approach over a neighborly one. Per the village's website:

"The goal of Bylaw Enforcement is to achieve voluntary compliance through *education* and *information*"

"Often complaints can be resolved amicably between neighbours. Where possible, it is recommended that *residents attempt to resolve their issues with their neighbours before contacting the office for assistance.*"

It's interesting to note, if the process laid out on the website was followed, there was ample opportunity to verbally communicate the issue to us when a Bylaw Enforcement Officer was at our property to investigate the complaint. Either that, or there wasn't an investigation conducted and the legitimacy of the complaint hasn't been properly verified or documented.

"A Bylaw Enforcement Officer will begin an investigation into your complaint to determine if there has, or has not, been a breach of bylaw, and provide action if warranted."

We will address the issue promptly, but we do hope you take a moment to reflect on how you engage with residents of your community. Your engagement has a direct impact on the public opinion of your office and the council you represent.

Regards,

From: Cate McConnell <admin@buenavista.ca>

Date: October 23, 2025 at 4:55:46 PM CST

To:

Subject: Improper Discharge of Raw Sewage

CAUTION: External to USask. Verify sender and use caution with links and attachments. Forward suspicious emails to phishing@usask.ca

Good afternoon.

Please see attached for your immediate attention.

Regards,

Cate McConnell - Stevenson

Assistant CAO

Village of Buena Vista

1050 Grand Avenue
Buena Vista, Saskatchewan, S2V 1A2

Phone: (306) 729-4385 Fax: (306) 729-4518
<http://www.buonavista.ca>
[Like us on Facebook](#)

This e-mail (and any attachments) was intended for a specific recipient.
It may contain information that is privileged, confidential or exempt from disclosure. Any privilege that exists is not waived.
If you are not the intended recipient, do not distribute it to another person or use it for any other purpose.
Please delete it and advise me by return e-mail or telephone. Thank you.

The Municipality is within its jurisdiction to take action on Improper Sewage Discharge. Please see the below snippets from the Acts.

Municipalities Act M36-1 (93)

Jurisdiction to pass bylaws

8(1) A municipality has a general power to pass any bylaws for the purposes of the municipality that it considers expedient in relation to the following matters respecting the municipality:

- (a) the peace, order and good government of the municipality;
- (b) the safety, health and welfare of people and the protection of people and property;
- (c) people, activities and things in, on or near a public place or place that is open to the public;
- (d) nuisances, including property, activities or things that affect the amenity of a neighbourhood;

Order to remedy contraventions

364(1) If a designated officer finds that a person is contravening this Act or a bylaw, the designated officer may, by written order, require the owner or occupant of the land, building or structure to which the contravention relates to remedy the contravention.

(2) The municipality shall serve a written order on the person to whom the order is directed.

(3) The order must:

- (a) give notice to the person to whom the order is directed that an appeal is available; and
- (b) advise as to the body to which the appeal is to be directed.

(4) The order may do all or any of the following:

- (a) direct a person to stop doing something, or to change the way in which the person is doing it;
- (b) direct a person to take any action or measures necessary to remedy the contravention of this Act or a bylaw and, if necessary, to prevent a recurrence of the contravention, including:
 - (i) removing or demolishing a structure that has been erected or placed in contravention of a bylaw; or
 - (ii) requiring the owner of the land, building or structure to:
 - (A) eliminate a danger to public safety in the manner specified;
 - (B) remove or demolish a building or structure and level the site;
 - (C) fill in an excavation or hole and level the site; or
 - (D) improve the appearance of the land, building or structure in the manner specified;
- (c) state a time within which the person must comply with the directions;
- (d) state that if the person does not comply with the directions within a specific time, the municipality may take the action or measure at the expense of the person.

Emergencies

- 367(1)** Notwithstanding section 366, in an emergency a municipality may take whatever actions or measures are necessary to eliminate the emergency.
- (2) This section applies whether or not the emergency involves a contravention of this Act or a bylaw.
- (3) A person who receives an oral or written order pursuant to this section requiring the person to provide labour, services, equipment or materials shall comply with the order.
- (4) Any person who provides labour, services, equipment or materials pursuant to this section who did not cause the emergency is entitled to reasonable remuneration from the municipality.

(5) The expenses and costs of the actions or measures, including the remuneration mentioned in subsection (4), are an amount owing to the municipality by the person who caused the emergency.

(6) In this section, “**emergency**” includes a situation in which there is imminent danger to public safety or of serious harm to property.

2005, c M-36.1, s 367.

Province of Saskatchewan website

Private resident responsibilities

- **Discharging onto public property:**

Homeowners who discharge sewage onto public property are required to report the discharge to the municipality. This is enforced through the Private Sewage Works Regulations.

- **Preventing contamination:**

Residents are responsible for ensuring their sewage systems are properly designed, installed, and maintained to prevent contamination of public property.

- **Reporting complaints:**

If a private sewage system is causing a complaint, the municipality is responsible for investigating the complaint and taking action to resolve the issue.

Municipalities in Saskatchewan are responsible for enforcing public health and safety, as they administer provincial public health laws locally, handle local by-laws, and have direct responsibility for emergency preparedness and response. This includes enforcing local codes, regulating businesses like food establishments, and collaborating with health authorities.

Key responsibilities

- **Administering public health legislation:**

Municipalities in Saskatchewan administer many of the public health laws in the province

- **Enforcing local by-laws:**

Municipalities are responsible for creating and enforcing their own by-laws, which can cover a wide range of public safety and health matters.

- **Local enforcement:**

This can include enforcing local health codes

Shoreland Pollution Control Regulations 1976, SR54/76

Compliance with regulations

22 Where existing provisions for the disposal of wastes in any shoreland development areas do not meet the requirements of these regulations and a nuisance is created, or ground or surface water is being or is in danger of being polluted, the local governing authority and the park authority in the case of a provincial park or regional park, shall require compliance with these regulations at a time and to the extent approved by the administrative authority.

19 Mar 76 SR 54/76 s22.

Public Health Act, 1994

Order to remedy

25 A local authority that forms the opinion that there is a health hazard within its jurisdictional area may order the following to remove or remedy the health hazard:

(a) the person who is responsible for the presence of the health hazard or who caused the health hazard;

(b) where the health hazard is a substance, thing, plant or animal, the person who owns or controls it;

(c) if the person described in clause (a) or (b) cannot be found, the owner or occupier of the land or building where the health hazard is located.

1994, c.P-37.1, s.25.

Failure to remedy

26(1) Where a person fails to comply with an order made pursuant to section 25, the local authority may:

(a) remove or remedy the hazard; or

(b) request the council of the municipality in which the health hazard is located to remove or remedy the health hazard.

(2) Where the council of a municipality removes or remedies a health hazard pursuant to a request mentioned in clause (1)(b), it may recover the cost of doing so from the person to whom the order pursuant to section 25 was directed.

(3) For the purposes of subsection (2), the council of the municipality may:

(a) commence an action against the person; or

(b) where the person owns real property located within the municipality, add the amount of the cost to the taxes payable on the property and collect it in the same manner as taxes on the property.

1994, c.P-37.1, s.26; 2004, c.46, s.11.

Abatement by local authority

27(1) A local authority may remove or remedy a health hazard where the local authority considers it appropriate to do so, whether or not an order has been made pursuant to section 25.

(2) Where a local authority removes or remedies a health hazard pursuant to subsection (1), it may:

(a) do so at its own expense;

- **Provincial and local collaboration:**

In some cases, the province appoints municipalities as local authorities for certain regulations, such as aspects of the Plumbing and Private Sewage Works Regulations. This means they work together with provincial authorities to ensure public health and safety.



VILLAGE OF BUENA VISTA

Policy

Department:	Planning & Development	Policy No.: 06-2025	DRAFT
Title:	<u>DISCRETIONARY USE</u> <u>POLICY &</u> <u>PROCEDURES</u>	Effective Date:	
		Last Review Date:	
Next Review Date:	October 2027	Revision Date:	

PURPOSE

1. To establish clear, consistent, and transparent procedures for evaluating and approving discretionary land uses under the authority of *The Planning and Development Act, 2007* and relevant municipal bylaws. Discretionary uses are uses which are not automatically permitted in a zoning district but may be allowed at the discretion of Council when certain criteria are met.

2. POLICY STATEMENT

- a) Discretionary uses require an Application for Discretionary Development and are subject to a detailed review process;
- b) The Development Officer shall assess each discretionary use application against applicable Zoning Bylaws, Official Community Plan, and evaluation criteria;
- c) The Village may impose conditions to mitigate potential adverse impacts on the surrounding community and environment;
- d) If conditions of an approved application are disputed, the applicant may appeal to the District Development Appeals Board; and
- e) Public notification and consultation are integral parts of the discretionary use process.

DEFINITIONS

3. In this Policy:
 - a) **Applicant** means the owner or authorized agent applying for the discretionary use;
 - b) **Discretionary Use** means a land use or development that is not listed as a “permitted use” in the zoning bylaw but may be permitted at the discretion of Council under specified conditions;

- c) **Development Officer** means the municipal official responsible for reviewing development permit applications;
- d) **District Development Appeals Board (DDAB)** means the board responsible for hearing appeals related to development decisions;
- e) **Public Hearing** means a meeting of Council in which notice has been given to affected property owners and the public has opportunity to provide or submit input.

SCOPE

- 4. This Policy applies to all discretionary use applications within the boundaries of the Village, as set out by the Zoning Bylaw.

APPLICATION REQUIREMENTS

- 5. Applicants for discretionary use shall provide the following:
 - a) **Completed Application Form:** Including legal description of the parcel, current zoning, and description of proposed use.
 - b) **Fees:** Payment of application fee as per Village's Fee Bylaw.
 - c) **Site Plan:** Showing lot boundaries, proposed buildings or changes, setbacks, parking, access, landscaping, etc.
 - d) **Supporting Plans/Information:** As required- e.g., traffic impact, storm water drainage, environmental impact, servicing (water/sewer/roads), etc.

REVIEW PROCESS

Step	Action	Responsible Party	Time Frame *
→ Preliminary Meeting (optional)	Applicant meets with Development Officer to discuss proposal, identify issues	Applicant / Planner	1-2 weeks

→ Submission	Applicant submits complete application with all supporting documentation and fee	Applicant	
→ Internal Review / Circulation	Development Officer – circulate to relevant external agencies for comments if required	Development Officer	2-4 weeks
→ Public Notification	Set Public Hearing date and give notice to property owners within 75 meters of the boundary of the applicant’s land	Development Officer / Council	As per <i>The Planning and Development Act</i> minimum 7 days before hearing [updated bylaw s/b be 14 days]
→ Written Comments Received			As per <i>The Planning and Development Act</i> minimum 7 days [updated bylaw will s/b 14 days]
→ Public Hearing	Council holds hearing; applicant and public may present submissions	Council / Applicant / Public	Scheduled per Council’s meeting calendar
→ Decision	Council may approve, approve with conditions, or deny the application	Council	After hearing at it’s next Regular Meeting of Council
→ Notification of Decision	Applicant and neighbours notified of decision in writing	Development Officer	Within specified time (e.g. 7 days)
→ Appeal Right	If conditions imposed, applicant may appeal to the District Development Appeals Board under Provincial Legislation.	Applicant	As per <i>The Planning and Development Act</i> – what is it?

- *Time frames are approximate; dependent on complexity of application and whether additional information is required.*

EVALUATION CRITERIA

6. In considering a discretionary use application, Council shall consider whether the proposed use:
- a) Is compatible with neighbouring land uses and zoning districts;
 - b) Conforms with the relevant sections of the Village's Official Community Plan and any area plans, and must demonstrate that it will maintain the character, density and purpose of the Zoning District;
 - c) Adequately addresses potential impacts: traffic, noise, dust, light, odour;
 - d) Is capable of being economically serviced by community infrastructure (roadways, water, solid waste disposal, drainage);
 - e) Provides safe and adequate access and parking;
 - f) Includes sufficient setbacks and buffer zones (e.g. landscaping or screening);
 - g) Protects environment, including drainage, wetlands, wildlife habitat, etc.;
 - h) Meets any additional standards in the Zoning Bylaw for that specific discretionary use.

7. CONDITIONS OF APPROVAL

- a) If approved, discretionary use permits may include conditions such as:
 - i. Time-limited approval;
 - ii. Specific operating hours;
 - iii. Requirement for landscaping or screening;
 - iv. Noise control measures;
 - v. Monitoring or reporting obligations;
 - vi. Requirement to obtain concurrent permits (e.g., building permit, environmental permit).
- b) Failure to comply with conditions may result in revocation of the permit.

FEES

- 8. Application fee for Discretionary Use as specified in the Village's Fee bylaw.
- 9. Advertising/Public Notice costs (e.g., mail-outs, newspaper ads, signage).
- 10. Other fees for external agency review if applicable.

APPEALS

- 11. Conditions of an approval may be appealed under *The Planning and Development Act, 2007* to the District Development Appeals Board. Appeals must be submitted within the timeframe established by the Act (within 30 days). The applicant shall be informed of their right to appeal.

12. The District Development Appeals Board will hold a hearing and make a final decision based on evidence presented.

CONDITIONS OF APPEAL

13. Conditions may include, but are not limited to:
- a) Landscaping and buffering requirements;
 - b) Hours of operation;
 - c) Limitations on signage or lighting;
 - d) Requirements for parking and access improvements;
 - e) Environmental protection measures; or
 - f) Time limits or renewal requirements for the discretionary use.

RECORD KEEPING

14. All discretionary use applications, decisions, notices, and correspondence must be documented and maintained by the Village office.
15. Decisions and conditions must be recorded in the development permit register and filed in the property's role file.

POLICY REVIEW

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

COMING INTO FORCE

17. This Policy shall come into force on the day of adoption.

Mayor

SEAL

Chief Administrative Officer

COUNCIL DECISION-MAKING CRITERIA RATING MATRIX				
Criteria	Description	Weight	Score (1-5)	Weighted Score
Consistency with Official Community Plan (OCP)	Degree to which the proposal aligns with OCP goals and policies	20%		
Compliance with Zoning Bylaw	Extent to which the application meets zoning regulations	20%		
Compatibility with Surrounding Land Uses	How well the proposal fits with the character of neighbouring properties	15%		
Impact on traffic and parking	Potential effects on local traffic flow and parking availability	10%		
Environmental considerations	Evaluation of any environmental impacts such as drainage, noise, pollution	10%		
Provision of municipal services	Ability of current services (water, sewer, waste) to accommodate the development	10%		
Public input and concerns	Degree and nature of support of opposition from the community	10%		
Potential nuisance factors	Risk of noise, light, odours, or other nuisances affecting neighbours	5%		

Instructions:

1. **Weight:** Represents the relative importance of each criterion (adjust as needed). Total weights should add up to 100%.
2. **Score:** Rate each criterion from 1 (poor/negative) to 5 (excellent/positive) based on the application's merits.
3. **Weighted Score:** Multiply the Score by the Weight (as a decimal). Example: Score 4 x Weight 20% = 0.8
4. **Total Score:** Sum all weighted scores. This can guide whether to approve, approve with conditions, or refuse the application.

BYLAW NO. 01/2025

A BYLAW OF THE VILLAGE OF BUENA VISTA TO ESTABLISH A PARKS, RECREATION AND CULTURE BOARD

WHEREAS the Council of the Village of Buena Vista recognizes the importance of providing quality parks, recreation, and cultural programs and facilities to enhance the well-being of its residents; and

WHEREAS it is deemed appropriate to establish a Parks, Recreation and Culture Board to advise Council and assist in planning, development, and promotion of such services; and

WHEREAS the Council wishes to provide for the composition, duties, responsibilities, and governance of the Board;

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

1. **SHORT TITLE**

This Bylaw may be cited as the *Parks & Recreation Board Bylaw*.

2. **DEFINITIONS**

Whenever in this Bylaw the following words or terms are used, they shall, unless the context provides otherwise, be held to have the following meanings:

- 2.1. **Board** means the Parks, Recreation & Culture Board established and appointed pursuant to this bylaw;
- 2.2. **Council** means the Mayor and Councilors of the Village of Buena Vista that have been duly elected by *The Local Government Elections Act*;
- 2.3. **Member** means a duly appointed member of the Parks, Recreation & Culture Board;
- 2.4. **Municipality** means the corporation the Village of Buena Vista and the area of land over which it has jurisdiction;
- 2.5. **Municipal Property** means any land or facility owned or controlled by the Village of Buena Vista;
- 2.6. **Program** means any organized activity, event, educational or initiative related to parks, recreation, sport, culture or community well-being that is developed, coordinated, or supported by the Board;
- 2.7. **Recreation Facilities** includes parks, playgrounds, sports fields, trails, community centers, and any other facilities designated for recreational use;
- 2.8. **Saskatchewan Lotteries Grant** refers to funding provided through the Saskatchewan Lotteries Community Grant Program, which supports local sport, culture, and recreation initiatives; and

- 2.9. **Volunteer** means a person who participates in Parks, Recreation & Culture Board activities but is not an appointed member.

3. COMPOSITION AND APPOINTMENT OF THE BOARD

- 3.1. The Board shall consist of a minimum of seven (7) members, and no more than nine (9), to be appointed by resolution of Council, annually in December including:
- a) Two (2) members of Council, appointed by resolution, to serve on an alternating delegation basis; and
 - b) Persons with an interest in recreation, sport, culture and community development.
- 3.2. The term of office for Board members shall be three (3) years, with initial appointments to be staggered to allow for continuity of experience on the Board.
- 3.3. Council may, by resolution, extend the term of a Board member beyond three (3) years where necessary to maintain continuity or in the event of difficulty obtaining sufficient volunteers.
- 3.4. Board members shall continue to serve until their successors are appointed.
- 3.5. In the event a vacancy occurs, Council may appoint a new member to serve the remainder of the unexpired term. The seat of a member of the board shall become vacant upon the receipt of a written notice of resignation to the secretary.
- 3.6. The secretary shall bring to the attention of the Council at its next regular meeting, any vacancies as they arise.
- 3.7. Individuals who wish to contribute but are not appointed as official Board members may participate as volunteers, but shall not have voting rights or count toward quorum.
- 3.8. At its first meeting each year, the Board shall elect from among its members the following officers:
- a) Chairperson;
 - b) Vice-Chairperson;
 - c) Secretary; and
 - d) Treasurer.
- 3.9. The fiscal year of the Board shall coincide with the fiscal year of the Village.
- 3.10. Appointments to the Board shall be made in December of each year, with new terms commencing January 1.

4. MEETINGS AND REPORTING RESPONSIBILITIES

- 4.1. The Board shall meet at least four (4) times per year, with additional meetings as required at a time and place, as set by resolution, of the Board at the first meeting of the Board each year.
- 4.2. A majority of the appointed members of the Board shall constitute a quorum for the transaction of business.
- 4.3. The secretary shall at the request of the Chairperson or one-third of the members call a special meeting at a date specified in the request.
- 4.4. All members of the Board present shall vote on each question.
- 4.5. The Chairperson shall preside at all meetings.
- 4.6. If the Chairperson should be unable to attend a meeting, the Vice-Chairperson shall preside.
- 4.7. All actions of the Board shall be entered in a minute book, to be kept for that purpose and signed by the presiding officer and the secretary.
- 4.8. Copies of the minutes shall be presented to Council, at the first meeting, following the Board meeting. Those items that require the action of Council or require a decision shall be submitted on the proper request forms.
- 4.9. The Treasurer shall make a financial report at each Board meeting and reports forwarded to Council.
- 4.10. The Council-appointed representative shall present the Board's meeting minutes, provide updates to Council and answer any questions regarding the Board's minutes.

5. POWERS AND DUTIES OF THE BOARD

- 5.1. The Board shall:
 - a) Advise Council on matters related to parks, recreation, sport and culture;
 - b) Develop, plan, promote and implement programs and initiatives to enhance community recreation, sport and culture;
 - c) Establishing partnerships with community groups, schools, and local organizations to enhance recreational, cultural or educational offerings;
 - d) Identifying opportunities for facility improvements, and new recreational spaces;
 - e) Facilitating volunteer opportunities and community engagement in recreational activities;
 - f) Providing input into the Municipality's long-term recreation and parks planning

- g) The Board shall submit a copy of its assessment of the recreation needs and its yearly goals and objectives to Council before December 1st of each year;
- h) The Board shall by December 1st of each year, prepare a budget, being an estimate of its proposed revenues and expenditures for the next calendar year operations for review and approval by Council; and
- i) Seek and apply for grants, sponsorships, and donations for parks, recreation, sport and cultural projects.

5.2. Needs Assessment and Planning

- a) The Board shall conduct an ongoing assessment of the recreation needs of the municipality's residents for the current year.
- b) Additionally, the Board shall develop a five-year recreation plan and projection, which includes proposed improvements, program expansions, and facility development.
- c) The assessment and five-year plan must be presented to Council for review and approval reporting process.

5.3. Advisory Role and Recommendations

- a) The Board may provide advice or make recommendations to Council regarding improvements, extensions, or enhancements to municipal recreation facilities and services.
- b) All recommendations shall be based on the needs assessments and community feedback.

5.4. Council Approval for Municipal Property Actions

- a) The Board shall not undertake, authorize, or commence any construction, modification, repairs, new installation, landscaping, purchase, or development activities on municipal property without prior written approval from Council.
- b) The Board shall not enter into agreements with third parties for work, maintenance, or funding without prior written approval from Council.
- c) All proposed expenditures, building projects, or purchases related to recreation facilities and parks must be formally submitted to Administration in writing for review and approval by Council before proceeding.

6. FINANCIAL ADMINISTRATION & REPORTING

6.1. Budget Preparation and Submission

- a) Prior to December 1st annually, the Board shall prepare and submit to Council an annual operating and capital budget outlining the Board's proposed revenue and expenditures for the upcoming fiscal year.
- b) This budget shall include all anticipated costs associated with the Board's activities, programs, and maintenance or development of recreational facilities under its purview.
- c) The proposed budget shall be submitted to Council for review and approval in accordance with the municipality's budget process.

- 6.2. No expenditure shall be made that exceed the approved budget without prior authorization from Council.
- 6.3. Bank Account Authorization
- a) The Board is authorized to establish and maintain a bank account for the management of all funds related to parks, recreation and culture activities.
 - b) The bank account shall be held at a recognized financial institution within Saskatchewan.
- 6.4. Signing Authority
- a) All financial transactions from the Board's account shall require a minimum of two (2) signing authorities, one of whom shall be the Chief Administrative Office (CAO) of the municipality, with the Mayor being backup signing authority.
 - b) The second signing authority may be a member of the Board as designated by Board resolution.
 - c) Signing authorities shall be reviewed annually or upon any change in Board membership or municipal administration.
- 6.5. Financial Management Practices
- a) All funds received by the Board shall be deposited promptly into the authorized bank account.
 - b) Disbursements shall be made only for authorized purposes consistent with the Board's mandate and approved budget.
 - c) The Board shall adhere to the municipality's financial management and procurement policies where applicable.
 - d) The Board shall ensure that all funds are managed in accordance with municipal financial policies and any applicable legislation, and that accurate financial records are maintained and made available for audit or review as required.
 - e) Financial records shall be maintained and subject to audit by the Municipality or an external auditor appointed by Council.
- 6.6. The Board shall maintain accurate and up-to-date financial records, including receipts, disbursements, and supporting documentation.
- 6.7. The Board shall submit quarterly financial statements to the Council for review.
- 6.8. The Board shall submit a year-end financial report to Council within thirty (30) days of the fiscal year-end.
- 6.9. All funds allocated to, raised by, or intended for the Board in excess of \$20,000 shall be held in trust by the Municipality in a designated reserve account; however, where there is an approved operational or capital plan for the fiscal year, Council may, by resolution, authorize the Board to retain funds in excess of this amount.

- 6.10. Any reserve funds must be accessed through submitting a Reserve Funding Request Form, to be submitted by the Board and approved by Council.
- 6.11. Similarly, the Board may request that surplus or dedicated funds be deposited into the municipal reserve account by submitting a Reserve Funding Request Form to the Municipal Office.

7. SASKATCHEWAN LOTTERIES GRANT ADMINISTRATION

- 7.1. The Board shall be responsible for applying for the Saskatchewan Lotteries Community Grant on behalf of the Municipality.
- 7.2. The Board shall:
 - a) Complete and submit the application in accordance with the Saskatchewan Lotteries guidelines and deadlines;
 - b) Ensure that funding is allocated to eligible sport, culture, and recreation programs in compliance with grant requirements;
 - c) Maintain detailed records of grant expenditures and ensure proper financial accountability;
 - d) Submit a final report to Saskatchewan Lotteries as required, detailing the use of funds and program outcomes; and
 - e) Provide Council with an annual report on the administration and impact of the grant.
- 7.3. The Municipality shall receive the Saskatchewan Lotteries grant funds and issue a cheque to the Board upon receipt.
- 7.4. All grant funds shall be deposited into the Board's bank account and used solely for Council approved recreation programs and services.

8. ENFORCEMENT AND COMPLIANCE

- 8.1. Failure to comply with this Bylaw may result in Council taking corrective action, including:
 - a) Suspension or revocation of the Board's authority to conduct projects or financial transactions;
 - b) Requiring any unapproved modifications to be removed or restored to their original condition at the Board's expense.
- 8.2. The Municipality reserves the right to review and audit the Board's financial and operational records at any time.

9. DISSOLUTION

9.1. If the Board is dissolved, all remaining assets, funds, and liabilities shall be transferred to the Municipality.

10. TRANSITIONAL, REPEAL AND COMING INTO FORCE

10.1. Bylaw No. 1/89 and Bylaw No. 6/11 are hereby repealed.

10.2. This Bylaw shall come into force on the day of its final passing.

SEAL

Mayor

Administrator

INTRODUCED AND READ a first time this ____ day of _____, 2025.

READ a second time this ____ day of _____, 2025.

READ a third time and adopted this ____ day of _____, 2025.



Regional Bylaw Services

Enforcement – Training – Consulting

TO THE COUNCIL OF THE VILLAGE OF BUENA VISTA

WEEKLY REPORT 2025-09-24

1161 Grand Ave. – Upon inspection, the grass and weeds on this property remain overgrown. I issued OTR #105e for service by registered mail and compliance by Oct 12/25.

370 Woodland Ave. – The office received a report of a trailered boat stored on the RoW. Upon inspection, there was not trailered boat observed. Close file.

Bob Gourlay – Bylaw Officer - Regional Bylaw Services



Regional Bylaw Services

Enforcement – Training – Consulting

TO THE COUNCIL OF THE VILLAGE OF BUENA VISTA

WEEKLY REPORT 2025-10-08

20 Valley View Cres. – Upon inspection, the small travel trailer has been removed from the RoW. Close file.

Lic. 204 HGA – I observed a trailered pontoon boat parked on the RoW at 1133 Grand Ave. (photo on file). I will reinspect on my next visit.

Bob Gourlay – Bylaw Officer - Regional Bylaw Services



Regional Bylaw Services

Enforcement – Training – Consulting

TO THE COUNCIL OF THE VILLAGE OF BUENA VISTA

WEEKLY REPORT 2025-10-22

Lic. 204 HGA – Upon inspection, the trailered pontoon boat has been removed from the RoW. Close file.

210 Pleasant Ave. – Upon inspection the ice fishing shack has been removed from the RoW. Close file.

208 Edgewood Dr. – The office has directed me to arrange for remedial action on this property related to a Construction Codes Act / National Building Code contravention.

1294 Highwood Ave. – The office has directed me to arrange for remedial action at this property related to OTR #101e (current photos on file).

1154 Highwood Ave. – Upon inspection, the grass has recently been mowed. Close file.

Bob Gourlay – Bylaw Officer - Regional Bylaw Services