

AGENDA
Village of Buena Vista
Regular Council Meeting on October 8, 2024 at 7:00 p.m.
1050 Grand Avenue,
Buena Vista, Saskatchewan

CALL TO ORDER

APPROVAL OF AGENDA

ADOPTION OF MINUTES

- Minutes of Regular Council Meeting – September 24, 2024

APPROVAL OF ACCOUNTS PAYABLE

- List of Accounts for Approval – Batch 2024-00078 to 2024-00083
- Payroll – Admin September 16-30, 2024; Public Works September 15-28, 2024

REPORTS OF STAFF

- Administration Report
- Public Works Report
- Water Treatment Plant Daily Record – September 2024

NEW BUSINESS

- Bylaw No. 08/2024 To Amend Bylaw No. 02/24 Known as Edgewood Sewer Rates
- On-Call Duty & Compensation Policy No. 20-2024
- Buena Vista Parks & Recreation Board Minutes – October 1, 2024
- Village Solicitor

CORRESPONDENCE

- Regional Bylaw Services – October 2, 2024

IN CAMERA

ADJOURNMENT

**Village of Buena Vista
MINUTES OF REGULAR MEETING
SEPTEMBER 24, 2024
1050 Grand Ave, Buena Vista, SK**

PRESENT: Mayor Gary McLennan, Councillor Chris Duke, Councillor Steven Schultz, Councillor Mike Ziglo

ADMINISTRATION: Acting Chief Administrative Officer Melissa Pollock, Assistant CAO Cate McConnell

CALL TO ORDER:
A quorum being present, Mayor McLennan called the meeting to order at 6:57 p.m.

ADOPTION OF AGENDA:

285/24 THAT the September 24, 2024 agenda be adopted as presented.

**Moved by Councilor Duke
Seconded by Councilor Ziglo**

CARRIED

DELEGATION:

Jon Barber presented to Council that he just bought the property at the bottom of Adair Street. He is planning to build his family home there. He has recently had a Geotechnical Report completed and all the work he has done and will be doing has all/will all be done based off that report.

This portion of Adair has not been maintained due to the fact that no one was living on that portion prior to now. Jon proposed that he would be willing and able to build the road up at his cost if the Village agrees. Some engineer studies on how to build the road up properly is suggested in order to ensure the hill is not disturbed and to ensure proper drainage. He has the material and equipment to be able to do all the work, and he would build the road to the plan that the Village provides to him.

MOTION TO MOVE THE DELEGATION CONSIDERATION

286/24 THAT Council moves the consideration of the delegation request to the next item of business.

**Moved by Councilor Schultz
Seconded by Councilor Duke**

CARRIED

287/24 THAT Council direct Administration to seek an engineered report to build up Adair Street to ensure access to Lot 1 Block C Plan 83R43523.

Moved by Councilor Duke
Seconded by Councilor Schultz

CARRIED

ADOPTION OF MINUTES:

288/24 THAT the Minutes of the Regular Meeting of Council of September 10, 2024 be adopted as presented.

Moved by Councilor Schultz
Seconded by Councilor Duke

CARRIED

APPROVAL OF ACCOUNTS PAYABLE:

289/24 THAT Council approve the following accounts for payment: AP Batches 2024-00072 to 2024-00075, which includes all cheques, credit card, online payments and automatic withdrawals for a total amount of \$39,663.63.

Moved by Councilor Ziglo
Seconded by Councilor Duke

CARRIED

290/24 THAT Council approve the following payrolls:
Administration September 1-15, 2024 in the amount of \$4,589.03
Public Works September 1 - 14, 2024 in the amount of \$5,898.26

Moved by Councilor Duke
Seconded by Councilor Schultz

CARRIED

REPORTS OF STAFF:

291/24 THAT Council accept the Acting Chief Administrative Officer's administrative report as presented.

Moved by Councilor Schultz
Seconded by Councilor Duke

CARRIED

292/24 THAT Council accept the Acting Chief Administrative Officer's Public Works report as presented.

**Moved by Councilor Duke
Seconded by Councilor Ziglo**

CARRIED

UNFINISHED BUSINESS:

293/24 THAT Council direct administration to draft a revised bylaw to reflect an increase to the Edgewood Sewage Rates with a flat fee of \$20 per month to be effective November 1, 2024, and a rate increase from 0.018 to 0.020/gallon of water effective January 1, 2025; and FURTHER that administration put together an information package for Edgewood residents explaining the cost breakdown and reason for the increase.

**Moved by Councilor Ziglo
Seconded by Councilor Duke**

CARRIED

NEW BUSINESS:

294/24 THAT Council having considered all quotes submitted for the roof of the Booster Station and Rink Shack, select Fiberclad Insolation & Construction to complete the work

**Moved by Councilor Schultz
Seconded by Councilor Ziglo**

CARRIED

295/24 THAT Council approve the remuneration rates for election officials as follows: Returning Officer (RO), Deputy Returning Officer (DRO) and Poll Clerk are paid based on their regular rates for the Advance Poll and Election Day.

**Moved by Councilor Duke
Seconded by Councilor Schultz**

CARRIED

- 296/24** THAT Council approve the names of candidates to listed on the ballot alphabetically by surname then by given name.
- Moved by Councilor Duke**
Seconded by Councilor Schultz
- CARRIED**
-
- 297/24** THAT Council deny the request for a bonfire during the ball rental on October 19, 2024 due to the lack of proper fire pit violating our Fire Prevention Bylaw.
- Moved by Councilor Duke**
Seconded by Councilor Schultz
- CARRIED**
-
- 298/24** THAT Council approve a \$500 donation for STARS.
- Moved by Councilor Schultz**
Seconded by Councilor Duke
- CARRIED**
-
- 299/24** THAT Council approve the purchase of a wreath from the Royal Canadian Legion Lumsden Branch to display during the period of the Poppy Campaign in November for a cost of \$55.
- Moved by Councilor Duke**
Seconded by Councilor Ziglo
- CARRIED**
-
- 300/24** THAT Council is agreeable to the terms and conditions to the Municipal Funding Agreement under the Community-Building Fund (CCBF) Program and authorize the Mayor and CAO sign and return the agreement before the deadline of November 1, 2024.
- Moved by Councilor Duke**
Seconded by Councilor Schultz
- CARRIED**

- 301/24** THAT Council approve the purchase of a memorial bench from the Lions in remembrance of our late CAO, Krista Manz at the price of \$600 plus engraving cost at \$1/letter to say the following:
In Memory of Krista Manz
- Moved by Councilor Ziglo**
Seconded by Councilor Duke
- CARRIED**
- 302/24** THAT Council read BYLAW NO. 07/2024 TO AMEND BYLAW NO. 03/16 KNOWN AS THE TRAFFIC BYLAW a first time.
- Moved by Councilor Duke**
Seconded by Councilor Ziglo
- CARRIED**
- 303/24** THAT Council read BYLAW NO. 07/2024 TO AMEND BYLAW NO. 03/16 KNOWN AS THE TRAFFIC BYLAW a second time.
- Moved by Councilor Ziglo**
Seconded by Councilor Duke
- CARRIED**
- 304/24** THAT Council proceed with the third reading of BYLAW NO. 07/2024 TO AMEND BYLAW NO. 03/16 KNOWN AS THE TRAFFIC BYLAW a third time, adopted and attached hereto.
- Moved by Councilor Schultz**
Seconded by Councilor Duke
- CARRIED UNANIMOUSLY**
- 305/24** THAT Council read BYLAW NO. 07/2024 TO AMEND BYLAW NO. 03/16 KNOWN AS THE TRAFFIC BYLAW a third time, adopted and attached hereto.
- Moved by Councilor Duke**
Seconded by Councilor Ziglo
- CARRIED**

CORRESPONDENCE:

306/24 THAT Council receive and file the following communications:
Regional Bylaw Services Reports of September 14 & 18, 2024
SUMAssure Renewal Premiums
Southeast Regional Library Branch Hours for 2025
George Cuff Municipal Governance Workshop in Lumsden

**Moved by Councilor Schultz
Seconded by Councilor Duke**

CARRIED

IN CAMERA

307/24 THAT Council having items to discuss relating to material that is exempt from Public discussion under *The Local Authority Freedom of Information Act and Privacy Act* and *The Municipalities Act*, go into In Camera at 8:27 p.m.

**Moved by Councilor Duke
Seconded by Councilor Schultz**

CARRIED

308/24 THAT Council come out of In Camera at 8:45 p.m.

**Moved by Councilor Schultz
Seconded by Councilor Duke**

CARRIED

ADJOURNMENT:

309/24 THAT the meeting be adjourned at 8:47 p.m.

**Moved by Councilor Duke
Seconded by Councilor Ziglo**

CARRIED

Mayor

Acting Chief Administrative Officer

Village of Buena Vista
List of Accounts
Batch: 2024-00078 to 2024-00083

Bank Code - AP - AP-General Oper

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
11107 Sept 23/24	10/08/2024	Amyotte, Maxwell 110-320-140 - Utility Accounts R	Overpymt & WMD Refund	139.01	139.01
11108 6338	10/08/2024	Big Rock Trucking Ltd. 530-440-100 - TS - Maint. - Gra 110-340-110 - GST Receivable 900-110-110 - GST Paid	Base Loaded & Deliv. -Dinu GST Tax Code GST Tax Code	9,747.17 487.36 487.36 NL	10,234.53
11109 7007378	10/08/2024	Flocor 580-430-100 - UT - Supplies/Srr 580-295-105 - UT - Water - Oth 580-295-105 - UT - Water - Oth 110-340-110 - GST Receivable 900-110-110 - GST Paid	Curbstop Boxes/Rods/Valve Curbstop Boxes/Rods/Cpln Curbstop Ins. Liner x10 Both Tax Code Both Tax Code	1,875.27 1,886.97 68.18 180.69 180.69 NL	4,011.11
11110 296	10/08/2024	Gourlay & Associates 510-210-170 - GG - Admin. - Tr 520-260-100 - PS -Bylaw Enforc 110-340-110 - GST Receivable 900-110-110 - GST Paid	Bylaw Train-Mod1&2-Cate Bylaw Service Sep x4 Both Tax Code Both Tax Code	600.00 432.48 20.40 20.40 NL	1,052.88
11111 202455	10/08/2024	102129517 Saskatchewan Ltd. 580-295-105 - UT - Water - Oth 110-340-110 - GST Receivable 900-110-110 - GST Paid	Contr. Utilities Manag - Sep GST Tax Code GST Tax Code	2,060.00 103.00 103.00 NL	2,163.00
11112 8634	10/08/2024	Hyvac Sewer Service Ltd. 585-295-200 - UT- Sewage Pur 110-340-110 - GST Receivable 900-110-110 - GST Paid	Edgewood Septic Removal- GST Tax Code GST Tax Code	3,328.95 166.45 166.45 NL	3,495.40
11113 Sept 30	10/08/2024	Information Services Corp. 510-210-127 - GG - ISC - Title S	ISC Monthly Activity - Sept	105.00	105.00
11114 Assist. CAO	10/08/2024	Catherine McConnell 510-110-330 - GG - Salaries - A	Assist. CAO Train. Mtg Sep	136.32	136.32
11115 Mayor	10/08/2024	McLennan, Gary 510-110-154 - GG - Council Rer	Myr. McLennan Remun Jul-	900.00	900.00
11116 Oct	10/08/2024	Munisoft 510-410-190 - GG - Office - Soft 510-410-190 - GG - Office - Soft 510-410-140 - GG - Office/Clear 510-210-170 - GG - Admin. - Tr 510-410-190 - GG - Office - Soft 110-340-110 - GST Receivable 900-110-110 - GST Paid	AP Multi-Batch Extension IT Services Prem -Sept Counter Receipts AP/Paymate Training -Cate IT Services Prem -Nov Both Tax Code Both Tax Code	22.96 218.36 221.34 408.10 218.36 51.49 51.49 NL	1,140.61
11117 Sept	10/08/2024	Papa Geordies Gas & Grocery 530-425-111 - TS - Fuel 530-400-110 - TS - Shop - Office 510-410-140 - GG - Office/Clear 510-410-140 - GG - Office/Clear 110-340-110 - GST Receivable	Fuel - Sept Shop -Coffee/Creamer Office -Coffee/Creamer Office -Paper Towel Both Tax Code	527.61 49.28 21.15 8.47 0.40	

Village of Buena Vista
List of Accounts
Batch: 2024-00078 to 2024-00083

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
		900-110-110 - GST Paid	Both Tax Code	0.40 NL	
		110-340-110 - GST Receivable	GST Tax Code	26.38	
		900-110-110 - GST Paid	GST Tax Code	26.38 NL	633.29
11118	10/08/2024	Pollock, Melissa			
CAO		510-110-230 - GG - Salaries - Ac	CAO Mtgs Jul-Sep	1,038.42	1,038.42
11119	10/08/2024	Schultz, Steven			
Clr Schultz		510-110-195 - GG - Council Rer	Clr Schultz Remun Jul-Sep	650.00	650.00
11120	10/08/2024	Saskatchewan Health Authority			
Oct		580-290-100 - UT - Water - Lab	Water Samp-1178 Grand-S	21.90	
		580-290-100 - UT - Water - Lab	Water Samp-Booster Stn -S	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
11121	10/08/2024	South Shore Rec Centre Joint Use Comm			
62		570-500-150 - R&C - Rec. Centr	Rec Centre Maint 3rd Qtr	338.12	338.12
11122	10/08/2024	STARS			
Sept 25/24		510-240-160 - Donations	STARS Donation	500.00	500.00
11123	10/08/2024	SUMA			
INV-000103855		510-410-160 - GG - Supplies - E	Election Supplies -Ballot Bc	52.81	
		110-340-110 - GST Receivable	Both Tax Code	2.59	
		900-110-110 - GST Paid	Both Tax Code	2.59 NL	55.40
11124	10/08/2024	Town Of Regina Beach			
2024-00130		540-200-115 - EH- Lagoon Proj	Lagoon Proj Loan -Oct	5,696.31	
		530-440-100 - TS - Maint. - Grav	100 Loads Fill -Dinu Rd	12,500.00	18,196.31
11125	10/08/2024	Ziglo, Michael			
Clr Ziglo		510-110-185 - GG - Council Rer	Clr Ziglo Remun Jul-Sep	520.00	520.00
11126	10/08/2024	VOID - Cheque Printing			
11127	10/08/2024	VOID - Cheque Printing			
11128	10/08/2024	VOID - Cheque Printing			
11129	10/08/2024	Duke, Chris			
Jul-Sep		510-110-200 - GG - Council Rer	Clr Duke Remuneration Jul-	780.00	780.00
Total Computer Cheque:					46,135.40
Total AP:					46,135.40

Date Printed
10/07/2024 11:23 AM

Village of Buena Vista
List of Accounts
Batch: 2024-00078 to 2024-00083

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Bank Code - CC - CC - Credit Card

CREDIT CARD

Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
102024	10/08/2024	Amazon			
Sept		510-410-140 - GG - Office/Clear	Keyboard/Mouse -Assist. C.	29.16	
		580-410-100 - UT - WTP Office/	WTP Keypad Door Lock -In	191.98	
		110-340-110 - GST Receivable	Both Tax Code	10.44	
		900-110-110 - GST Paid	Both Tax Code	10.44 NL	231.58
			Total Credit Card:		231.58
			Total CC:		231.58

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Village of Buena Vista
List of Accounts
Batch: 2024-00078 to 2024-00083

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Bank Code - OB - OB - Online Banking

ONLINE BANKING

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
102024 Sep EPT	10/08/2024	Gov of SK			
		210-210-190 - School #1 - Remi	Educ Prop Tax -Sept	10,072.05	
		210-210-190 - School #1 - Remi	Educ Prop Tax -Penalty	858.25	
		210-200-100 - Payroll Deduction	Admin Fed Pyrl Ded -Sep	4,314.11	
		210-200-100 - Payroll Deduction	PW Fed Pyrl Ded -Sep	5,346.59	20,591.00
102024-001 Sept 2024	10/08/2024	MEPP (PEBA)			
		210-200-140 - MEPP Payable	PW MEPP -Sept 1-14	1,031.62	
		210-200-140 - MEPP Payable	PW MEPP -Sept 15-28	1,391.62	
		210-200-140 - MEPP Payable	Admin MEPP -Sept 1-15	1,233.12	
		210-200-140 - MEPP Payable	Admin MEPP -Sept 16-30	1,284.58	4,940.94
102024-002 Oct	10/08/2024	SaskPower			
		580-300-150 - UT - Power - Wel	Well #1 Power - Oct	350.85	
		580-300-160 - UT - Power - Wel	Well #2 Power - Oct	96.68	
		570-310-110 - R&C - Utility - Po	Rink Power - Oct	282.80	
		110-340-110 - GST Receivable	GST Tax Code	36.51	
		900-110-110 - GST Paid	GST Tax Code	36.51 NL	766.84
Total Online Banking:					26,298.78

Total OB: 26,298.78
Grand Total: 72,665.76

Mayor

Administrator

Deposit RegisterPay group : **004 (CAO & Assistant)**Pay period : **18 (16Sep2024 to 30Sep2024)**Cheque date : **30Sep2024**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	30Sep2024	026	Guillemin, Karen	002	1020.04
00000002	30Sep2024	040	Pollock, Melissa D.	001	2104.39
00000003	30Sep2024	047	McConnell, Catherine M.	002	1635.61

Pay Group Totals :Number of Deposits:3
Total Amount of Deposits:4760.04

Deposit Register

Pay group : 002 (Public Works)		Pay period : 20 (15Sep2024 to 28Sep2024)		Cheque date : 04Oct2024	
Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	04Oct2024	020	Neudeck, Joel	003	3600.70
00000002	04Oct2024	024	Warawa, Lorne D	004	1785.75
Pay Group Totals :			Number of Deposits:2		
			Total Amount of Deposits:5386.45		



STAFF REPORT TO COUNCIL Administration

Melissa Pollock, Acting Chief Administrative Officer
September 21 – October 4, 2024

Updates:

- Working with Grainger on sander (cheque not sent)
- Trying to connect with JRA about engineering Adair St
- Memorial Bench for Krista ordered & in production
- Sent signed CCBF Municipal Funding Agreement & received the Ministry of Government Relations signed copy
- Assistant CAO registered & scheduled for MuniSoft training required (see attached MuniSoft letter)
- Assistant CAO registered & schedule for the first 2 bylaw training sessions (3rd one will be registered for in new year)
- CAO scheduled to complete MuniSoft training required (was postponed in March)
- Notified all tenders for the Booster Station & Rink Shack Roof – Awarded tender has supplied WCB & Insurance papers
- Assistant CAO completed OH&S Level 1 training

Completed work this period:

- On-Call Duty & Compensation Policy
- Edgewood Sewer Rates Bylaw Amendment
- Work on other policies/bylaws
- September payroll & MEPP deductions submitted and paid
- September Education Property tax submitted and paid
- October Newsletter
- Utility Billing for September
- Received 2 nominations (1 Mayor, 1 Councillor)
- Work with TAXervice on tax enforcement properties
- 2025 Maintenance Requests to SAMA
- Scheduling water turn offs, deactivate water accounts that are off, ran & sent out continuous consumption letters
- Call 20+ seasonal residents who had not scheduled their turn off by deadline
- Change of ownership processing (2)
- Curbstop database input – ongoing project
- Work with PBI on outstanding building permits
- Fixed up a consolidated property with SAMA
- CAO organizing/assigning of duties, meetings, etc. for Public Works
- Renewed lease agreement on office Photocopier
- Ordered new Max 40km/h signs for landfill road

- Filing project (transitioning civic address files to roll file system – housekeeping of files) – ongoing

Work Priority this week:

- Joint Use Meeting Monday, October 7
- Call for Nominations Deadline Wednesday, October 9 at 4:00 pm
- Annual Review Strategy Meeting with RBC on Thursday, October 10
- Rezoning application
- Staff sync-up to finish going over new policies
- Connect with Regina Beach on IMUC agreements to get out to all partners to review so they can be signed
- Connect with Regina Beach on 16th Street & Woodland drainage
- Bank Reconciliations

Work Planning for this month & Upcoming Months:

- Records Retention
- Filing Project – working on optimizing the filing system for increased efficiencies
- Create ‘New Council Package’ for each new Councillor & Mayor
- Bylaw updates drafted / Register with Bylaw Court
- Policies & Health & Safety Program
- MEPP webinar – Process for Layoff/Leaves – Thursday, October 17
- WCB Preliminary Rate Info Meeting (2025 rates) – Thursday, October 31
- Completion of all MuniSoft training – CAO & Assistant CAO (all scheduled)
- Register names for landfill road (Dinu & Rose)

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 and website, preparing council agendas & drafting minutes, signing of cheques, etc., meetings, accounts payable, office cleaning, bylaw enforcement as required, change of ownerships, tax certificates, etc. that also consume a significant amount of time.

July 2020

Dear Mayor and Council,

This letter serves as a reminder of the training requirements for the use of MuniSoft software.

In accordance with your Software Support Agreement (SSA) with MuniSoft, all staff members that use MuniSoft programs must be trained by a certified MuniSoft Trainer. This includes full-time, part-time, temporary staff, and summer students.

Your annual SSA fees do not include training. Those fees cover:

- Program Licencing – Continued use of MuniSoft programs.
- R&D – Updates that provide fixes and enhancements, client-requested changes, and basic legislative changes.
- Administration – Our organization, like yours, has overhead. SSA fees keep the lights on and the doors open.
- Support Services – Software support staff (one-hour response time), checklists, website maintenance, help files, and knowledgebase articles.

Charging for training separately ensures a fair billing process for all clients. Offices with a low turn-over rate do not pay for training that isn't needed. While offices who have frequent staff changes pay for their training as required.

MuniSoft training isn't just a requirement to remain in compliance with your SSA; it also saves you money. Once properly trained, we find that our users can utilize the software and perform their day-to-day tasks more efficiently. New features are added to our software with every update. MuniSoft certified trainers use up to date materials based on the current version of the programs. Sometimes, originally trained staff may be unaware of the new features and changes, leading to gaps in the new staff member's training. MuniSoft training fills those gaps and encourages all staff to participate in the sessions at no additional cost.

Mandatory MuniSoft training also helps keep training calls off the support lines, freeing up our support team to assist with actual problems. This keeps our support fees low and increases response time when issues do arise.

Failure to comply with the training requirements outlined in your SSA may result in the suspension of support services for your municipal office.

Hiring new staff can be costly and stressful. We are happy to provide discounts on new staff training to help in this regard. Please contact clientcare@munisoft.ca for further information or a quote on training.

Nicole Andrew
Managing Director





STAFF REPORT TO COUNCIL

Public Works

Melissa Pollock, Acting Chief Administrative Officer
September 21 – October 4, 2024

Updates:

- Damon registered for Wastewater Collection & Treatment Level 1 to begin in November (see attached letter from Andrew Hickey, Waterworks Consultant)

Completed work this period:

- Traffic sign fixed and out on Highwood
- Hydrant Flushing & lowering of water tower
- Drainage ditching on 800 block Grand Ave
- Started tree trimming
- City pick up
- Highwood Road repair & ditching

Completed Water/Wells/Sewer work this period:

- 2 Curbstop repairs by JRA on Buena Vista Bay – PDWA issued & rescinded by Friday
- Work on mapping curbstop project
- New keyless entry door lock installed in the interior water treatment plant door
- Andrew Hickey, Waterworks Consultant onsite visit
- Seasonal water turn offs (49) plus meter reading for these
- Water Meter Reading for September Billing

Work Priority this week:

- Curbstop repairs – tentatively scheduled with JRA
- Tree trimming along roadsides & around rink shack roof
- Grading
- Removing buoys & platform at beach
- Install new speed signs on landfill road

Work Planning for this month & upcoming months:

- Complete Ditching/Culverts/Drainage
- Tree trimming
- Woodland Ave & 16th St (RB) drainage
- New Fire Hydrant installed & two raised
- Finish shop yard clean once metal bin arrives
- Well house fence
- Municipal Utilities annual Sewage Lift Station Assessment & Cleaning (Municipal Utilities to schedule date with us)
- Set up new sander & ensure winter equipment is ready
- Complete training as time allows
- Curbstop Project - ongoing

In addition to the above, keep in mind that all staff have routine, day-to-day activities such as daily water testing, well testing, 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.



ANDREW HICKEY, WATERWORKS CONSULTANT

QUALITY TRAINING & OPERATIONAL SUPPORT

102129517 Saskatchewan Ltd.
Box 1731
Assiniboia, SK S0H 0B0

September 24, 2024

ATTN: Melissa Pollock, Administrator
1050 Grand Avenue
Buena Vista, SK S2V 1A2

cao@buenavista.ca

Re: Class 1 Certification Prep – Remote Operator Training

I am pleased to provide you with this proposal for remote Class 1 Wastewater Collection and Wastewater Treatment (WWC/WWT) certification exam preparation training.

Overview

This training will be presented remotely over four weeks with an initial meeting to present the training materials and agenda, scheduled reading and quiz assignments will also be presented, and clear, achievable milestones will be laid out.

A weekly, online meeting will be arranged with the student to review the weeks assignments and discuss topics more in depth.

This customized training will be of benefit by enabling the operator to remain in their community to perform daily work and personal tasks. Cost savings include hotel stays and meal and travel expenses. Some students also find weeklong classroom training and exams overwhelming which can lead to exam failure and lowered morale. Self paced training promotes higher information retention which can improve exam results and operational knowledge.

Biography

I am a certified Water and Wastewater Technician and certified Class 4 in Water Treatment, Class 3 Water Distribution and Wastewater Collection and Class 2 Wastewater Treatment. I have over 15 years experience working in the waterworks industry and bring a unique perspective as a former Environment Officer with the Water Security Agency of Saskatchewan. In this previous role, I was the officer responsible for multiple facilities including Buffalo Pound Water Treatment Plant, City of Regina/EPCOR Wastewater Treatment Plant, City of Moose Jaw water and wastewater works and numerous other towns and villages in Saskatchewan. I have substantial knowledge of provincial and federal regulations and broad experience with issues faced by municipal facilities. With over 500 system inspections and reviews of facility operations, management in the utilities field and having trained more than 400 operators across Saskatchewan, my training and experience will ensure that efficiency, compliance, and

operational excellence is achieved and maintained and that students are well equipped to write Saskatchewan certification exams and further their careers in the water and wastewater industry.

Fee Schedule

OPTION 1: The fee for service is **\$950.00 + GST.** and includes:

- Training materials – practice exams, review quizzes and supplemental resources. These materials will be shipped to the student.
 - An initial online meeting (via Microsoft Teams) to meet with the student and discuss expectations, timelines and more.
 - **Four (4) weekly** online meetings (via Microsoft Teams) with the student to ensure and maintain progress, present video and PowerPoint training and discuss any challenges/difficulties they may be experiencing. ***This meeting can be arranged on weekends or after hours if it is more suitable for the student.**
 - Availability for student to ask questions outside meeting times via text or email.
- **Billing will be issued at the commencement of the training.**

Fees **do not include** the cost of exams. I will assist in booking suitable exams and locations for student(s) to challenge the provincial exams. The cost for exams is administered by Saskatchewan Polytechnic.

Scheduling

A mutually agreeable schedule will be arranged upon acceptance of this proposal. Once the training begins it will be the responsibility of the student to ensure the required weekly study is completed.

Please call (306) 630-3264 or email andrew@hickeyconsulting.ca if you have any questions or require further clarification on the proposed work contained within this letter.

If this proposal meets your requirements, please sign the attached Notice to Proceed and return via email at your earliest convenience. Thank you for giving me the opportunity to provide this proposal for remote training.

Sincerely,

A handwritten signature in black ink, appearing to read "A. Hickey", with a stylized flourish at the end.

Andrew Hickey

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

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	MIN	Well Hours	Read by
						Cl Free	Cl Total	Non-Pumping	Pumping			max 0.12 mg/L		max 0.12 mg/L		
						0.1 - 2.0 mg/L	0.5 - 2.0 mg/L			max 1.0 NTU		max 0.12 mg/L				
Forward Prev. Reading																
1/Sep/24	12:45	4.22	253192	231112	185	1.21	1.43	0.00	0.00	0.10	0.00	0.00	0.00	0.000	10,180.34	JCN
2/Sep/24	11:00	3.45	253500	231279	167	1.20	1.39			0.08					10193.19	JCN
3/Sep/24	3:45	5.45	253984	231537	258	1.23	1.37			0.09					10203.75	JCN
4/Sep/24	3:00	3.19	254265	231690	153	1.12	1.28			0.10					10220.49	LDW
5/Sep/24	4:00pm	3.37	254570	231826	136	1.17	1.36			0.11					10230.15	JCN
6/Sep/24	4:30pm	3.87	254838	231982	156	1.09	1.32	116.9'		0.10	0.13	0.02	0.48	0.022	10240.41	JCN
7/Sep/24	10:45 AM	3.38	255144	232130	148	1.09	1.29			0.12					10249.77	JCN
8/Sep/24	6:00pm	6.70	255750	232443	313	1.28	1.50			0.11					10260.03	JCN
9/Sep/24	6:30am	1.61	255888	232519	76	1.21	1.34			0.11					10280.55	JCN
10/Sep/24	6:00am	4.24	256262	232708	189	1.20	1.35			0.10	0.21	0.07	0.48	0.035	10285.43	LDW
11/Sep/24	6:45am	3.15	256545	232859	151	1.11	1.28			0.09					10298.08	LDW
12/Sep/24	3:30	3.26	256874	233024	165	1.15	1.23			0.11					10307.35	LDW
13/Sep/24	6:35am	1.43	257203	233088	84	1.14	1.23			0.10	0.15	0.00	0.45	0.037	10319.20	LDW
14/Sep/24	10:45 AM	3.22	257590	233216	128	0.97	1.18			0.11					10324.28	LDW
15/Sep/24	9:30am	2.58	257519	233347	131	1.09	1.21			0.11					10333.54	JCN
16/Sep/24	6:30am	3.59	257835	233500	153	1.19	1.32	118.5'		0.10	0.28	0.00	0.52	0.048	10341.31	LDW
17/Sep/24	6:30am	3.03	258180	233666	66	1.18	1.36			0.09					10352.27	LDW
18/Sep/24	2:15pm	3.07	258384	233769	103	1.17	1.30			0.10					10364.02	LDW
19/Sep/24	6:30am	1.32	258502	233825	56	1.17	1.29			0.11	0.33	0.02	0.56	0.048	10371.30	LDW
20/Sep/24	5:15pm	1.94	258675	233918	93	1.08	1.20			0.11					10381.36	LDW
21/Sep/24	3:28	2.58	258968	234071	153	1.04	1.19			0.12					10391.49	JCN
22/Sep/24	2:00pm	2.16	259159	234161	90	1.02	1.23			0.09					10397.99	JCN
23/Sep/24	3:30pm	2.08	259343	234265	104	1.03	1.18	117.3		0.07	0.22	0.03	0.55	0.019	10404.31	JCN
24/Sep/24	4:15pm	2.22	259541	234365	100	0.98	1.15			0.10					10411.24	LDW
25/Sep/24	4:00pm	2.29	259744	234468	103	1.07	1.19			0.11					10418.21	JCN
26/Sep/24	7:15pm	3.16	260020	234590	122	1.11	1.26			0.12					10427.67	JCN
27/Sep/24	4:45pm	2.00	260176	234689	99	1.81	1.00	116.5		0.11					10435.75	JCN
28/Sep/24	11:25pm	2.09	260378	234782	93	1.06	1.27			0.11					10440.03	JCN
29/Sep/24	12:30pm	3.28	260662	234928	146	1.18	1.35			0.12					10449.79	JCN
30/Sep/24	5:30pm	3.38	261047	235100	172	1.23	1.36			0.10	0.16	0.01	0.51	0.000	10462.84	LDW
TOTALS						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.000	-	CAO Signature
MIN VALUE						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.000	-	
AVG VALUE						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.000	#DIV/0!	Major Signature

BYLAW 08/2024

A BYLAW OF THE VILLAGE OF BUENA VISTA TO AMEND BYLAW NO. 02/24 TO FIX THE RATES TO BE CHARGED FOR THE USE OF THE GROUP HOLDING TANK IN THE EDGEWOOD SUBDIVISION

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

That Schedule "A" of Bylaw No. 02/24 be amended as follows:

SCHEDULE "A"

ATTACHED TO AND FORMING PART OF BYLAW 02/24

REGARDING RATES FOR SEWER CALCULATIONS

Monthly Sewer Rates:

Charge	Rate	Effective
Sewer/Infrastructure Fee	\$60/month	November 1, 2024
Sewer Charge	.020 cents/gallon of water	January 1, 2025

The rates, charges, tolls or rents contained in this Bylaw shall come into force and take effect on the day of approval being issued by the Local Government Committee.

Seal

Mayor

Chief Administrative Officer

Read a first time this ____ day of October 2024

Read a second time this ____ day of October 2024

Read a third time and adopted this ____ day of October 2024



VILLAGE OF BUENA VISTA

Policy

Department:	Human Resources / Public Works	Policy No.: 20-2024	Resolution:
Title:	<u>ON-CALL DUTY & COMPENSATION</u>	Effective Date:	DRAFT
		Last Review Date:	
Next Review Date:	October 2025	Revision Date:	

PURPOSE

1. This Policy establishes a uniform procedure for administering on-call duty for employees, and to provide fair and equitable compensation to employees who have the responsibility for being on-call. This policy sets a process for those employees to receive appropriate compensation when placed on-call.

SCOPE

2. The Village requires public works employees to be on-call for matters and emergencies related to the Village's water/wastewater systems, and respond to calls requiring immediate attention after business hours to protect and/or ensure public safety. This Policy applies to qualified full-time permanent employees of the Public Works department of the Village of Buena Vista.

DEFINITION

3. In this Policy:
 - a) **On-Call (Standby)** shall be defined as a pre-authorized period of time, outside of an employee's regular hours of work, when the employee is required to be available and fully prepared to respond to telephone calls and, if necessary, to report to the workplace to resolve emergency situations outside of the employees regular scheduled hours;
 - b) **Call-In** shall be defined as an occasion when an employee who is on-call is contacted and is required to attend the workplace.

EMPLOYEE ASSIGNMENT

4. The Village requires one full-time, regular public works employee to be on-call duty at all times outside of public works regular scheduled hours.
5. An employee is assigned on-call duty for the purpose of being ready and able to handle matters and emergency situations arising at times other than regularly scheduled hours.
6. When employees are on standby they are available for work in various ways:
 - a) They may be required to travel to the workplace and/or some other site to deal with emergency situations that require their presence.
 - b) They may be required to deal with problems related to the water treatment plant by working from home using the Village supplied tablet.
7. The employee assigned to on-call duty is free to engage in personal activities during the on-call shift, but is required to:
 - a) Be reachable by telephone and or text message during times outside of the employee's regular hours of work;
 - b) Be able to report to work within a reasonable time from receipt of the contact;
 - c) Maintain a state of mental alertness and physical dexterity, same as requirement for performance of their regular duties. The employee shall remain free of the influence of alcohol, drugs or prescription drugs that would adversely affect their ability to safely and effectively respond to an emergency situation and perform their job duties in a satisfactory manner; and
 - d) Notify their supervisor and/or CAO in the event they are unable to cover their scheduled on-call shift due to illness, family emergency, etc.
8. While assigned on-call duty, an employee is required to field all telephone calls from the Village's emergency line and/or CAO. Responses may include, but are not limited to, responding to the call, speaking to a resident, following up on calls related to the situation at hand, or attend to the workplace.
9. On-call duty assignments shall be assigned to employees on a rotating basis.
10. On-call duty rotation shall be Thursday 4:00 p.m. to Thursday 9:00 a.m., unless otherwise determined by the CAO.
11. The on-call employee shall be responsible for the daily water testing, Village drive through and garbage collection in the summer months during their on-call assignment (Friday – Thursday), including weekend and statutory holidays.

12. No employee will be assigned on-call duty while on annual vacation leave.
13. An employee assigned on-call duty must ensure they forward the shop and water treatment plant phone to their cellphone by 4:00 p.m. on the Thursday their on-call duty begins.
14. An employee assigned on-call duty must ensure they are taking the Village assigned tablet, equipped with the Water Treatment Plant program, home during their on-call assignment to avoid having to call-in to work at overtime hours.
15. If the employee has a conflict and is unable to be on-call during their assigned time, it is the employee's obligation to pre-arrange with their immediate supervisor for a replacement to cover the employee's on-call shift. The CAO must be notified of this change.

COMPENSATION FOR ON-CALL DUTY

16. Compensation for being on-call (standby) is intended to recognize those situations where there is a likelihood that the employee will be contacted and/or that a call-in will occur. Employees shall receive standby pay of \$2 per hour for every hour on-call outside of the employee's regular hours of work (133 hours per on-call duty assignment from Thursday 4 p.m. to Thursday 9 a.m.). This compensation will remain the same regardless of the day of the week or if on a statutory holiday.
17. On-call duty pay is in addition to any other compensation to which the employee is otherwise entitled.
18. Hours that an employee is assigned on-call duty shall not be considered hours worked for the purpose of computing overtime, pension, or annual vacation leave.
19. On-call duty pay cannot be converted to time off in lieu.
20. Employees who are required to be on-call will also be compensated for their phone usage through the *Cellphone Usage & Reimbursement Policy No. 10/2024*.
21. Employees who are on-call duty (standby) and are called in to work are entitled to receive both the standby pay and pay for the time worked.
22. If a call-in is required, the following compensation will be paid:
 - a) Call-in shall receive a minimum of three (3) hours of compensation at 1.5 times their regular pay when responding;
 - b) Call-in shall receive a minimum of 3 hours of compensation at 2.5 times their regular pay when responding on a Village approved statutory holiday; and

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- c) If the employee time worked exceeds the 3-hour call-back minimum, the employee shall receive pay for the actual hours worked at the applicable overtime rate.

- 23. If a call-in was required, the employee must report this to the CAO on the next working day.
- 24. If an employee is unsure if a call-in is required and necessary, they must contact the CAO immediately for guidance to ensure frivolous matters are not being attended to on overtime rates.
- 25. Employees who have been on-call duty and/or had a call-in must submit their compensation claims on the designated portion of their timesheet, including standby hours and any call-in details.

VIOLATIONS AND DISCIPLINARY ACTION

- 26. An on-call employee who fails to respond when called and/or who fails to find a replacement are subject to disciplinary action up to and including termination.
- 27. Any violation of this Policy shall be addressed by the CAO and/or Council through the Village's *Disciplinary Policy No. 07-2024*.

POLICY REVIEW

- 28. 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

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

Mayor

SEAL

Chief Administrative Officer

BUENA VISTA PARKS & RECREATION

Minutes

October 1st^d. 2024

Present: Donna Hall, Gary McLennan , Sharon Mittermayr , , Peg Frey , Jeff Jacobs, Nancy Koszman

Absent; Alex Neuls, , Ruebi Erfle, Mark Percy, Jan Franklin Cathy Klemm

Meeting called to order at 7:00m at the Village office

Motion to accept agenda - Sharon 2nd Nancy carried

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

BUSINESS ARISING:

- **T-shirts-** Sharon advised that she has checked with a couple of companies and the prices range between \$18- 30. One company has the best option and they are \$28.00. We decided we would wait until the spring to order 12.
- **Banners-** Gary advised that the crew will be developing something that will allow easy access to take the flags down and put them up
- **Pumpkins -** Donna advised that she obtained 14 pumpkins from the Community Gardens. We will need 10 more and Alex will look after obtaining them. October 24 to pick up and pumpkins back on Oct 28th.

FINANCIAL REPORT

- Nancy advised we have \$9,420.17 in our account and \$713.20 in the Heritage account. She will write cheques to both the Library and Cultural Centre for \$1,500.00..

NEW BUSINESS

- **Bottle Shed-** Jeff advised that it is quite full and we should have a sort. Donna will check with Les Zurowski and see if we could use their trailer to haul a load into SarCan. **SORT: Tuesday Oct 8th, 4pm.**
- **Tent-** Sharon brought up the idea of purchasing a couple more tents which could be used at all of our summer events. Sharon will check on prices and get back.
- **Benches-** Gary advised that the Lions will be building and installing the benches from this point on. Cost will be approx.. \$560 installed. We can order one or two next spring. The Village is having one build in memory of Krista.
- **Ice Shack-** the Village is having the roof redone- It will be tin not shingles.
- **Evendon Will-** Donna advised no news yet.

Meeting adjourned at 7:40pm. Next meeting November 5th, 2024

TO THE COUNCIL OF THE VILLAGE OF BUENA VISTA

WEEKLY REPORT 2024-10-02

208 Edgewood Dr. – The office issued the property owner a directive to comply with the order issued by PBI by November 30/24 along with bylaw contravention warning #497 for re-inspection May 31/25.

180 Adair St. – The property owner has been in to talk to council about his current development plans. Close file.

155 Lakeview Cres. – The office received more reports of nuisance barking at this location. There is no record of the dog owner paying the voluntary Notice of Violation #017 fine. I strongly recommend that the municipality seek access to the Bylaw Courts to prosecute such contraventions. Keep file open.

Bob Gourlay – Bylaw Officer - Regional Bylaw Services