



Village of Buena Vista

## Regular Council Meeting AGENDA

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

1. **CALL TO ORDER**
2. **ADOPTION OF AGENDA**
  - 2.1 Regular Meeting of Council Agenda – September 23, 2025
3. **CONFLICT OF INTEREST DECLARATION**
4. **ADOPTION OF MINUTES**
  - 4.1 Draft Regular Meeting of Council Minutes – August 26, 2025
5. **BUSINESS ARISING FROM MINUTES**
6. **ANNOUNCEMENTS, RECOGNITIONS & COMMUNITY EVENTS**
  - 6.1 Diabetes Clinic – Monday, September 29
  - 6.2 Mature Driver Refresher Course – Wednesday, October 29
  - 6.3 Primary Health Care Lab Update
7. **DELEGATION**
8. **FINANCIALS**
  - 8.1 List of Accounts for Approval 2025-00086 to 00091 and 2025-00092 to 00095
  - 8.2 Payroll – Public Works August 17-30, 2025; and August 31 – September 13, 2025  
Administration August 16-31, 2025; and September 1-15, 2025;  
Council Remuneration August 1-31, 2025
  - 8.3 Financial Statement
9. **REPORTS OF STAFF**
  - 9.1 Administration Report – August 18 – September 15, 2025
  - 9.2 Public Works Report – August 18 – September 15, 2025
  - 9.3 Water Treatment Plant Daily Record – August 2025
10. **REPORTS OF COUNCIL**
11. **BOARDS & COMMITTEES**
  - 11.1 IMUC – September 8, 2025
  - 11.2 Buena Vista Parks & Recreation Board Minutes – September 2, 2025

12. **UNFINISHED BUSINESS**

12.1 Adair Street Agreement

13. **NEW BUSINESS**

13.1 Representation to Lay Remembrance Day Wreath

13.2 Appointment to District Development Appeals Board (DDAB)

14. **BYLAWS & POLICIES**

14.1 Amendment Policy No. 01-2025 Donation

14.2 Policy No. 05-2025 Tax Abatement

15. **COMMUNICATIONS**

15.1 Regional Bylaw Services – August 30, September 3, 8, & 17, 2025

15.2 Certificate of Safety Fitness – SGI

15.3 Development Appeal Board Hearing Decision – Lot 3 Block 24 Plan 97R40466

16. **CLOSED SESSION**

17. **ADJOURNMENT**



Village of Buena Vista

## Regular Council Meeting MINUTES

August 26, 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 Steven Schultz, Councillor Chris Duke

**Absent:** Councillor Spence Miller

**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. 254/25

Moved by Councillor Duke

*That the August 26, 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. 255/25

Moved by Councillor Duke

*THAT the July 22, 2025 Regular Meeting of Council Minutes be adopted as presented.*

CARRIED

### 5. **BUSINESS ARISING FROM THE MINUTES**

No business arising from minutes.

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

- Buena Vista Parks & Recreation Everything Zucchini – Saturday, September 13

**7. DELEGATION**

**7.1 Jon Barber – Adair Street Agreement**

*Jon presented to Council his concerns with signing the Road Agreement, which would place the liability on him. He advised that he has had to put more time and material on the road than originally thought and would like Council to consider a Tax Abatement.*

RESOLUTION NO. 256/25

Moved by Councillor Sax

*THAT Council defer any decision until more research is concluded.*

CARRIED

**8. FINANCIALS**

**8.1 LIST OF ACCOUNTS FOR APPROVAL**

RESOLUTION NO. 257/25

Moved by Councillor Duke

*THAT Council approves the following accounts for payment: AP Batches 2025-00076 to 2025-00081, which includes all cheques, credit card, automatic withdrawals, EFT and online payments for a total amount of \$148,437.11.*

CARRIED

RESOLUTION NO. 258/25

Moved by Councillor Sax

*THAT Council approves the following accounts for payment: AP Batches 2025-00072 to 2025-00075 and 2025-00082 to 2025-00085 which includes all cheques, credit card, automatic withdrawals, EFT and online payments for a total amount of \$485,733.55.*

CARRIED

**8.2 PAYROLL**

RESOLUTION NO. 259/25

Moved by Councillor Sax

*THAT Council approves the following payrolls:*

- *Public Works July 6-19, 2025 in the amount of \$9,905.73;*
- *Public Works July 20 – August 2, 2025 in the amount of \$8,919.81;*
- *Public Works August 3 - 16, 2025 in the amount of \$9,273.46;*
- *Administration July 16-31, 2025 in the amount of \$5,027.10;*
- *Administration August 1-15, 2025 in the amount of \$4,718.23; and*
- *Council Remuneration July 2025 in the amount of \$800.*

CARRIED

8.3 **PAYROLL**

RESOLUTION NO. 260/25

Moved by Councillor Sax

*THAT Council accepts and files the Bank Reconciliations for the Savings (Infrastructure) account for January to July 2025.*

CARRIED

8.4 **PAYROLL**

RESOLUTION NO. 261/25

Moved by Councillor Sax

*THAT Council accepts and files the Bank Reconciliations for the Operating (cash) account for January to June 2025.*

CARRIED

8.5 **PAYROLL**

RESOLUTION NO. 262/25

Moved by Councillor Duke

*THAT Council accepts and files the 2024 Public Reporting on Municipal Waterworks.*

CARRIED

9. **REPORTS OF STAFF**

9.1 **ADMINISTRATION REPORT**

RESOLUTION NO. 263/25

Moved by Councillor Schultz

*THAT Council has reviewed the Administration Report for the period of July 14 – August 18, 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. 264/25

Moved by Councillor Schultz

*THAT Council has reviewed the Public Works Report for the period of July 14 – August 18, 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. 265/25

Moved by Councillor Sax

*THAT Council has reviewed, accepts and files Water Treatment Plant Daily Operations for the period of July 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 advised that the Ball Association has been having issues getting a post office box. Was discussed to look into naming the lane that goes into Heritage Park so that there is a physical address for the ball diamonds.

ClIr Sax reported that the Buena Vista Parks & Recreation Community Picnic went really well and was well attended. Fire Department was a great addition.

11. **BOARDS & COMMITTEES**

11.1 **PARKS & RECREATION BOARD MEETING MINUTES – AUGUST 5, 2025**

RESOLUTION NO. 266/25

Moved by Councillor Duke

*THAT Council approves and files the Buena Vista Parks & Recreation Board Minutes of August 5, 2025.*

CARRIED

12. **UNFINISHED BUSINESS**

13. **NEW BUSINESS**

13.1 RESOLUTION NO. 267/25

Moved by Councillor Schultz

*THAT Mayor Smith and Councillor Schultz attend the Regina Beach Lions Memorial Forest Dedication Ceremony as representatives of the Village.*

CARRIED

13.2 RESOLUTION NO. 268/25

Moved by Councillor Sax

*THAT Council authorize a \$500 donation to STARS for 2025; and FURTHER THAT administration amend Donations Policy No. 01-2025 to reflect a preauthorized annual \$500 donation.*

CARRIED

RESOLUTION NO. 269/25

Moved by Councillor Duke

*THAT Council accepts and files the Regina Beach Local Library Board Meeting Minutes of July 21, 2025.*

CARRIED

14. **BYLAWS & POLICIES**

14.1 RESOLUTION No. 270/25

Moved by Councillor Sax

*THAT Council read Bylaw No. 05/2025 A Bylaw of the Village of Buena Vista to Authorize Expenditures and Provide for Purchasing Authority a second time.*

CARRIED

14.2 RESOLUTION No. 271/25

Moved by Councillor Schultz

*THAT Council read Bylaw No. 05/2025 A Bylaw of the Village of Buena Vista to Authorize Expenditures and Provide for Purchasing Authority a third time, adopted and attached hereto.*

CARRIED

14.3 RESOLUTION No. 272/25

Moved by Councillor Sax

*THAT Council receives the On-Call Duty & Compensation Policy amendment as information; and FURTHER THAT matters relating to Administrative and Human Resource do not require Council approval.*

CARRIED

15. **COMMUNICATIONS**

15.1 RESOLUTION NO. 273/25

Moved by Councillor Duke

*THAT Council receives and files the Regional Bylaw Services for July 23, August 9, 13 and 20, 2025.*

CARRIED

15.2 RESOLUTION NO. 274/25

Moved by Councillor Duke

*THAT Council receives and files the South Shore First Responders Board Meeting Minutes – July 30, 2025; Treasurer’s Report; Budget and Responder Calls.*

CARRIED

16. **CLOSED SESSION**

16.1 RESOLUTION NO. 275/25

Moved by Councillor Sax

*THAT Council move to closed session at 9:07 p.m. to discuss a personnel matter involving an identifiable individual, as permitted under Section 120(2)(a) of The Municipalities Act and Section 16(1)(c) of The Local Authority Freedom of Information and Protection of Privacy Act.*

CARRIED

16.2 RESOLUTION NO. 276/25

Moved by Councillor Duke

*THAT Council return to Open Session at 9:44 p.m..*

CARRIED

17. **ADJOURNMENT**

17.1 *THAT this meeting be adjourned by Mayor Smith at 9:45 p.m.*

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Mayor

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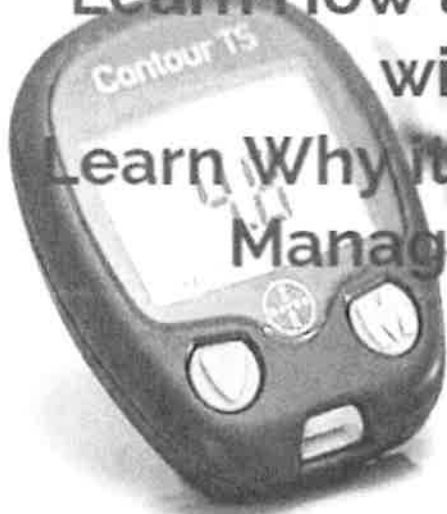
Acting Chief Administrative Officer

*Presented by Primary Health Committee*

# DIABETES CLINIC

Learn How to Live a Healthy Life  
with Diabetes

Learn Why it's Important That You  
Manage Your Diabetes



- Nutrition Management
- Activity
- Medications
- Monitoring



*Facilitated by:*

*RN for Adult Diabetic Services*

*Elyssa Stepan, RN BScN*

**MONDAY, SEPTEMBER 29**

**1:30 p.m. - 4:00 p.m.**

**THE ART CENTRE**

**223 CENTRE STREET REGINA BEACH**

## SASKATCHEWAN SAFETY COUNCIL

# Mature Driver Refresher Course

Date: **Wednesday, October 29, 2025**

Place: **Regina Beach Memorial Hall**  
101 Centre Street (Regina Beach, SK)

Time: 12:00 PM – 3:30 PM  
4:30 PM – 7:00 PM (approx.)

Cost: **FREE**

**Registration is Required**

**Refreshments Provided**

**Lunch Provided – Sponsored by the Waterfront Beach Bar & Grill**



This completely **FREE** 6-hour Mature Driver Refresher Course is strictly informational and offered in a positive, open class environment. It's great for anyone with decades of experience looking to extend their driving independence. Participant driver's licenses **are not affected and there are no required examinations.**

The Mature Driver Refresher Course reviews changes to driving laws and best practices in the province which increases confidence when navigating Saskatchewan's evolving city and highway traffic. Discussions provide insight into how to adapt your driving based on the physical changes the body goes through as it matures.

### Topics Discussed:

- Normal driving situations such as intersections, following distance, and maintaining an open "gate" around your vehicle
- Hazardous driving environments such as skids, head-on collisions, hydroplaning, and how to protect yourself while driving
- Traffic guidance such as sign recognition and pavement markings
- Review of safety devices such as seat belts and airbags
- Medication awareness, vision, and effective use of your eyes.



Register at

**[www.sasksafety.org](http://www.sasksafety.org)**  
or call Toll Free 1.855.280.7115

 Saskatchewan Safety Council

 /sasksafetycouncil  @SkSafetyCouncil  /company/saskatchewan-safety-council

**[www.sasksafety.org](http://www.sasksafety.org)**

**1.855.280.7115**

THE  
**WATERFRONT**  
BEACH BAR & GRILL



# **PRIMARY HEALTH CARE CENTRE**

# **LAB UPDATE**

## **CHANGE IN LAB HOURS**

Effective immediately, the Lab will operate  
from

7:30 a.m. to 10:30 a.m. on Wednesdays

## **TEMPORARY PHLEBOTOMIST**

For the next 5 to 6 weeks, a new  
Phlebotomist will be working in the lab.  
This is a temporary placement, it is kindly  
asked for your patience and support as he  
transitions to the role.

**Village of Buena Vista**  
**List of Accounts**  
Batch: 2025-00086 to 2025-00091

Bank Code - ABW - ABW - Automatic Withdrawal

**AUTOMATIC WITHDRAWAL**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
092025 2025/26-02197	09/02/2025	Munisoft 510-290-120 - GG - Cont - IT Se	Aug -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: 2025-00086 to 2025-00091

Bank Code - AP - AP-General Oper

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>11264</b> 8723	<b>09/09/2025</b>	<b>Hyvac Sewer Service Ltd.</b>			
		585-295-200 - SWR - Cont - Sewer	Aug-Edgewood Sep Rmvl-1	2,907.00	
		585-280-100 - SWR - Cont - Se	Beach Septic Removal-Aug	66.67	
		585-280-100 - SWR - Cont - Se	Beach Septic Removal-Aug	66.67	
		580-285-140 - UT - Cont. - Main	Backwash x4.5hrs -Aug 26	600.00	
		530-300-150 - TS - Cont - Shop	Shop Septic Removal -Aug	66.67	
		110-340-110 - GST Receivable	GST Tax Code	185.34	
		900-110-110 - GST Paid	GST Tax Code	185.34	NL 3,892.35 ✓
<b>11265</b> 2763	<b>09/09/2025</b>	<b>JRA Construction Services Ltd.</b>			
		580-290-105 - UT - Cont - Curbs	C/S Hydro/Chng Box -121 L	648.03	
		110-340-110 - GST Receivable	Both Tax Code	30.80	
		900-110-110 - GST Paid	Both Tax Code	30.80	NL 678.83 ✓
<b>11266</b> 471235	<b>09/09/2025</b>	<b>Lakeside Tree Service</b>			
		530-290-100 - TS - Cont - Other	Cut/Rmv 5 Trees-Woodlanc	1,643.00	1,643.00 ✓
<b>11267</b> 413733	<b>09/09/2025</b>	<b>Bradley Lazorko</b>			
		520-250-100 - PS - Cont - Bylaw	Bylaw Remediation R#314	300.00	300.00 ✓
<b>11268</b> August	<b>09/09/2025</b>	<b>Muir Barber Ltd.</b>			
		530-425-112 - TS - Supplies -Ve	Windshield Washer Fluid x2	9.52	
		530-410-130 - TS - Supplies - Si	Adapter -Hotsy Hose	6.67	
		530-400-110 - TS - Supplies - Si	Glass Cleaner -Shop	7.62	
		530-400-110 - TS - Supplies - Si	Paper Towel -Shop	13.24	
		530-400-110 - TS - Supplies - Si	Garbage Bags -Shop	36.23	
		530-410-130 - TS - Supplies - Si	Chain Oil	19.56	
		570-400-110 - R&C - Supplies -	Beach Bathroom Keys x3	11.42	
		570-400-110 - R&C - Supplies -	Dsnfct/Scrub Bsh/Clnr/Glov	22.22	
		570-400-110 - R&C - Supplies -	Scrubbing Broom -Beach B	15.25	
		530-425-113 - TS - Supplies - Bi	Door Handle -Chlorine She	19.07	
		530-410-130 - TS - Supplies - Si	Chainsaw File	6.19	
		530-425-112 - TS - Supplies -Ve	Brake Cleaner	11.44	
		580-440-100 - UT - Supplies - V	Silicon Lube -WTP Door Ha	11.60	
		530-425-113 - TS - Supplies - Bi	Metal Door Installation Lock	41.01	
		580-440-100 - UT - Supplies - V	Adapters -WTP Drainage	34.39	
		570-600-130 - R&C - Purch of C	Sandpaper -Garbage Bins	5.71	
		530-410-100 - TS - Supplies - Si	Keychain Snaps x3	11.42	
		570-600-130 - R&C - Purch of C	5/4"x6"x16' Lumbar-Garbag	39.01	
		570-600-130 - R&C - Purch of C	Paint Brush Set	8.58	
		570-600-130 - R&C - Purch of C	Lag Plated Screw x22-Grbg	5.13	
		570-600-130 - R&C - Purch of C	Hinge x2 -Garbage Bins	21.92	
		570-410-100 - R&C - Supplies -	Nuts/Washers x25 -Picnic T	9.81	
		530-400-110 - TS - Supplies - Si	Hand Cleaner -Shop	9.53	
		530-410-100 - TS - Supplies - Si	Staples -Shop	4.75	
		530-400-110 - TS - Supplies - Si	Glass Cleaner -Shop	7.62	
		570-600-130 - R&C - Purch of C	Bolts x24 -Garbage Bins	11.18	
		570-600-130 - R&C - Purch of C	Nuts x26 -Garbage Bins	7.17	
		570-600-130 - R&C - Purch of C	Flat Washers x30 -Garbage	1.91	
		110-340-110 - GST Receivable	Both Tax Code	19.29	
		900-110-110 - GST Paid	Both Tax Code	19.29	NL 428.46 ✓

**Village of Buena Vista**  
**List of Accounts**  
Batch: 2025-00086 to 2025-00091

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>11269</b>	<b>09/09/2025</b>	<b>Papa Geordies Gas &amp; Grocery</b>			
August		510-480-100 - GG - Supplies - S	Staff BBQ	100.66	
		530-425-111 - TS - Supplies - F	Fuel -Aug	866.68	
		530-400-110 - TS - Supplies - S	Propane	32.99	
		110-340-110 - GST Receivable	Both Tax Code	0.69	
		900-110-110 - GST Paid	Both Tax Code	0.69	NL
		110-340-110 - GST Receivable	GST Tax Code	44.99	
		900-110-110 - GST Paid	GST Tax Code	44.99	NL
					1,046.01 ✓
<b>11270</b>	<b>09/09/2025</b>	<b>Royal Canadian Legion</b>			
PV-2025-016		510-240-160 - GG - Cont - Don	Poppy Campaign Donation	55.00	55.00 ✓
<b>11271</b>	<b>09/09/2025</b>	<b>STARS</b>			
Sep		510-240-160 - GG - Cont - Don	STARS Donation	500.00	500.00 ✓
			Total Computer Cheque:		8,543.65
			Total AP:		8,543.65

**Village of Buena Vista**  
**List of Accounts**  
Batch: 2025-00086 to 2025-00091

Bank Code - CC - CC - Credit Card

CREDIT CARD

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>092025</b> CC544795	<b>09/02/2025</b>	<b>Canada Post</b> 510-250-100 - GG - Cont - Com	Ratepayers Mail Out	54.46	
		110-340-110 - GST Receivable	GST Tax Code	2.72	
		900-110-110 - GST Paid	GST Tax Code	2.72 NL	57.18 ✓
<b>092025-001</b> 71118902	<b>09/02/2025</b>	<b>Co-Op</b> 530-425-111 - TS - Supplies - Fi	Fuel -Sep	132.91	
		110-340-110 - GST Receivable	GST Tax Code	6.65	
		900-110-110 - GST Paid	GST Tax Code	6.65 NL	139.56 ✓
<b>092025-002</b> Sep 2	<b>09/02/2025</b>	<b>Hordos Insurance Brokers Inc.</b> 530-260-100 - TS - Cont - Vehicl	Reg&Rnwl-006IAR/Sep1-O	105.86	
		510-230-100 - GG - Cont. - Insu	Reg&Rnwl-536KBN/Sep2-S	1,299.72	
		530-260-100 - TS - Cont - Vehicl	Reg&Rnwl-845FCA/Sep2-S	802.24	2,207.82 ✓
			<b>Total Credit Card:</b>		<u>2,404.56</u>
			<b>Total CC:</b>		<u>2,404.56</u>

**Village of Buena Vista  
List of Accounts**  
Batch: 2025-00086 to 2025-00091

Bank Code - EFT - EFT - Direct Deposit

**WIRE TRANSFER**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
91 063-212644/43	09/02/2025	<b>Gregg Distributors LP</b>			
		580-440-100 - UT - Supplies - V	Lithium Grease -WTP Door	16.61 ✓	
		530-440-100 - TS - Supplies - R	Perma-Patch Repair 50lb x	93.77 ✓	
		110-340-110 - GST Receivable	Both Tax Code	5.20	
		900-110-110 - GST Paid	Both Tax Code	5.20 NL	115.58 ✓
92 5576473	09/02/2025	<b>Princess Auto Ltd.</b>			
		530-420-100 - TS - Supplies - V	Hydraulic Hose-Grapple Bcl	41.32	
		110-340-110 - GST Receivable	Both Tax Code	1.95	
		900-110-110 - GST Paid	Both Tax Code	1.95 NL	43.27 ✓
93 435	09/02/2025	<b>Gourlay &amp; Associates</b>			
		520-260-100 - PS - Cont - Bylaw	Bylaw Enforce Services -Au	443.08	
		110-340-110 - GST Receivable	Both Tax Code	20.90	
		900-110-110 - GST Paid	Both Tax Code	20.90 NL	463.98 ✓
94 2025-00107	09/07/2025	<b>Town Of Regina Beach</b>			
		210-700-810 - Long Term Debt	Lagoon Project Loan -Sept	3,306.64	
		580-700-110 - UT - Interest	Lagoon Project Loan Int -Se	2,389.67	5,696.31 ✓
95 803487	09/02/2025	<b>J D Industrial Supplies</b>			
		530-410-110 - TS - Supplies - Si	Hedge Trimmer Attach & Cl	189.74	
		110-340-110 - GST Receivable	Both Tax Code	8.95	
		900-110-110 - GST Paid	Both Tax Code	8.95 NL	198.69 ✓
96 063-214697	09/02/2025	<b>Gregg Distributors LP</b>			
		530-440-100 - TS - Supplies - R	Perma-Patch Repair 50lbs :	281.30	
		110-340-110 - GST Receivable	Both Tax Code	13.27	
		900-110-110 - GST Paid	Both Tax Code	13.27 NL	294.57 ✓
97 INV461809	09/02/2025	<b>Success Office Systems</b>			
		510-290-140 - GG - Cont - Office	Copier Printing -Jun-Aug	568.09	
		510-280-100 - GG - Cont - Office	Copier Lease -Sep-Nov	794.99	
		110-340-110 - GST Receivable	Both Tax Code	64.30	
		900-110-110 - GST Paid	Both Tax Code	64.30 NL	1,427.38 ✓
Total Wire Transfer:					8,239.78
Total EFT:					8,239.78

**Village of Buena Vista**  
**List of Accounts**  
Batch: 2025-00086 to 2025-00091

Bank Code - OB - OB - Online Banking

**ONLINE BANKING**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>092025</b>	<b>09/02/2025</b>	<b>Loraas Disposal South Ltd.</b>			
8216343		540-200-130 - EH - Cont - Wast	Waste Collection Aug x4	7,746.29	
		540-210-300 - EH - Cont - Recy	Recycle Collection Aug x2	3,685.06	
		110-340-110 - GST Receivable	GST Tax Code	571.56	
		900-110-110 - GST Paid	GST Tax Code	571.56 NL	12,002.91 ✓
<b>092025-001</b>	<b>09/02/2025</b>	<b>MEPP (PEBA)</b>			
Aug MEPP		210-200-140 - MEPP Payable	PW Jul 20-Aug2 -MEPP	1,535.62 ✓	
		210-200-140 - MEPP Payable	PW Aug 3-16 -MEPP	1,535.62 ✓	
		210-200-140 - MEPP Payable	PW Aug 17-30 -MEPP	1,535.62 ✓	
		210-200-140 - MEPP Payable	Admin Aug 1-15 -MEPP	1,264.04 ✓	
		210-200-140 - MEPP Payable	Admin Aug 16-31 -MEPP	1,264.04 ✓	7,134.94 ✓
<b>092025-002</b>	<b>09/02/2025</b>	<b>RBC</b>			
PV-2025-014		510-290-100 - GG - Cont. - Banl	VISA Purchase Interest -PV	5.72	5.72 ✓
<b>092025-003</b>	<b>09/02/2025</b>	<b>SUMA</b>			
106124		510-210-100 - GG - Cont - Coun	SUMA -Mayor School	424.00	
		110-340-110 - GST Receivable	Both Tax Code	20.00	
		900-110-110 - GST Paid	Both Tax Code	20.00 NL	444.00 ✓
18246		510-120-120 - GG - Benefits - G	GBI Admin Fee -Sep	20.00	
		530-120-120 - TS - Benefits - Fc	Arnold -Group Bene -Sep	360.60	
		510-140-330 - GG - Benefits - A	Guillemin -Group Bene -Sep	455.51	
		510-140-330 - GG - Benefits - A	McConnell -Group Bene -Sep	440.43	
		530-130-130 - TS - Benefits - La	Neudeck, C -Group Bene -Sep	-493.69	
		530-130-130 - TS - Benefits - La	Neudeck, J -Group Bene -A	404.90	
		510-130-230 - GG - Benefits - C	Pollock -Group Bene -Aug	623.35	
		530-130-130 - TS - Benefits - La	Warawa -Group Bene -Aug	326.53	
		110-340-110 - GST Receivable	GST Tax Code	1.00	
		900-110-110 - GST Paid	GST Tax Code	1.00 NL	2,138.63 ✓
			Payment Total:		2,582.63
<b>092025-004</b>	<b>09/02/2025</b>	<b>Saskatchewan Health Authority</b>			
3512162		580-290-100 - UT - Cont - Labor	Water Samp -Bstr Stn-Aug2	21.90	
		580-290-100 - UT - Cont - Labor	Water Samp -Bstr Stn-Aug2	21.90	
		110-340-110 - GST Receivable	GST Tax Code	2.20	
		900-110-110 - GST Paid	GST Tax Code	2.20 NL	46.00 ✓
<b>092025-005</b>	<b>09/09/2025</b>	<b>Gov of SK</b>			
EPT-Aug		210-210-190 - School #1 - Remi	EPT -Aug	15,645.36	15,645.36 ✓
<b>092025-006</b>	<b>09/09/2025</b>	<b>Gov of SK</b>			
August		210-200-100 - Payroll Deductor	Council Rem Ded -Aug	30.84 ✓	
		210-200-100 - Payroll Deductor	Admin Pyrl Ded -Aug	4,588.28 ✓	
		210-200-100 - Payroll Deductor	PW Pyrl Ded -Aug	6,983.58 ✓	
		210-200-100 - Payroll Deductor	PW Pyrl Ded RP0002-Aug	1,056.91 ✓	12,659.61 ✓
			Total Online Banking:		50,077.17
			Total OB:		50,077.17

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**Village of Buena Vista**  
**List of Accounts**  
Batch: 2025-00086 to 2025-00091

Page 7

Grand Total: 69,545.99

Certified Correct This September 7, 2025



\_\_\_\_\_  
Mayor



\_\_\_\_\_  
Administrator

**Village of Buena Vista**  
**List of Accounts**  
 Batch: 2025-00092 to 2025-00095

Date Printed  
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**Bank Code - ABW - ABW - Automatic Withdrawal**

**AUTOMATIC WITHDRAWAL**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>092025-001</b> 2025/26-02495	<b>09/10/2025</b>	<b>Municipal Utilities</b> 510-290-120 - GG - Cont - IT Se	Sep -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
<b>092025-002</b> 3202610842	<b>09/10/2025</b>	<b>Pitney Bowes</b> 510-280-100 - GG - Cont - Offici	Postage Machine Lease Jul	251.03	
		110-340-110 - GST Receivable	Both Tax Code	11.84	
		900-110-110 - GST Paid	Both Tax Code	11.84 NL	262.87
<b>092025-003</b> Aug 2025	<b>09/10/2025</b>	<b>RBC</b> 510-290-100 - GG - Cont. - Banl	Aug Activity Fee -A#156-Au	277.40	277.40
			Total Automatic Withdrawal:		821.10
				Total ABW:	821.10

**Village of Buena Vista**  
**List of Accounts**  
Batch: 2025-00092 to 2025-00095

Bank Code - AP - AP-General Oper

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>11272</b>	<b>09/23/2025</b>	<b>JRA Construction Services Ltd.</b>			
2769		580-290-105 - UT - Cont - Curbs	C/S Valve Rplc -22 BV Bay	3,729.04	
		110-340-110 - GST Receivable	Both Tax Code	176.23	
		900-110-110 - GST Paid	Both Tax Code	176.23 NL	3,905.27
<b>11273</b>	<b>09/23/2025</b>	<b>Regina Beach Yacht Club</b>			
23835		570-270-130 - R&C - Cont - Bea	Rmvl Buoys/Platform	200.00	
		110-340-110 - GST Receivable	GST Tax Code	10.00	
		900-110-110 - GST Paid	GST Tax Code	10.00 NL	210.00
			Total Computer Cheque:		4,115.27
				Total AP:	4,115.27

**Village of Buena Vista  
List of Accounts**  
Batch: 2025-00092 to 2025-00095

Bank Code - CC - CC - Credit Card

CREDIT CARD

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
092025-003 197463	09/10/2025	Western Litho Printers			
		510-410-140 - GG - Supplies - C	Work Order Books x5	74.20	
		110-340-110 - GST Receivable	Both Tax Code	3.50	
		900-110-110 - GST Paid	Both Tax Code	3.50 NL	77.70
			Total Credit Card:		<u>77.70</u>
			Total CC:		<u>77.70</u>

**Village of Buena Vista**  
**List of Accounts**  
Batch: 2025-00092 to 2025-00095

Bank Code - EFT - EFT - Direct Deposit

**WIRE TRANSFER**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>98</b>	<b>09/17/2025</b>	<b>Big Rock Trucking Ltd.</b>			
1280		530-440-100 - TS - Supplies - R	Road Gravel 93.98 Tonnes	2,701.92	
		530-600-200 - TS - Purch of Cap	Road Gravel 210 Tonnes-D	6,037.51	
		110-340-110 - GST Receivable	GST Tax Code	436.97	
		900-110-110 - GST Paid	GST Tax Code	436.97 NL	9,176.40
<b>99</b>	<b>09/17/2025</b>	<b>Arnold, Ian</b>			
2025		530-400-150 - TS - Supplies - B	Arnold -Boot Allowance	300.00	300.00
			Total Wire Transfer:		9,476.40
				Total EFT:	9,476.40

**Village of Buena Vista**  
**List of Accounts**  
Batch: 2025-00092 to 2025-00095

Bank Code - OB - OB - Online Banking

**ONLINE BANKING**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>092025-007</b> 18591	<b>09/07/2025</b>	<b>SUMA</b>			
		510-120-120 - GG - Benefits - G	GBI Admin Fee -Oct	20.00	
		530-120-120 - TS - Benefits - Fc	Arnold -Group Bene-Oct	360.60	
		510-140-330 - GG - Benefits - A	Guillemin -Group Bene-Oct	455.51	
		510-140-330 - GG - Benefits - A	McConnell -Group Bene-Oct	440.43	
		530-130-130 - TS - Benefits - La	Neudeck, J -Group Bene-O	404.90	
		510-130-230 - GG - Benefits - C	Pollock -Group Bene-Oct	623.35	
		530-130-130 - TS - Benefits - La	Warawa -Group Bene-Oct	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
<b>092025-008</b> Aug12-Sep10	<b>09/07/2025</b>	<b>SaskEnergy</b>			
		510-300-110 - GG - Cont - Office	Office Energy -Aug12-Sep1	48.08	
		530-300-110 - TS - Cont - Shop	Shop Energy -Aug12-Sep10	47.50	
		110-340-110 - GST Receivable	GST Tax Code	4.79	
		900-110-110 - GST Paid	GST Tax Code	4.79	NL 100.37
<b>092025-009</b> Sep	<b>09/07/2025</b>	<b>SaskPower</b>			
		580-300-150 - UT - Cont - Well #	Well #1 Power -Jul29-Aug2	343.15	
		580-300-160 - UT - Cont - Well #	Well #1 Power -Jul29-Aug2	93.29	
		580-300-180 - UT - Cont - WTP	WTP Power -Aug15-Sep8	615.54	
		530-310-200 - TS - Cont - Edgev	Edgewood Power -Aug15-S	60.53	
		580-300-170 - UT - Cont - Boos	Bstr Stn Power -Aug15-Sep	155.39	
		570-340-110 - R&C - Cont - Con	Concession Power -Aug15-	92.83	
		530-300-120 - TS - Cont - Shop	Shop Power -Aug15-Sep9	159.05	
		510-300-120 - GG - Cont - Office	Office Power - Aug15-Sep1	87.10	
		110-340-110 - GST Receivable	Both Tax Code	26.18	
		900-110-110 - GST Paid	Both Tax Code	26.18	NL
		110-340-110 - GST Receivable	GST Tax Code	52.60	
		900-110-110 - GST Paid	GST Tax Code	52.60	NL 1,685.66
<b>092025-010</b> Sep-Oct	<b>09/07/2025</b>	<b>SaskTel</b>			
		510-300-155 - GG - Cont - Office	Office Security -Jul23-Aug2	29.95	
		510-300-140 - GG - Cont - Office	Office Phone -Sep13-Oct13	276.76	
		510-300-140 - GG - Cont - Office	Office Fax -Sep13-Oct13	45.21	
		580-300-195 - UT - Cont - WTP	WTP Internet -Sep13-Oct13	55.90	
		580-300-140 - UT - Cont - WTP	WTP Phone -Sep13-Oct13	69.59	
		110-340-110 - GST Receivable	Both Tax Code	22.52	
		900-110-110 - GST Paid	Both Tax Code	22.52	NL 499.93
<b>092025-011</b> 3513286	<b>09/07/2025</b>	<b>Saskatchewan Health Authority</b>			
		580-290-100 - UT - Cont - Labor	Water Samp-1050Grand-Se	21.90	
		580-290-100 - UT - Cont - Labor	Water SampTHMs-1050Gra	76.90	
		580-290-100 - UT - Cont - Labor	Water Samp-1050Grand-Se	21.90	
		110-340-110 - GST Receivable	GST Tax Code	6.05	
		900-110-110 - GST Paid	GST Tax Code	6.05	NL 126.75
Total Online Banking:					<u>5,045.03</u>
Total OB:					<u>5,045.03</u>

Grand Total: 19,535.50

Certified Correct This September 19, 2025

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator

### Deposit Register

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

Pay period : **18 (17Aug2025 to 30Aug2025)**

Cheque date : **05Sep2025**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	05Sep2025	020	Neudeck, Joel	004	2332.01
00000002	05Sep2025	024	Warawa, Lorne D	004	1870.88
00000003	05Sep2025	048	Kobayashi, Jacob D.	004	1432.25
00000004	05Sep2025	049	Dyer, Henry R.	004	1306.58
00000005	05Sep2025	050	Keith, John	004	368.40
00000006	05Sep2025	50	Arnold, Ian C.	003	2165.25

**Pay Group Totals :**

Number of Deposits:6  
Total Amount of Deposits:9475.37

### *Deposit Register*

Pay group : 002 (Public Works)

Pay period : 19 (31Aug2025 to 13Sep2025)

Cheque date : 19Sep2025

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	19Sep2025	020	Neudeck, Joel	004	2499.04
00000002	19Sep2025	024	Warawa, Lorne D	004	1862.52
00000003	19Sep2025	048	Kobayashi, Jacob D.	004	59.02
00000004	19Sep2025	049	Dyer, Henry R.	004	1288.30
00000005	19Sep2025	50	Arnold, Ian C.	003	1998.27

**Pay Group Totals :**

Number of Deposits:5  
Total Amount of Deposits:7707.15

### *Deposit Register*

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

Pay period : **16 (16Aug2025 to 31Aug2025)**

Cheque date : **29Aug2025**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	29Aug2025	026	Guillemin, Karen	002	915.42
00000002	29Aug2025	040	Pollock, Melissa D.	001	2388.25
00000003	29Aug2025	047	McConnell, Catherine M.	002	1640.06

**Pay Group Totals :**

Number of Deposits:3  
Total Amount of Deposits:4943.73

**Deposit Register**

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

Pay period : **17 (01Sep2025 to 15Sep2025)**

Cheque date : **15Sep2025**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	15Sep2025	026	Guillemin, Karen	002	915.42
00000002	15Sep2025	040	Pollock, Melissa D.	001	2211.63
00000003	15Sep2025	047	McConnell, Catherine M.	002	1640.06

**Pay Group Totals :**

Number of Deposits: 3  
Total Amount of Deposits: 4767.11

### Deposit Register

Pay group : **003 (Council)**

Pay period : **08 (01Aug2025 to 31Aug2025)**

Cheque date : **31Aug2025**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	31Aug2025	051	Smith, Karen L.	005	442.86
00000002	31Aug2025	052	Duke, Christopher	005	260.00
00000003	31Aug2025	053	Miller, Spence	005	260.00
00000004	31Aug2025	054	Sax, Robert G.	005	260.00
00000005	31Aug2025	055	Schultz, Steven D.	005	384.15

**Pay Group Totals :**

Number of Deposits:5  
Total Amount of Deposits:1607.01

**Village of Buena Vista**  
**Income Statement**  
January 1, 2025 to September 30, 2025

	<u>Current Actual</u>	<u>Current Budget</u>
<b>Revenues</b>		
General Government - Taxes	1,172,988.85	1,169,314.00
General Government - Fees & Charges	1,169.00	1,160.00
General Government - Unconditional Grants	96,227.00	180,790.00
General Government - Conditional Grants	40,245.80	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	16,633.60	5,930.00
UT Water - Fees & Charges	246,742.96	362,700.00
UT Sewer - Fees & Charges	35,274.62	48,570.00
Recreation & Culture - Fees & Charges	25,500.00	32,570.00
<b>Total Revenues:</b>	<b>1,682,549.85</b>	<b>1,892,962.00</b>
<b>Expenses</b>		
General Government - Wages/Benefits	168,872.72	270,970.00
General Government - Contracted Services	109,593.44	145,420.00
General Government - Materials & Supplies	7,737.01	14,150.00
Protective Services - Contracted	35,468.38	105,360.00
Transportation Services - Wages & Benefits	221,351.17	261,000.00
Transportation Services - Contracted Serv	37,832.43	91,930.00
Transportation Services - Supplies	43,872.50	121,300.00
TS - Snow Removal - Wages & Benefits		95,000.00
TS - Snow Removal - Supplies	5,540.87	19,100.00
Environmental Health - Contracted Services	76,047.57	232,720.00
Health & Wellness - Contracted Services	2,344.52	4,690.00
Planning & Dev - Contracted Services	3,291.46	3,330.00
Recreation & Culture - Wages & Benefits		12,800.00
Recreation & Culture - Contracted Services	35,704.66	48,460.00
Recreation & Culture - Supplies	1,403.78	2,150.00
Recreation & Culture - Grants & Contribut	7,074.00	7,070.00
UT Water - Wages & Benefits		109,000.00
UT Water - Contracted Services	51,032.51	211,450.00
UT - Interest	7,169.01	53,120.00
UT Water - Materials & Supplies	37,576.25	57,750.00
UT Sewer - Wages & Benefits		6,100.00
UT Sewer - Contracted Services	28,993.65	51,300.00
UT Sewer - Materials & Supplies	47.95	1,500.00
<b>Total Expenses:</b>	<b>880,953.88</b>	<b>1,925,670.00</b>
<b>Surp(Def) Rev over Exp before Oth Cap Contr</b>	<b>801,595.97</b>	<b>(32,708.00)</b>
<b>Change in Surplus</b>	<b>801,595.97</b>	<b>(32,708.00)</b>
Accum. Surplus (Deficit), Beginning of Yr	5,701,778.75	
<b>Capital Expenditures</b>		

	<b>Current Actual</b>	<b>Current Budget</b>
General Government - Capital Expenditures	7,842.80	10,400.00
Transportation - Capital Expenditures	48,972.60	53,500.00
Recreation & Culture - Capital Expenditures	2,141.49	3,500.00
UT Water - Capital Expenditures	1,598.96	20,500.00
<b>Total Capital Expenditures:</b>	<b>60,555.85</b>	<b>87,900.00</b>
<b>Long Term Debt</b>		
UT - Long Term Debt - Utilities	(19,839.84)	<del>42,150.00</del>
UT - Long Term Debt - Lagoon - RB	(24,257.94)	<del>39,680.00</del>
<b>Total Long Term Debt:</b>	<b>(44,097.78)</b>	<b>\$ 81,830.00<sup>0.00</sup></b>
<b>Accum. Surplus(Deficit), End of Year</b>	<b>785,137.90</b>	<b>(120,608.00)</b>



## ADMINISTRATION REPORT TO COUNCIL September 23, 2025 Council Meeting

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**Melissa Pollock, Acting Chief Administrative Officer**  
**August 18 – September 15, 2025**

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**Updates:**

- CAO on holidays September 22 - 26

**Completed work this period:**

- CAO meetings with Public Works Operations Coordinator / 2026 Budget planning started / toured the Village to take inventory of signs (plan for budget & traffic bylaw), etc.
- Development/Building Permit Applications (2)
- Work on development permit for approach to proposed subdivision – waiting for discretionary use application for the dwelling
- IMUC Meeting – September 8
- SUMAssure Renewal Process webinar
- SUMAssure Insurance Renewal completed & submitted
- Audited Financial Statements, and Budget to RBC for the annual Credit Review
- Updated Kinookimaw agreement for road maintenance services
- Prepare condensed version of ratepayers meeting package for mail out & sent out
- SGI Traffic Safety Grant application (just waiting on some quotes) – will be submitted before deadline on Sept 30<sup>th</sup>
- Work on verification of addresses for Civic Address Registry
- August water billing
- Traffic sign reporting
- Work on Parks & Rec bylaw
- Completed work on Bank Reconciliations / setting up financial reports to match auditors reports/budget
- Work on monthly Checklist / Administration annual calendar
- Tax Abatement policy
- Work on HR Policies
- Add amendment to Donation Policy

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

- Joint Use Meeting Monday, September 29
- Budget plans/prep
- Complete amendments for draft Parks & Recreation Board Bylaw
- 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 by November
- Subdivision Agreements

- Bylaw updates drafted / Register with Bylaw Court
- Register names for landfill road (Dinu & Rose) & complete update with Civic Address Registry (CAR)
- Asset Management
- 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

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**August 18 – September 15, 2025**

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### Updates:

- Summer students are now done for the season
- One summer student (Jacob) will be returning for the afternoons beginning September 29<sup>th</sup> for his High School work experience class

### Completed work this period:

- Operations Coordinator meetings with CAO / Budget planning talks
- Landfill Road: Grade / hauled fill / grade & pull up ditches / water & pack / road gravel
- Mowed highway ditches
- Swept office parking lot
- Parks & Rec picnic – moving of picnic tables, etc.
- Water trees
- Dig Out/Flush culverts: Lakeview, Hillside
- Pothole repair: 1200 Block Highwood/Helen / Grand / 10<sup>th</sup> / 6<sup>th</sup> / Edgewood (manhole)
- Clean ditches: 5<sup>th</sup> St
- Ditch: Hillside & Grand / Clare Way
- Replace drive belt/covers on side by side
- Service rad/cooler, air filter on Bobcat & Grader
- Servicing of equipment
- Change hydraulic hose & coupler Bobcat
- Clean/close up beach bathroom
- Ball diamond bathroom closed up
- Tree trimming: Highwood / Grand / 4th / Hillside / 3<sup>rd</sup> / 1<sup>st</sup> / 2<sup>nd</sup>
- Bouys and platform removed from beaches
- Installed missing 'No Exit' sign on 4th
- Pressure washed office building
- Grading of roads: 1300 block Highwood
- Water roads & dust control touch ups
- Speed bumps removed
- All PW staff went over amended On Call Policy and signed

### Water Treatment Plant

- Meter Reading for August billing
- Water Turn Off's for seasonal properties
- WTP Bio Backwash
- Curbstop repair 22 BV Bay
- Curbstop locating & mapping
- Regular maintenance
- Well check
- Meter installation

→ MIU Reading for high consumers who appear to be outdoor watering during non-allotted times

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

- Crack Sealing – September 22
- Activated Alumina change -September 29
- Budget plans/prep
- Tree trimming along roadsides
- Two fire hydrants to be raised
- Well house fence
- Organize/plan curbstop repairs
- 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
- Budget preparation
- Winter maintenance preparation

*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.*



## INTER-MUNICIPAL UTILITIES COMMITTEE

### DRAFT MINUTES

**September 8, 2025 – 7:00pm – Buena Vista Office**

**Call To Order:** Mayor Vollman called Meeting to order at 7:00 pm.

**Attendance:** Present: Regina Beach (RB) – Mayor Vollman, Councilors Oldershaw, Romphf  
Buena Vista (BV) – Mayor Smith, Councilor Duke, CAO Pollock  
RM Lumsden – Councilor Jordison  
Regrets: Regina Beach – CAO Thorley  
Lumsden Beach (LB) – Mayor Wilson, Councilor Sebastian Kinookimaw –Bumphrey

**Approval of Agenda:** Smith/ Romphf That the agenda is approved as circulated. Carried

**Motion** Jordison/ Duke To Dispense of Seconders for the remainder of the meeting Carried

**Approval of Minutes:** Jordison/ That the IMUC Minutes of June 9, 2025 be approved. Carried

#### **Business Arising**

##### **From the Minutes:**

- a. IMUC Members Lagoon Capital Expenditures To Date  
A Lagoon Capital update was circulated in advance by Thorley. Jordison asked how much of the Federal/Provincial Grant remained. Vollman would check with Thorley. It was noted that only one bid was received for the Lagoon Road upgrade, but was deemed to be high.
- b. Fire Department Revised Schedule B Proposal  
Tabled
- c. Septic Load Revenue Use  
Tabled – The Lagoon haul fee is not in service at this point. There have been problems with the RF Tags. Hope to have working in the next month.
- d. IMUC Signed Agreement Distribution  
Unsure of where the signed agreements are at. Vollman to check with Thorley.
- e. Fire Department / Lagoon Reserve Sizes Distribution  
The total amount of the reserves was circulated prior to the meeting. The breakdown of what each community has contributed has not been done. Vollman will ask Thorley for the breakdown.  
Questions were brought up about the funds for the new fire truck. At the last IMUC meeting it was brought up that there would be a shortfall of approximately \$200,000

however, RB doesn't recall that and said they would have enough money by the time the truck is built. Vollman will confirm with Thorley. Ideas were brought up about fundraising or grants for the shortfall. There was varying opinions on fundraising for the truck as Romphf feels like this would be something that shouldn't be fundraised for, but rather paid for by the municipality.

**New Business:**

a. Lagoon Access Roads Restrictions Proposal

Jordison advised that the RM intends to put restrictions for septic haulers using the RM road from Lumsden Beach to old 54. Discussions took place about a permitted truck. The idea is to have the septic haulers using the lagoon haul road.

b. Pumper Truck Repairs Update

Information was circulated prior to the meeting. Pumper truck has been repaired and all invoices were included for IMUC members. Advised the budget is overspent by a total of approximately \$5,000 due to this.

c. Flood / Fire Community Planning

Tabled

d. Fire Department Community Assessment Signage

Tabled

**Next IMUC Meetings:**

a. December 1, 2025 – 7:00pm – Regina Beach to Host

b. March 2, 2026 – 7:00pm @ Buena Vista

**Adjourn:** The meeting adjourned at 7:50 pm.

## **BUENA VISTA P & R**

### **MINUTES**

**SEPT. 2, 2025**

**Present:** Peg Frey, Bob Sax, Jan Franklin, Donna Hall, Gary McLennan, Jeff Jacobs, Nancy Koszman, Mark Percy, Ruebi Erfle

**Absent:** Cathy Klemm, Sharon Mitemmayr

Meeting called to order 7:02 pm.

Donna advised that Alex has submitted her resignation.

Motion to adopt the agenda Jan, 2<sup>nd</sup> Nancy carried

Motion to adopt August minutes- Nancy 2<sup>nd</sup> Jan

#### **Old Business**

**Bottles-** Over \$1900.00 as a result of taking all the bottles/cans in.

Agrees that we would pay \$60.00 to Steve for driving and purchase a gift certificate for Zurowski's for the use of their trailer - \$100.00

**Banners-** We all agreed that the best place to place 3 flag poles would be in front of the skating shack just off of the right of way along Grand. We can use the flag poles and just drill holes at the top to accommodate the apparatus for holding the banners. It will have to go to council for approval.

**Picnic-** A great success. The new tables were excellent and will have to look at purchasing more. Fire truck was a good idea. The Kitchen Rangers were an excellent choice and should consider them in the future. Total cost of the picnic was \$615.00

**Forever in Motion-** They forwarded a request for a donation of \$1,500 to help defer costs of this program. This program operates every Mon, Wed and Friday and has a large following.

**Motion-** Mark that we donate \$1,500, 2<sup>nd</sup> Ruebi carried.

#### **FINANCIAL**

Nancy provided an up to date financial report, copy on file. She advised that we have \$8,658.94 in our account and \$816.04 in the Heritage account.

#### **NEW BUSINESS**

**Everything Zucchini-** Since we only have one table confirmed the event is to be cancelled.

**Melissa if you could put that on the Village face book page. Thank you**

**Pump track-** Mark made the suggestion that we should consider a track for kids and their bicycles . We would need land within the Village and there is space up on top to the east of the Disc golf hole. Mark will research this idea.

**New signs on walking path-** Mark suggested that we should have new signs on the path marking the access streets Everyone agreed that it would be a good idea. He advised that he will check with Jessie Snider about making signs and bring back a cost to the next meeting.

Meeting adjourned at 7:40pm. Next meeting is October 7<sup>th</sup> @ 7Pm.



# VILLAGE OF BUENA VISTA

## Briefing Note

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<b>To:</b>	Mayor and Council
<b>Date:</b>	September 23, 2025
<b>Subject:</b>	Appointment to District Appeals Board (DDAB) – Co-Chair & New Member

### **PURPOSE:**

To recommend the appointment of a new member to the District Development Appeals Board (DDAB) to ensure adequate membership and to designate a Co-Chair who can act in the absence of the Chair.

### **BACKGROUND:**

The DDAB plays a critical role in ensuring fair and transparent processes related to development decisions. Current Buena Vista board composition includes Gray McLennan and Barry Worman as members with no Co-Chair member.

The absence of a designated Co-Chair has the potential to delay or disrupt board proceedings if the Chair is unavailable (this did happen with the appeal we had on September 2). To mitigate this risk and ensure continuity, administration recommends appointing a Co-Chair and an additional member to strengthen the board's capacity.

### **RATIONALE:**

- Designating a Co-Chair enhances the Board's operational resilience
- The reappointed Co-Chair has demonstrated commitment and familiarity with Board procedures, ensuring a smooth transition in the Chair's absence.

### **RECOMMENDATION**

That Council appoint Jeff Jacobs as a member of the District Development Appeals Board.

That Council reappoint Gary McLennan as the Co-Chair of the District Development Appeals Board.



# VILLAGE OF BUENA VISTA

## Policy

<b>Department:</b>	Fiscal Services	<b>Policy No.:</b> 01-2025	<b>Resolution:</b> 067/25
<b>Title:</b>	<u>DONATIONS</u>	<b>Effective Date:</b>	February 2025
		<b>Last Review Date:</b>	September 2025
<b>Next Review Date:</b>	September 2027	<b>Revision Date:</b>	September 23, 2025

### PURPOSE

1. The purpose of this policy is to:
  - a) Establish funding criteria and application procedures for requests for financial assistance from groups and organizations in the community;
  - b) Provide Council and staff with clear guidelines and direction in considering and responding to requests for assistance;
  - c) Provide an accessible and equitable process for groups and organizations seeking donations from Council; and
  - d) Provide a process which allows Council to maintain a more equitable distribution of Council donations.

### SCOPE

2. Council recognizes that many groups and organizations conduct events and provide programs which benefit the South Shore Community. Donations may be considered for applications that are non-profit community groups and organizations.
3. The non-profit organization/group must be located in Buena Vista or serve the South Shore Community residents, or their event/program must be hosted in the South Shore Community.

### APPLICATION PROCESS

4. Donation applications are accepted throughout the year from eligible groups and shall be accompanied with a written letter outlining the purpose of the request, how it will support, enhance or provide improved quality of life or safety for community members or promote the South Shore area as a whole.

5. All requests for donations shall be directed in writing using the *Donation Request Application*, attached at Form 'A', to the Village office at 1050 Grand Ave or email to [admin@buenavista.ca](mailto:admin@buenavista.ca), a minimum of one (1) month in advance of the event/program so the request may be considered at a Regular Council Meeting.
6. Applicants must demonstrate there is a need for the financial assistance being requested.
7. Applicants must demonstrate a reasonable effort to raise funds from sources other than the Village.
8. Incomplete applications will not be forwarded to Council for consideration.
9. Ineligible applications shall not be considered. Each request must identify a specific defined benefit and outcome.
10. Applications shall be considered on a first come, first served basis so long as funds remain within the budget year.
11. All requests will be assessed based on availability of the requested resources, potential financial impact to the Village, contribution to the well-being of members of the community, recognition of a worthwhile program or cause, and the overall community.

## **FUNDING ELIGIBILITY**

12. Donations must be directly beneficial to the ratepayers of the Village of Buena Vista and/or the South Shore Community. Consideration should be given to granting the most deserving projects and programs and serve organizations who are most in need within the community. The prioritization and donation amounts will vary from year to year depending on circumstances and Council and community priorities and needs. Guided by the principles set out in this Policy, the categories of donations Council may consider are as follows:
  - a) Supporting youth/senior events;
  - b) Community beautification;
  - c) Community heritage;
  - d) Tourism development;
  - e) Community special events;
  - f) Athletic teams/sporting events;
  - g) Community health and wellness;
  - h) Arts and culture;
  - i) Education and skill development; or
  - j) Social and disadvantaged.

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## **FUNDING INELIGIBILITY**

13. Funding will not be considered in the following instances:
- a) Individuals;
  - b) For profit organizations;
  - c) Political organizations or groups;
  - d) Donations that confer a personal benefit to any Village employee or Council;
  - e) Groups whose primary focus is not within the South Shore community;
  - f) Operational expenses;
  - g) Discriminatory activities or events;
  - h) Activities that are contrary to the policies or bylaws of the municipality;
  - i) Activities which are deemed to be unlawful;
  - j) Primary source of funding;
  - k) Groups who are a recipient of any other financial or other type of assistance from the Village;  
or
  - l) Where the request does not meet the principles of this Policy.

## **GRANTING A DONATION**

14. There is no guarantee that a request will be approved. A donation request will only be considered if there are unspent funds in the donation budget for the year.
15. No donation requests over \$2,000 will be granted unless specifically authorized by Council in the form of a resolution.
16. All applicants will be notified regarding Council's decision about the application in writing.
17. Organizations shall be limited to one (1) successful donation application per year.
18. The Village does not wish this Policy to be sole source of funding, therefore all donation types will have a maximum of \$5000 per application. This is to assist Council in keeping funding distribution equal and fair.
19. Council and Administration are not constrained by the amount requested by the applicant in the application and will be at their discretion if an application receives the full amount it has requested.
20. Successful applicants must acknowledge the Village's contribution in all publicity relating to the event or program which the donation supports.
21. In making donations, the Village reserves the right to impose any conditions and restrictions that it deems fit. The letter of award will state, if any, particular restrictions that apply to the donation.

22. Donations made by the Village shall not be regarded as a commitment for continued support in the future. In addition, the Village will not provide guaranteed funding beyond the current year.
23. The applicant must spend any funding on the sole purpose as outlined in the application for which it was awarded; and funds granted are not transferrable between groups or organizations;
24. Any unused funding must be reported to the Village with an explanation of why it went unused. Council will determine if the unused funds must be returned to the Village.
25. In the outcome that the program/event is cancelled, the Village must be notified immediately. Council will determine if the funds must be returned to the Village.
26. All decisions are final. There will be no appeals.

## **ROLES & RESPONSIBILITIES**

27. **Council Responsibilities:**
  - a) Each year as part of the annual budget, Council will determine the financial commitment to be apportioned to donations and will be distributed at the discretion of Council. The amount of funds shall be distributed based upon the evaluation of the requests received.
  - b) Council shall exercise its absolute discretion whether to support or reject the application and recommendations of administration.
  - c) Supported applications over \$2,000 shall be approved by resolution of Council.
28. **Administrative Responsibilities:**
  - a) Administration shall review applications received and ensure they meet the outlined eligibility criteria of this Policy and that sufficient budgeted funds remain in the fiscal year under consideration.
  - b) If the application does not meet the eligibility criteria or insufficient funds remain available, administration shall inform the applicant in writing, stating the reasons for ineligibility or of the funding shortfall.
  - c) Any donated funds shall be recorded in the appropriate account by administration.
  - d) Administration will make decisions on donation requests up to \$2,000.
  - e) Administration shall submit a report to Council for any donation over \$2,000, supported by a copy of the *Donation Application* and *Donation Request Evaluation Checklist, attached as Form 'B'*, for their consideration at an upcoming Regular Council Meeting.

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- f) Following approval, a written letter of award and payment of the designated funds shall be prepared.
  - g) If an application should be rejected, administration shall notify the unsuccessful applicant in writing stating the reason for rejection by Council.

### **REMEMBRANCE DAY ~~PREA~~AUTHORIZED DONATIONS**

- 29. The Village shall purchase annually, in honour of Remembrance Day, one (1) wreath from the respective Royal Canadian Legion Branch.
- 30. **The Village shall donate annually five hundred dollars (\$500) to STARS.**

### **REQUESTS FOR ASSISTANCE OUTSIDE THE SCOPE OF THIS POLICY**

- 31. Notwithstanding any other provisions in this Policy, Council may make donations to a group or organization at any time during the year where they deem such contributions to be warranted due to extraordinary situations. Council may consider each case on its merits and any assistance provided will be without precedent.

### **POLICY REVIEW**

- 32. 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**

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

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Mayor

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Chief Administrative Officer

## DONATION REQUEST APPLICATION – Form ‘A’

### APPLICANT INFORMATION

Please indicate what type of donation is being requested:

MONATARY DONATION

GIFTS IN KIND

IN KIND SERVICES

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

YES  NO

Are you a not-for-profit organization?

What is your organization/group specifically requesting? \_\_\_\_\_

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

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

- COVER LETTER:** Reason for request. Provide a short description of the project/program and how the funds or in-kind donation will be used. Describe how a donation will enhance your project/program participation and/or volunteerism. Objectives of project/ program and what it aims to achieve.
- SHORT BIOGRAPHY:** What services does your group/organization provide to residents of the Village of Buena Vista? Brief description of organization’s mandate.
- FINANCIAL NEED:** Describe the financial need of your organization and why you are requesting this donation. Show exploration of other financial support and options such as fundraising, grant applications and volunteer support.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### OFFICE USE ONLY

Received in Office Date: (month/day/year)    /    /    /	Received By:
-------------------------------------------------------------	--------------

Date Approved / Not Approved: Approved: _____ / _____ / _____ Resolution #: _____ (month/day/year)
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### DONATION REQUEST EVALUATION CHECKLIST – Form ‘B’

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

February 14, 2025

**Date Application received:** \_\_\_\_\_  
Last Mountain Lake Cultural Centre

**Group/Organization applying:** \_\_\_\_\_  
Monetary

**Type of donation being requested:** \_\_\_\_\_  
\$5000

**Approximate donation value being requested:** \_\_\_\_\_

**Budgeted funds remaining:** \_\_\_\_\_

#### CRITERIA

Application form complete (with all necessary information provided)	YES <input type="checkbox"/> NO <input type="checkbox"/>
Application received by deadline	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Applicant is based within, operating within, or serving the Village of Buena Vista and/or South Shore Community	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Event/Program occurring within the Village of Buena Vista or the South Shore Community	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Event/Program benefits residents of Village of Buena Vista or the South Shore Community	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Applicant is a registered Non-Profit/Charity	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Donation type clearly indicated	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Applicant has received prior assistance from the Village Details of prior assistance: 2023: \$5,000 2024: \$5,000	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Applicant is receiving assistance from other sources <b>Unknown</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Satisfactory Village acknowledgement if donation is awarded	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
The application meets all criteria necessary to be forwarded to Council	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

**Recommendation:** While the organization provides very valuable services to the community, the request does not align with the current donation policy, which designates operating expenses as non-eligible for funding.

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**Considerations:**

1. **Policy Adherence:** Approving this request may set a precedent for future requests outside the policy guidelines.
2. **Alternative Support:** Council may wish to explore other ways to assist the organization or a policy review if there is broader interest in funding operational costs.
3. **Financial Implications:** Providing funding for non-eligible expenses may impact the budget available for initiatives that align with the policy.

Based on the existing policy, it is recommended that the donation request for operating expenses be denied. However, Council may wish to:

- Encourage the organization to submit a revised request for eligible expenses
- Consider reviewing the donation policy to determine if flexibility for operational support is warranted in specific cases
- Explore other monetary ways to support the organization’s sustainability (such as funding some programming)

**Evaluator Signature:** \_\_\_\_\_ **Date:** February 18, 2025

### **Exemption of specific properties**

**295** (1) A council may exempt any property from taxation in whole or in part with respect to a financial year.

(2) Subject to section 298, a council may:

(a) enter into an agreement with the owner or occupant of any property for the purpose of exempting that property from taxation, in whole or in part, for

not more than five years; and

(b) in an agreement entered into pursuant to clause (a), impose any terms and conditions that the council may specify.

(3) If a council exempts property from taxation pursuant to subsection (1) or (2), the assessment for that property must appear on the assessment roll in each year of the exemption.



# VILLAGE OF BUENA VISTA Policy

<b>Department:</b>	Fiscal	<b>Policy No.:</b> 05-2025	DRAFT
<b>Title:</b>	<u>TAX ABATEMENT</u>	<b>Effective Date:</b>	
		<b>Last Review Date:</b>	
<b>Next Review Date:</b>	September 2027	<b>Revision Date:</b>	

## PURPOSE

1. To provide tax relief to property owners who lack safe, legal, or adequate access to their properties and who, at their expense, construct municipal-grade access roads that benefit the public and reduce the financial burden on the municipality.

## SCOPE

2. To qualify for a tax abatement under this Policy, the following criteria must be met:
  - a) Lack of Access:
    - i. The property must lack safe, reliable, and legal vehicular access.
    - ii. This condition must be verified via planning records, surveyor reports, or inspection by the Village.
  - b) Construction of a Municipal-Grade Road:
    - i. The property owner must have constructed a road providing access to their property, following Council approval and signed agreement.
    - ii. The road must meet or exceed municipal engineering and safety standards.
    - iii. The road is a municipal owned-road and must be a public road.
  - c) Demonstrated Cost Savings to the Municipality
    - i. The road construction must result in measurable savings for the municipality (e.g., infrastructure development).
  - d) Proof of Resident Investment
    - i. The resident must provide documentation of costs borne, including materials, equipment, and labour (whether personally provided or contracted).
    - ii. Volunteer labour may be recognized based on fair market valuation.

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## TAX ABATEMENT STRUCTURE

3. Tax abatement structure for road builds is as follows:
  - a) **Duration:** Up to 5 years, subject to annual review and compliance.
  - b) **Amount:** Eligible property owners may receive a tax abatement on their annual property taxes, based on the demonstrated value of the road construction, capped at a percentage of property taxes (e.g., up to 50% of annual taxes until the value of the resident's investment is offset.)
  - c) **Maximum Abatement:** The total value of abatements granted over the full term shall not exceed the documented cost of the roadwork performed by the property owner. Once the cumulative abatement equals the verified contribution value, the abatement will conclude, even if the 5-year term has not been reached.
  
4. Tax Abatement structure for properties with no access:
  - a) **Duration:** Until such time that they have a legal access, subject to annual review.
  - b) **Amount:** Eligible property owners may receive a tax abatement on their annual property taxes, capped at a percentage of property taxes (e.g., up to 50% of annual taxes).
  - c) **Maximum Abatement:** Not to exceed the documented value of materials, labour, and cost savings to the municipality.

## POLICY REVIEW

5. 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

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

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Mayor

SEAL

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Chief Administrative Officer



# Regional Bylaw Services

Enforcement – Training – Consulting

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## TO THE COUNCIL OF THE VILLAGE OF BUENA VISTA

### WEEKLY REPORT 2025-08-30

**1161 Grand Ave.** – The office received a report of overgrown grass and this property. Upon inspection there was overgrown grass and weeds throughout the lot. I issued warning # 010e for service by regular mail and reinspection Sept 20/25.

**Lic. 047 MVH** – Upon inspection, the chalk mark was gone. I re-chalked the tire and placed a small stone on top of the other tire (photos on file). I also observed piles of clothing left on the driveway (photos on file). I will reinspect on my next visit.

Bob Gourlay – Bylaw Officer - Regional Bylaw Services



# Regional Bylaw Services

Enforcement – Training – Consulting

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## TO THE COUNCIL OF THE VILLAGE OF BUENA VISTA

### WEEKLY REPORT 2025-09-03

**20 Greystone Bay** – Public Works observed discarded items on the RoW adjacent to this property. Upon inspection, there was a damaged lawn chair, board trimmings, 2 timbers, pieces of broken concrete and dirt piles on the RoW (photo on file). No one answered the door when I rang. It appears to me that someone decided to dump all the discarded materials from some work site at this location, rather than taking it out to the landfill. I did call the property owner and left a request to call me back. I recommended to the office that public works remove the items and costs be recorded in the event the people responsible are identified.

**Lic. 047 MVH** – Upon inspection, the trailered boat has been removed. Close file.

Bob Gourlay – Bylaw Officer - Regional Bylaw Services



# Regional Bylaw Services

Enforcement – Training – Consulting

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

**WEEKLY REPORT 2025-09-08**

**20 Greystone Bay** – The office informed me that the property owner has indicated responsibility for the items left in the RoW and will be taking imminent action to removed them. Keep file open.

No new contraventions observed or reported.

Bob Gourlay – Bylaw Officer - Regional Bylaw Services



# Regional Bylaw Services

Enforcement – Training – Consulting

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## TO THE COUNCIL OF THE VILLAGE OF BUENA VISTA

### WEEKLY REPORT 2025-09-17

**20 Greystone Bay** – Upon inspection, all the items have been removed from the RoW. Close file.

**210 Pleasant Ave.** – The office received a report of an ice fishing shack left on the RoW. Upon inspection, I observed a black shed stored on the RoW (photo on file). I issued warning # 011e for service by regular mail and reinspection Oct 1/25.

**20 Valley View Cres.** – The office received a report of a travel trailer on the RoW obstructing road maintenance activities. Upon inspection, I observed a small travel trailer, Lic. 606 MVM on blocks in the RoW (photo on file). I issued warning 012e for service by regular mail and reinspection Oct 1/25.

Bob Gourlay – Bylaw Officer - Regional Bylaw Services

RECEIVED

AUG 25 2025

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

## ***CERTIFICATE OF SAFETY FITNESS***

**National Safety Code #: SK0025839**

This is to certify: **Village Of Buena Vista**

holds a **Satisfactory Unaudited** Safety Fitness Rating as of **September 07, 2006** in the Province of Saskatchewan.

This certificate is issued in accordance with the Motor Vehicle Transport Act (Canada), the Traffic Safety Act of Saskatchewan, and the standards established by the National Safety Code (NSC).

Failure to comply with the laws and regulations governing the safety and fitness of commercial vehicles may result in suspension of this certificate.

**A photocopy of this certificate must be carried in all NSC vehicles.**

**Expiry Date: 06Sep2026**

**Certificate subject to Renewal.**

Administrator  
National Safety Code  
Province of Saskatchewan

Amount Paid: \$0.00  
Issue Date: 21Aug2025  
Issuer Code: 0230

MINUTES  
DEVELOPMENT APPEAL BOARD HEARING  
Regarding  
Lot 3/Block24/Plan97R40466  
August 28, 2025

Attendance: Co-Chair – Karen May,  
Member – Gary McLennan  
Member – Barry Worman

Called to Order at 3:00 pm by Co-Chair – Karen May

The hearing was held to consider the following:

1. The applicant applied to construct an accessory building (detached garage) of 1,575 square feet. Pursuant to Zoning Bylaw S 7.4, the proposed size exceeds the maximum allowable floor area for an accessory building of 1,300 square feet for Zoning District R1 and is unable to be approved by the Development Officer. Based on Geotechnical recommendations, the proposed garage size should be the exact footprint of the existing dwelling after demolition. The applicant is requesting a relaxation of the requirements.

The Board Members reviewed the application and all documents leading to the appeal and considered the potential effect on neighboring properties to be non-existent.

McLennan/Worman:

That we approve the applicants appeal to construct an accessory building (detached garage) with a relaxation to the zoning district requirements of 1,300 square feet to 1,575 square feet.

**CARRIED**