

AGENDA
Village of Buena Vista
Regular Council Meeting on August 27, 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 – August 13, 2024

APPROVAL OF ACCOUNTS PAYABLE

- List of Accounts for Approval – Batch 2024-00063 to 2024-00067
- Payroll – Public Works August 4 - 17, 2024

REPORTS OF STAFF

- Acting CAO's Report
- Public Works Report

NEW BUSINESS

- Regina Beach & District Lions Memorial Forest Dedication Ceremonies
- Health & Safety Policy No. 05-2024
- Whistleblower Protection Policy No. 06-2024
- Smoking Policy No. 09-2024
- Cellphone Usage & Reimbursement Policy No. 10-2024
- Vehicle Usage & Accidents Policy No. 11-2024
- Video Surveillance Policy No. 16-2024
- Appointing Health & Safety Representatives
- Appointing Authorized Personnel for Video Surveillance

CORRESPONDENCE

- Regional Bylaw Services – August 14 & 24, 2024
- National Police Federation – Saskatchewan Marshals Service
- Policing & Public Safety – Strengthening Front-Line Policing & Recruitment Efforts

IN CAMERA

ADJOURNMENT

**Village of Buena Vista
MINUTES OF REGULAR MEETING
AUGUST 13, 2024
1050 Grand Ave, Buena Vista, SK**

PRESENT: Mayor Gary McLennan, Councilor Chris Duke, Councilor Steven Schultz

ABSENT WITH REGRETS: Councilor Mike Ziglo

ADMINISTRATION: Acting Chief Administrative Officer Melissa Pollock

CALL TO ORDER:

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

ADOPTION OF AGENDA:

233/24 THAT the August 13, 2024 agenda be adopted as presented.

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

CARRIED

ADOPTION OF MINUTES:

234/24 THAT the Minutes of the Regular Meeting of Council of July 23, 2024 be adopted as presented.

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

CARRIED

APPROVAL OF ACCOUNTS PAYABLE:

235/24 THAT Council approve the following accounts for payment: AP Batches 2024-00057 to 2024-00062, which includes all cheques, credit card and online payments for a total amount of \$560,659.20.

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

CARRIED

- 236/24** THAT Council approve the following payrolls:
Administration July 16-31 and August 1-15, 2024 in the amount of \$9,349.07
Public Works July 21-Aug 3, 2024 in the amount of \$8,071.89

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

CARRIED

REPORTS OF STAFF:

- 237/24** THAT Council accept the Acting Chief Administrative Officer's administrative and Public Works verbal report as presented.

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

CARRIED

- 238/24** THAT Council accept the Water Treatment Plant Daily Record for July 2024 as presented and file.

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

CARRIED

NEW BUSINESS:

- 239/24** THAT Council receive and file the Regina Beach Local Library Board Meeting Minutes of July 15, 2024.

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

CARRIED

- 240/24** THAT Council accept and file the Parks & Recreation Board Meeting Minutes of August 6, 2024.
- Moved by Councilor Duke**
Seconded by Councilor Schultz
- CARRIED**
-
- 241/24** THAT Council agree to extend Andrew Hickey, Waterworks Consultant's agreement for operational and training support at the Water Treatment Plant for an additional three (3) months, ending at the end of November.
- Moved by Councilor Duke**
Seconded by Councilor Schultz
- CARRIED**
-
- 242/24** THAT Council, having considered all factors, decide to not take any action in regard to the Fire Underwriters Survey (FUS) rating and remain status quo with the rating of 8.
- Moved by Councilor Duke**
Seconded by Councilor Schultz
- CARRIED**
-
- 243/24** THAT Council approve and authorize administration to transfer the outstanding balance on property C of T 18 C1627 and Lot 21 Blk 1 Plan 62R07755 to the tax rolls if left unpaid after the due dates.
- Moved by Councilor Duke**
Seconded by Councilor Schultz
- CARRIED**
-
- 244/24** THAT Council, having considered the request for the temporary storage structure on Parcel SW 13 21 22 W2, agree that it can be placed so long as it is moved back further on the property to the area where the developers lot will be.
- Moved by Councilor Duke**
Seconded by Councilor Schultz
- CARRIED**

CORRESPONDENCE:

245/24 THAT Council receive and file the following communications:
Regional Bylaw Services Reports of July 24, 31 & August 7, 2024
Community Policing Report for June 2024

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

CARRIED

IN CAMERA:

246/24 THAT Council having items to discuss relating to material that is exempt from public discussion under *The Local Authority Freedom of Information and Privacy Act* and *The Municipalities Act*, go In Camera at 8:10 p.m.

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

247/24 THAT Council come out of In Camera at 8:15 p.m.

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

CARRIED

ADJOURNMENT:

248/24 THAT the meeting be adjourned at 8:20 p.m.

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

CARRIED

Mayor

Acting Chief Administrative Officer

Date Printed
08/23/2024 4:11 PM

Village of Buena Vista
List of Accounts
Batch: 2024-00063 to 2024-00067

Page 1

Bank Code - AP - AP-General Oper

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
11078 Jul 22-31	08/16/2024	Adam Bishop 530-110-150 - TS - Maint. - Sala	Weeding July 22-31 -Adam	480.00	480.00
11079 July 22-31	08/16/2024	Ben Moggey 530-110-150 - TS - Maint. - Sala	Weeding July 22-31 -Ben	480.00	480.00
11080 3540	08/27/2024	JNG Electric 580-295-105 - UT - Water - Othe 110-340-110 - GST Receivable 900-110-110 - GST Paid	WTP -Emerg Main Brkr Rep Both Tax Code Both Tax Code	345.56 16.30 16.30 NL	361.86
11081 3484512	08/27/2024	Saskatchewan Health Authority 580-290-100 - UT - Water - Lab 110-340-110 - GST Receivable 900-110-110 - GST Paid	Water Sample Test -Booste GST Tax Code GST Tax Code	21.90 1.10 1.10 NL	23.00
Total Computer Cheque:					1,344.86
Total AP:					1,344.86

Village of Buena Vista
List of Accounts
Batch: 2024-00063 to 2024-00067

Bank Code - CC - CC - Credit Card

CREDIT CARD					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
082024-003	08/13/2024	Amazon			
Aug		530-400-130 - TS - Supplies - H	Welding Helm Adaptor-Dan	70.02	
		510-410-140 - GG - Office/Clear	Canada Flag	36.46	
		510-410-140 - GG - Office/Clear	Bulletin Board	37.72	
		900-110-110 - GST Paid	Both Tax Code	6.49 NL	144.20
			Total Credit Card:		144.20
			Total CC:		144.20

Village of Buena Vista
List of Accounts
Batch: 2024-00063 to 2024-00067

Bank Code - OB - OB - Online Banking

ONLINE BANKING

Payment #	Date	Vendor Name	GL Account	GL Transaction Description	Detail Amount	Payment Amount
Invoice #						
082024-001	08/19/2024	SaskEnergy				
Aug 2024		530-300-110 - TS - Workshop - I	Shop Energy - Aug		40.08	
		510-300-110 - GG - Office - Hea	Office Energy - Aug		47.50	
		110-340-110 - GST Receivable -	GST Tax Code		4.76	
		900-110-110 - GST Paid	GST Tax Code		4.76 NL	92.34
082024-002	08/19/2024	SaskPower				
Aug/24		510-300-120 - GG - Office - Pow	Office Power - Aug		114.15	
		530-300-120 - TS - Workshop - I	Shop Power - Aug		235.10	
		570-340-110 - R&C - Utility - Po	Concession Power - Aug		51.13	
		580-300-170 - UT - Power - Boo	Concession Power - Aug		267.38	
		530-310-200 - TS - Power - Edg	Edgewood Power - Aug		43.65	
		580-300-180 - UT - Power - WT	WTP Power - Aug		720.85	
		110-340-110 - GST Receivable -	Both Tax Code		33.65	
		900-110-110 - GST Paid	Both Tax Code		33.65 NL	
		110-340-110 - GST Receivable -	GST Tax Code		36.04	
		900-110-110 - GST Paid	GST Tax Code		36.04 NL	1,501.95
082024-003	08/19/2024	SaskTel				
August 2024		580-300-195 - UT - Telephone/a	WTP Internet - Aug		63.52	
		510-300-155 - GG - Office Secu	Office Security - Aug		29.95	
		510-300-140 - GG - Office - Tele	Office Phone - Aug		276.51	
		510-300-140 - GG - Office - Tele	Office Fax - Aug		42.61	
		580-300-195 - UT - Telephone/a	WTP Phone - Aug		62.25	
		530-300-130 - TS - Workshop -	Shop Phone - Aug		62.24	
		110-340-110 - GST Receivable -	Both Tax Code		25.34	
		900-110-110 - GST Paid	Both Tax Code		25.34 NL	562.42
Total Online Banking:						2,156.71
					Total OB:	2,156.71
					Grand Total:	3,645.77

Mayor

Administrator

Deposit RegisterPay group : **002 (Public Works)**Pay period : **17 (04Aug2024 to 17Aug2024)**Cheque date : **23Aug2024**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Institute / Transit / Account	Amount
00000001	23Aug2024	020	Neudeck, Joel	003		2395.29
00000002	23Aug2024	024	Warawa, Lorne D	004		1667.41
00000003	23Aug2024	045	Bews, Heidi	004		1208.66
00000004	23Aug2024	046	Thompson, Philip	004		1151.48
00000005	23Aug2024	048	Kobayashi, Jacob D.	004		1122.03
00000006	23Aug2024	049	Dyer, Henry R.	004		1227.42

Pay Group Totals :

Number of Deposits:6

Total Amount of Deposits:8772.29



**Regina Beach & District Lions
Lion James Sinclair Memorial Forest
PO Box 613, Regina Beach, Saskatchewan S0G 4C0**

**To: Mr. Gary McLennan, Mayor
Village of Buena Vista**

Tuesday, August 20, 2024

**Re: Dedication Ceremonies
Regina Beach & District Lions – Lion Jim Sinclair Memorial Forest**

Mayor McLennan:

We would like to invite you or your representative to attend the Dedication Service of trees in the Lion Jim Sinclair Memorial Forest located at Regina Beach, Saskatchewan on:

**Sunday, September 8th, 2024
Commencing at 1:30 PM
At the Memorial Forest in Regina Beach**

We are still preparing the program. We are hopeful that both District Governors representing the Lions of Saskatchewan will attend and we ask that they read the names of those being honored. As names of recipients are read we have arranged for a piper to play in the background. **We do appreciate, if you could attend and that you say a few words about the Lions and greetings from yourself & the Village of Buena Vista.** We remind you as this is a dedication service for the trees to recipients who have passed on; as done last year. We understand your schedule is a busy one and we understand if you are unable to attend. If so would you please have a delegate from Town Council to attend on your behalf. That would be terrific. If you could arrive around 1:00 pm so directions and final set up can be explained, (it would be appreciated).

This Forest is for not just Lions but for all who wish to, as family & friends wish to honor loved ones. We will be dedicating & honoring as of this date - **39** new trees to be dedicated from all over Saskatchewan and we have **657** plus trees dedicated in our forest. The Memorial Forest is a Tourist attraction to our communities. All proceeds above maintenance of the Forest will be presented to the Lions Foundation of Canada Dog Guide program to assist in providing Service Dogs to Canadians free of charge.

We would appreciate a response at your earliest convenience so that programs can be finalized and printed. Reply to Lion Ken Peters at pdgken@gmail.com or by phone at 306 536-3294 (cell)

We look forward to your being with us for the special occasion. This Forest is located on the James Sinclair land. The dedication will be held in the large dark brown building to the east side of Pappa Geordies store as was last year. If you require any further information etc. PLEASE feel free to call.

Yours in Service

Lion PDG Ken Peters, PDG
Memorial Forest Chairperson

[Regina Beach & District Lions Memorial Forest - Chairperson – PDG Lion Ken Peters 306 536-3294]



VILLAGE OF BUENA VISTA POLICY

Department:	Health & Safety	Policy No.: 05-2024	Resolution:
Title:	<u>HEALTH & SAFETY</u> <u>POLICY</u>	Effective Date:	August 27, 2024
		Last Review Date:	
Next Review Date:	August 2025	Revision Date:	

PURPOSE

1. The health and safety of employees are of primary importance to our Village and its Council. The purpose of this Policy is to establish a proactive approach to the elimination and prevention of workplace injuries, illness and accidents through policies and procedures, worker participation, training, and through the promotion of constant vigilance by all employees.

OBJECTIVES

2. The Village of Buena Vista is committed to a health and safety program that protects and maintains the health and safety of its employees, council, residents and public. The Village's goal is a healthy, injury-free workplace for all. By working together, we can accomplish this goal.
3. The Village is also committed to complying with any relevant occupational health and safety standards and guidelines.

SCOPE

4. This Policy applies to all levels of employees, Council, and contractors with the Village of Buena Vista.

GUIDING PRINCIPLES

5. The Village's goal is only achievable by adherence to established objectives, striving to exceed all obligations under applicable legislation, and by fostering an enthusiastic commitment to health and safety with the Village of Buena Vista personnel, contractors, residents and visitors. **All levels of employees shall acquaint themselves fully with the contents of this Policy and ensure compliance within their area of responsibility.**

6. Active participation and support from everyone, every day, in every job is necessary to achieve health and safety excellence.
7. The Village of Buena Vista's workplace slogan is **"Safe Environment, Safe Workers"**.

HEALTH & SAFETY PROGRAM

8. In order to meet the Village's objectives, a Health & Safety Program shall be implemented with policies, procedures and rules set out. This Health & Safety Program shall have two (2) Health & Safety Representatives appointed, consisting of one (1) Public Works employee and one (1) office employee as appointed by the CAO and Council.
9. The Village of Buena Vista Health & Safety Program is the guide to safe operation for the Village. This Health & Safety Program, along with applicable policies and procedures, shall conform to the *Saskatchewan Occupational Health and Safety Regulation, Saskatchewan Employment Act and Saskatchewan Workers Compensation Board OHS Guidelines*.
10. It shall be a condition of employment that the policies and procedures in the Village's Health & Safety Program are strictly adhered to.

DUTIES & RESPONSIBILITIES

11. All employers must meet the minimum requirements for health and safety standards as required by law. Under *The Saskatchewan Employment Act*, an employer must:
 - a) Provide a safe and healthy workplace;
 - b) Establish and maintain an effective health and safety program;
 - c) Make sure that managers and supervisors are trained, supported, and held accountable for fulfilling their workplace health and safety requirements;
 - d) Oversee the health and safety performance of their managers and supervisors;
 - e) Make sure workers have the information, training, certification, supervision, and experience to do their jobs safely;
 - f) Make sure medical/first aid facilities are provided as needed;
 - g) Resolve health and safety issues in a timely fashion;
 - h) Ensure workers are not exposed to harassment or violence in the workplace by ensuring the development and implementation of;
 - i. A harassment prevention policy and procedures to investigate workplace harassment complaints;
 - ii. A policy statement on violence and prevention plan and procedures to investigate incidents of violence in the workplace;
 - i) Ensure that legal health and safety requirements are met; and

- j) Ensure a copy of *The Saskatchewan Employment Act* and regulations, and *The Occupational Health and Safety Regulations* are readily available to workers and management.

12. Council is responsible to provide a safe workplace by:

- a) Ensuring a Health & Safety Program is developed, implemented and readily available to all employees as required under this Policy;
- b) Ensure Health & Safety Representatives are appointed as required under this Policy;
- c) Assigning responsibility to all levels of employees for compliance with all aspects of the Health & Safety Program;
- d) Support administration and employees in the implementation, facilitation and maintenance of policies, procedures, and communications that ensure a safe work environment is provided for all employees, residents and public;
- e) Approving annual training and personal protective equipment budget for employees; and
- f) Enforcing this Policy equally among employees, contractors, and visitors.

13. CAO is responsible to ensure:

- a) A Health & Safety Program is implemented with controls, work practices and procedures, and readily available to all employees;
- b) Employees are aware of their occupational health and safety rights and duties;
- c) A health & safety orientation is provided for all new hires;
- d) Provide employees with ongoing training courses as required;
- e) Taking part in inspections and investigations;
- f) That health and safety concerns are resolved in a timely manner;
- g) Maintain safety records, and documents;
- h) All serious injuries, fatalities and dangerous occurrences that occur in the workplace are reported to Occupational Health and Safety;
- i) Correcting unsafe acts and conditions;
- j) Ensure the necessary personal protective equipment is provided to all employees; and
- k) Annual reviews and updates when changes are required.

14. Supervisors are responsible to:

Supervisors are important to safe workplaces because they are closest to the actual work being done and can address and resolves workers' health and safety concerns.

A supervisor is an individual who is authorized by an employer to oversee or direct the work of the employer's workers.

Under *The Saskatchewan Employment Act*, supervisors must:

- a) Ensure implementation of the established Occupational Health & Safety Program, policies and procedures;
- b) Understand and ensure compliance with workplace health and safety requirements;
- c) Co-operate with the Health & Safety Representatives;
- d) Make sure hazards are identified and proper steps are taken to eliminate the hazards or control the risks;
- e) Inspect work areas and correct unsafe acts and conditions;
- f) Instruct and coach workers to follow safe work procedures;
- g) Ensure only authorized, competent workers operate equipment;
- h) Ensure equipment is properly maintained;
- i) Ensure the necessary personal protective equipment is used properly;
- j) Know how to safely handle, store, produce, and dispose of chemical and biological substances at the workplace;
- k) Understand and implement emergency procedures;
- l) Report incidents, accidents and dangerous occurrences to the CAO, and assist in investigations;
- m) Promote health and safety awareness;
- n) Co-operate with other parties in dealing with health and safety issues;
- o) Ensure that workers under their direct supervision are sufficiently supervised;
- p) Ensure that workers under their direct supervision are not exposed to harassment or violence in the workplace;
- q) Participate productively and/or head safety meetings;
- r) Correcting unsafe acts and conditions; and
- s) Ensure, to the best of its ability, that other parties at the work site (e.g. contractors, suppliers, or service providers) comply with *The Occupational Health & Safety Act, Regulations*, and Code, and work site policies.

15. ALL employees shall be responsible to:

- a) Maintain vigilance and foresight in identifying and correcting hazards to health and safety;
- b) Ensure understanding of what is required under the Village's Occupational Health & Safety Program;
- c) Comply with the Village's Health & Safety program and all policies and procedures as a condition of employment;
- d) Understand and adhere to all applicable Occupational Health & Safety regulations and codes;
- e) Protect their own health and safety, as well as that of other people at or near the work site;
- f) Ensure understanding of what is required under the Health & Safety Program;
- g) Comply with *The Occupational Health & Safety Act, Regulations* or Code and all policies, procedures and codes of practice as a condition of employment;
- h) Use all devices and wear all personal protective equipment (PPE) required in the Health & Safety Program or *The Occupational Health and Safety Act, Regulations* or Code;

- i) Report immediately, any health and safety concerns (including any defect in tools or equipment) to a Health & Safety Representative and/or CAO;
- j) Participate in any training required or organized by the employer;
- k) Exercise the right to refuse to perform unsafe work;
- l) Participate productively in safety meetings; and
- m) Make suggestions/recommendations in improving the standards to a Health & Safety Representative and/or CAO.

16. Health & Safety Representatives are responsible to:

- a) Be an integral part of the team and encourage safe working practices;
- b) Post applicable safety bulletins, posters, and safety rules where possible;
- c) Participate productively and/or head safety meetings;
- d) Promote health and safety awareness;
- e) Maintain a working knowledge of safety regulations, rules and codes of practice;
- f) Work with other employees to encourage the correction of unsafe conditions and ensure that corrective action has been taken regarding identified deficiencies;
- g) Assist in maintaining safety records, and documents
- h) Take reports and/or assist employees in filing reports in regard to incidents/accidents;
- i) Investigate reports of incidents/accidents in conjunction with the CAO;
- j) Establish schedules for inspection of equipment, tools, and protocols;
- k) Make suggestions in improving the standards to the CAO;
- l) Annual Health & Safety review is conducted; and
- m) Review reports with the CAO and assist in maintaining safety records and documents.

REPORTING SERIOUS INJURIES, FATALITIES AND DANGEROUS OCCURENCES

17. Under *The Occupational Health & Safety Regulations*, there is a legal requirement to report all serious injuries, fatalities and dangerous occurrences that occur in the workplace to Occupational Health and Safety.

PROGRAM REVIEW

18. To ensure that the Occupational Health & Safety Program meets the evolving health and safety needs of the employees, the Health & Safety Representatives will conduct a review of the program annually. This review will consider the following:

- a) Evaluation of all training programs and records;
- b) The need for retraining of employees;
- c) Assess accident trends – types and root causes;
- d) The Program's success will be determined and reported to the CAO based upon comparison to previous years, using the following criteria:

-
- i. Cost and frequency of worker's compensation cases;
 - ii. Employee and supervisor feedback through direct interviews and questionnaires.
19. A report will be written which will include specific recommended actions and an action plan to achieve the objectives. The CAO will review the report with the Health & Safety Representatives and develop an action plan to implement practicable recommended revisions.

RETRAINING

20. The need for retraining will be indicated when:
- a) An employee's work habits or knowledge indicate a lack of necessary understanding;
 - b) New equipment is installed that requires new or different PPE;
 - c) Changes in the workplace make previous training obsolete;
 - d) Changes in the types of PPE to be used make previous training obsolete; or
 - e) Upon the CAO's request.

PENALTIES AND FINES

21. The Province of Saskatchewan has implemented ticketable offences for non-compliance to Occupational Health & Safety legislation. These are Summary Offence Tickets (SOT's) and are issued by a designated Occupational Health Officer. The Ministry of Labour Relations and Workplace Safety, and the Ministry of Justice have created summary offence tickets for certain occupational health and safety violations.
22. The Officer will assess the situation and facts on the ground before issuing a ticket. Everyone who gets a ticket has the right to challenge in court.
23. Tickets may be issued directly to employers, contractors, suppliers, or employees.
24. Any ticket issued due to an individual employee is that individual's responsibility for payment, even if the ticket is issued to the Village of Buena Vista but due to an individual's actions it will be the responsibility of that individual to reimburse the cost of the ticket.
25. A copy of all tickets received by an individual or on behalf of the Village must be forwarded to the CAO for investigation to determine immediate and root causes that led to the ticketable offence, and any disciplinary action.
26. The fine for each offence is determined pursuant to *The Summary Offence Procedures Regulations, 1991*. Note that these fine amounts are subject to a victim surcharge established pursuant to section 13 of *The Victim's of Crime Act, 1995*.

27. There are 12 offences that tickets can be issued for. Offences include failure to comply with fall protection, excavation/trench, personal protective equipment (PPE), submission of progress report requirements, and submission of information requested by the Director (see Appendix “A”).

VIOLATIONS AND DISCIPLINARY ACTION

28. Any violation of this Policy shall be addressed by the CAO and/or Council through the Village’s *Disciplinary Policy No. 07-2024*.

APPENDIX

29. List of Offences and Fines – Appendix ‘A’
30. *Health & Safety Acknowledgement* – Form ‘B’

POLICY REVIEW

31. 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

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

Mayor

SEAL

Chief Administrative Officer

LIST OF OFFENCES & FINES Appendix 'A'

Item Number	Offence	Section of Act or Regulations	Fine Amount / Liable Parties
1	Failing to submit a written progress report ¹	Section 3-43(b) (Act)	\$600 Employers, self employed persons, suppliers, contractors, owners
2	Failing to submit information requested by the Director ²	Section 3-64(1) (Act)	\$600 Employers, self employed persons, suppliers, contractors, owners
3	Failing to supply approved personal protective equipment	Section 7-2(1)(a) (Regulations)	\$1,000 Employers, contractors
4	Failing to ensure that workers use personal protective equipment	Section 7-2(1)(b) (Regulations)	\$1,000 Employers, contractors
5	Worker failing to use provided personal protective equipment	Section 7-2(4)(a) (Regulations)	\$250 Workers
6	Failing to ensure that workers use a fall protection system where a worker may fall three metres or more	Section 9-2(2)(a) (Regulations)	\$1,000 Employers, contractors
7	Failure to ensure that workers use a fall protection system where there is a possibility of injury if a worker falls less than three metres	Section 9-2(2)(b) (Regulations)	\$1,000 Employers, contractors
8	Failing to ensure that any opening or hole is covered and clearly marked or otherwise protected	Section 9-13(1) (Regulations)	\$1,000 Employers, contractors, owners
9	Failing to provide an effective safeguard	Section 10-4(1) (Regulations)	\$1,000 Employers, contractors
10	Failing to ensure that workers are protected from cave-ins or sliding material in an excavation	Section 17-6(1) (Regulations)	\$1,000 Employers, contractors
11	Failing to ensure that workers are protected from cave-ins or sliding material in a trench	Section 17-7(1) (Regulations)	\$1,000 Employers, contractors
12	Failing to implement a hazardous confined space entry plan	Section 18-7(3) (Regulations)	\$1,000 Employers, contractors

¹ "failing to submit a written progress report"

Section 3-43(b) of *The Saskatchewan Employment Act* (Act) establishes the requirement to provide a progress report to the occupational health officer explaining what actions have been taken to remedy each violation stated in a notice of contravention. The progress report acts as formal recognition by the employer and advises the OHS Division how the violations have been remedied within the required timelines. Failure to submit a report could result in a SOT.

² "failing to submit information requested by the director"

Section 3-64(1) of the Act allows the director of occupational health and safety to request information that the OHS Division needs for the performance of its duties and the exercise of its powers. Failure to provide this information could result in a SOT.

HEALTH & SAFETY ACKNOWLEDGEMENT Appendix 'B'

I acknowledge receipt of the Village of Buena Vista's Occupational Health & Safety Program Manual on:

_____ (Day) _____ (Month), _____ (Year)

I understand that I must have a thorough knowledge of and abide by this Policy and the Village's Occupational Health & Safety Program. I understand my responsibilities as an employee for health and safety in the workplace.

I acknowledge that workplace health and safety is a shared responsibility between employers, supervisors and employees and agree to adhere to all Village of Buena Vista's policies, procedures and safe work practices.

I further acknowledge that the adherence to the rules and practices contained within the Health & Safety Program are a condition of my employment with the Village of Buena Vista.

Employee Name	Position
Employee Signature	Date



VILLAGE OF BUENA VISTA POLICY

Department:	Health & Safety	Policy No.: 06-2024	Resolution:
Title:	<u>WHISTLEBLOWER PROTECTION</u>	Effective Date: August 27, 2024	
		Last Review Date:	
Next Review Date:	August 2025	Revision Date:	

PURPOSE

1. The purpose of this Policy is to provide for the protection of any elected official or employee of the Village of Buena Vista who reports a complaint related to issues of wrongdoing and encourage transparency and good faith practices between employees and the Village of Buena Vista.

DEFINITIONS

2. In this Policy:
 - a) **allegation** means an unproven assertion or statement based on a person's perception;
 - b) **confidential** means all communication and information relating to a whistleblower report that is restricted and divulged only on a "need-to-know" basis. This includes the identity of the whistleblower, the named individual/parties, or any information gathered as part of an investigation;
 - c) **reprisal** means measures taken against an employee because the employee has, in good faith, sought advice about making a disclosure, made a disclosure, co-operated in an investigation according to this Policy or declined to participate in suspected wrongdoing;
 - d) **whistleblower** means a person who has reported a wrongdoing in an effort to end the action;
 - e) **wrongdoing** means inappropriate, harmful or illegal conduct including but not limited to:
 - i. criminal activity, including theft, fraud, and embezzlement;
 - ii. a purposeful and egregious breach of Code of Conduct or any other Council or administrative policies;
 - iii. wrongful or unauthorized acquisition, use, appropriation, or disposal of Village assets, including cash, information, data, records, materials, labour, or equipment;
 - iv. misuse of position, authority or gross mismanagement of Village funds or assets for personal gain;
 - v. any claim for reimbursement of expenses not incurred for the exclusive benefit of the Village; and

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- vi. knowingly directing or counselling a person to commit wrongdoing mentions in clauses i. to v.

RESPONSIBILITIES

3. The CAO shall be responsible to:

- a) Receive in confidence all reports of alleged wrongdoing unless the CAO is involved;
- b) Ensure confidential processes are followed, including protection of the identity of the whistleblower and the person subject of the disclosure from potential reprisal;
- c) Coordinate the disclosure process and carry out the investigation of allegations of wrongdoing and/or retaliation for the reporting of any such wrongdoing;
- d) Communicate results of the investigation to the whistleblower; and
- e) Provide confidential report to Council from time-to-time detailing results and recommendations that arise from an investigation.

4. In the case the alleged wrongdoing implicates the CAO, the mayor, or deputy mayor in their absence shall be responsible to:

- a) Receive in confidence reports of alleged wrongdoing;
- b) Ensure confidential processes are followed, including protection of the identity of the whistleblower;
- c) Coordinate the disclosure process and carry out the investigation of allegations of wrongdoing and/or retaliation for the reporting of any such wrongdoing; and
- d) Communicate results of the investigation to the whistleblower.

5. Employees shall be responsible to:

- a) Be alert to any indicators of misconduct;
- b) Report instances of wrongdoing to the CAO;
 - i. if the complaint implicates the CAO, employees must submit the complaint to the Mayor, or deputy mayor in their absence;

- c) Ensure reported allegations of wrongdoing are given in good faith and have reasonable grounds to suspect the information disclosed is true; and
- d) Exercise due diligence and act honestly.

6. Council shall be responsible to:

- a) Approve and propose amendments to this Policy as necessary;
- b) Receive in confidence all reports of alleged wrongdoing; and
- c) Ensure confidential processes are followed, including protection of the identity of the whistleblower and the person subject of the disclosure from potential reprisal.

PROCEDURES

- 7. If an employee has knowledge of wrongdoing, the employee is to report the details of the complaint to the CAO. If complaint implicates the CAO, the employee is to report the details of the complaint to the Mayor, or deputy mayor in their absence.
- 8. The whistleblower is not responsible for investigating and proving the alleged wrongdoing or for determining fault or corrective measures.
- 9. Disclosure of a complaint made in good faith shall still qualify for protection even if the complaint is determined to be unsubstantiated.
- 10. All complaints of wrongdoing shall be evaluated in a fair and impartial manner by the investigating party.
- 11. Complaints shall be investigated in a prompt manner.
- 12. This Policy delegates authority to the CAO or their designate to develop any necessary procedures and directives to ensure compliance with this Policy.

PROTECTION AND CONFIDENTIALITY

- 13. Confidentiality of the whistleblower will be maintained where possible, however, identity may need to be disclosed to conduct a thorough investigation.
- 14. The Village shall not seek reprisal against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination,

compensation decreases, or poor work assignments and threats of physical harm.

15. Any whistleblower who believes they are being retaliated against must contact the CAO. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.
16. Any whistleblower who believes they are being retaliated against by the CAO shall contact the mayor or deputy mayor in their absence.

COUNCIL

17. Elected officials will be provided the same protection and confidentiality as an employee under this Policy.
18. To report knowledge of wrongdoing, elected officials shall follow the procedures specified as per Section 7.

NON-COMPLIANCE

19. 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

20. 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

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

Mayor

SEAL

Chief Administrative Officer



VILLAGE OF BUENA VISTA POLICY

Department:	Health & Safety	Policy No.: 09-2024	Resolution:
Title:	<u>SMOKING</u>	Effective Date:	August 27, 2024
		Last Review Date:	
Next Review Date:	August 2025	Revised Date:	

PURPOSE

1. The Village of Buena Vista is committed to providing a healthy, comfortable, and productive work environment for our employees. This Policy is designed to provide a smoke-free environment for all employees and visitors by means of controlling and/or eliminating second-hand tobacco smoke.

SCOPE

2. This Policy covers the smoking of any tobacco product, the use of smokeless (or spit) tobacco and electronic smoking devices (e-cigarettes/vapes).
3. All employees, contractors and visitors must comply with this Policy.

GUIDELINES

4. Smoking is strictly prohibited inside all enclosed places of employment or enclosed work-related areas, such as Village of Buena Vista buildings, and inside company vehicles and equipment.
5. Smoking will only occur at the workplace at outdoor designated smoking areas located around various company sites.
6. Smoking is prohibited during a consultation with a ratepayer, contractor or salesperson.
7. All materials used for smoking, including cigarette butts, and matches, will be extinguished and disposed of in appropriate containers as provided. Supervisors will ensure periodic cleanups of the designated smoking area.
8. Management will discuss the concerns of smoking breaks with their staff. Together they will develop an effective solution that will not interfere with the productivity of the staff.
9. The following criteria will be followed in determining safe outdoor designated smoking areas:

Smoking will be restricted to a safe outdoor location that is a minimum of 3 meters from a doorway, window or air intake of an indoor place.

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10. In every enclosed place of employment where smoking is prohibited signs shall be posted in locations clearly visible to those entering that indicate smoking is prohibited.

VIOLATIONS AND DISCIPLINARY ACTION

11. Any violation of this Policy shall be addressed by the CAO and/or Council through the *Disciplinary Policy No. 07-2024*.

POLICY REVIEW

12. 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

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

Mayor

SEAL

Chief Administrative Officer



VILLAGE OF BUENA VISTA POLICY

Department:	Health & Safety / Human Resources	Policy No.: 10-2024	Resolution:
Title:	<u>CELLPHONE USAGE & REIMBURSEMENT</u>	Effective Date:	August 27, 2024
		Last Review Date:	
Next Review Date:	August 2025	Revision Date:	

PURPOSE

1. The purpose of this Policy is to improve safety by banning the use of cell phones and other wireless devices when driving or operating vehicles, as well as to establish a cellphone allowance.
2. The purpose of this Policy is also to establish a uniform set of standards for identifying those persons that require access to a cell phone/mobile device and to ensure that the use of the same is authorized, monitored and represents an appropriate use of corporate resources.

SCOPE

3. This Policy applies to all employees of the Village, Council and any other persons issued or using a device in the conduct of municipal business or who receive reimbursement for the use of personal devices.
4. The category of devices to which this Policy applies, is understood to include cell phones, and wireless telecommunications devices such as tablets and iPad's.

GENERAL CELLPHONE CONDUCT

5. Employees driving vehicles or operating equipment are responsible for operating it safely and adhering to local laws. Saskatchewan law prohibits all drivers from holding, viewing, using, or manipulating a hand-held mobile device while driving. Experienced drivers can use hands-free devices to make a phone call provided they are activated with voice commands or a one-touch button and are dashboard, visor or cradle mounted. New drivers, meaning anyone in a Graduated Driver Licensing program, are prohibited from using hands-free devices.
6. Employees who are driving any vehicle/equipment owned or leased by the Village shall not use a wireless communication device of any type, whether owned by the Village or by the employee, unless using a hands-free device in accordance to Section 5.
7. If you know that an employee is driving, do not call them on their cellphone or other wireless device.

8. Employees who are driving shall not answer their cellphone or other wireless device unless they are an experienced driver using a hands-free device in accordance with Section 5.
9. If you receive a call from a worker who you suspect is driving, ask them and if they are, tell them to call you back after they have pulled over (unless they are an experienced driver using a hands-free device in accordance with Section 5). Hang up the phone as quickly as possible.
10. **Use of Personal Cellphones**
 - a. The use of personal cellphones for business purposes should be limited to necessity.
 - b. The use of personal cellphones for personal reasons during work hours is discouraged and should be limited to matters requiring immediate attention. As with any personal matter, employees are encouraged to use coffee and lunch breaks for these purposes.
 - c. Employees may use personal cellphones during work hours for any legitimate safety, security or emergency purposes.
 - d. All communications using cellphones during work hours, or conducted on Village property, or while on Village business – verbal, written or other – must meet professional standards of conduct.
 - e. Cellphones can be a distraction in the workplace. To ensure the effectiveness of meetings, employees are asked to turn their phone off, or at a minimum to ‘vibrate’ mode.
 - f. Employees are encouraged to use the Village supplied land-lines phones when they are available.

REIMBURSEMENT OF PERSONAL CELLPHONES

11. Employees receiving a reimbursement of personal cellphones will be based on the job function and business need of the position. The following business conditions should be considered:
 - a. Employees spending a considerable amount of time from a normal office and whose job function requires two-way communication via telephone and/or access to email, or other electronic communication.
 - b. Employees required to be on call, on emergency response, or on other business that requires immediate access at all times.
 - c. Employees working in situations that have the potential to become threatening to their personal safety, or working alone where no landline exists.

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- d. Administrative employees that spend their time in an office that do not require the use of a cellphone for two-way communication, or for emergency response, or on other business that requires immediate access at all times will not receive a cellphone allowance.
12. Employees receiving a cellphone allowance will be paid at a rate of \$60 per month for full-time employees and prorated for part-time employees. Summer students will be paid at a rate of \$50/month. Payment to permanent employees will be paid in one of the following methods as agreed upon by each employee:
- a. January – June – cheque paid in July
July – December – cheque paid in December; OR
 - b. January – December – cheque paid in December in the full amount

NON-COMPLIANCE

13. 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

14. 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

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

Mayor

SEAL

Chief Administrative Officer



VILLAGE OF BUENA VISTA POLICY

Department:	Health & Safety	Policy No.: 11-2024	Resolution:
Title:	<u>VEHICLE USAGE & ACCIDENT REPORTING</u>	Effective Date: Last Review Date:	August 27, 2024
Next Review Date:	August 2025	Revised Date:	

PURPOSE

1. The Village of Buena Vista is committed to providing a safe work environment for all employees and for the general public. The purpose of this Policy is to promote safe driving to reduce the risks associated with driving accidents. This Policy is also to provide clear expectations around the use of Village vehicles, and ensure that employees know the proper procedure of reporting vehicle accidents while at work.

SCOPE

2. This Policy applies to all Village employees that work in a position that requires them to drive a vehicle.

DEFINITIONS

3. In this Policy:
 - a) **Accident** means when a vehicle collides with another vehicle, person or object, causing damage to the vehicle or property, regardless of the nature of such injury or damage;
 - b) **Driver abstract** means an official record provided by Saskatchewan Government Insurance (SGI), which summarizes your full history as a driver in the province;
 - c) **Impaired State** means a state of diminished capacity, skill or judgement, regardless of cause. Impairment is as defined under the Village's *Workplace Impairment Policy No. 08-2024*;
 - d) **Valid Driver's License** means a driver's license that has a future expiry date and is not suspended, cancelled, un-renewed or invalid for any reason;
 - e) **Vehicle** means any vehicle or mobile equipment owned, leased or rented by the Village;
 - f) **Work-related driving** means driving a Village vehicle, including when an employee is permitted to drive a vehicle home for on call duties.

DRIVER'S LICENSE REQUIREMENTS

4. While engaged in work-related driving, employees must possess a valid driver's license that is of the classification required for the type of vehicle or equipment being operated, and free from any restrictions potentially affecting their ability to comply with this Policy.
5. All employees who are required to drive Village vehicles shall provide a copy of their driver's license to be retained on their personnel file, including proof of renewal each year.
6. Driver's Abstract Requirements
 - a) A driver abstract shall be retained on file for drivers of any Village vehicle. The cost and application for the annual abstract shall be the responsibility of the Village. The employees to which this requirement applies shall authorize the Village to collect an annual driver's abstract on their behalf. This allows the Village to verify the employee's license status and ensure they have a clean driving record before entrusting them with a municipal vehicle.
 - b) Driver abstracts may also be requested:
 - i. When concerns have been raised about an employee's compliance with this Policy; or
 - ii. To confirm any period of loss of a driver's license.

If there is a cost increase to the Village's insurance policy because of an employee's driving record, that employee may either:

- i. Pay the amount of the policy increase to the Village;
- ii. Be moved into a position that does not require them to operate Village vehicles, if this is a viable option; or
- iii. Disciplinary action.

RESPONSIBILITIES

7. CAO is responsible for:
 - a) Ensuring a copy of each employee's driver's license is retained on their personnel file, including proof of renewal each year;
 - b) Add each employee to the Village's Auto Insurance Policy;
 - c) Collect an annual driver's abstract on the employees' behalf;
 - d) Ensuring that requirements for driver's licenses and driver's abstracts are met for employees;
 - e) Ensuring that employees receive appropriate training in the safe use of vehicles and equipment where required; and
 - f) Taking action to address concerns about employee driving behaviour and violations of this Policy.

8. Supervisors are responsible for:

- a) Assessing the vehicle requirements for their department, and for individual positions within their department;
- b) Providing and communicating information regarding the use of Village vehicles and equipment to the employees under their supervision;
- c) Ensuring that employees receive appropriate training in the safe use of vehicles and equipment where required;
- d) Taking action, in consultation with the CAO, to address concerns about employee driving behaviour and violations of this Policy.

9. ALL employees are responsible for:

- a) Knowing and understanding this Policy;
- b) Compliance with this Policy; and
- c) Taking every reasonable precaution to protect their own health and safety and that of other persons at the workplace when operating vehicles and equipment.

GENERAL DRIVING CONDUCT

10. While engaged in work-related driving, employees shall:

- a) Drive safely and courteously;
- b) Take every reasonable precaution to prevent accidents and damage to Village vehicles;
- c) No smoking or vaping in any Village vehicle;
- d) Follow all applicable driving laws and regulations (no cellphone usage, seatbelt must be worn, follow speed limit, all traffic signs, etc.);
- e) Have a valid driver's license;
- f) Not drive in an impaired state (see the Village's *Workplace Impairment Policy No. 08-2024*;
- g) Not allow non-Village employees as passengers in Village vehicles, unless prior authorization has been granted by the CAO;
- h) Report any damage or disrepair of a Village vehicle to their manager as soon as possible; and
- i) Report any accidents or damage to a Village vehicle to their manager as soon as possible and complete the *Vehicle Accident Investigation Report* (see Form 'B' attached to this Policy).

TRAFFIC INFRACTIONS

11. If an employee incurs a traffic ticket while driving a Village vehicle, they will be responsible for all costs associated with either paying or disputing the fine. Payment of fines may either be made directly by the employee, or if the ticket has been issued directly to the Village as the registered vehicle owner the Village may pay the fine and seek reimbursement from the employee through direct payment and/or payroll deduction.

12. If an employee experiences the loss or suspension of their driver's license they must inform their manager immediately and work with their manager to determine if a temporary change in work duties is feasible. The Village will work to reasonably accommodate the employee if viable, otherwise the manager may suspend the employee without pay for the duration of their license suspension.

ACCIDENT REPORTING

13. Should an employee be involved in an accident, cooperation in securing all the facts so a complete report may be compiled shall be required. If an employee is involved in a vehicle accident they shall proceed with the following steps:
 - a) If there is extensive damage or if there are any injuries call 911 as soon as possible;
 - b) Notify your supervisor and/or CAO as soon as possible;
 - c) Assist any injured persons if you are able;
 - d) Assist in traffic control at the scene of the accident if you are able and it is required;
 - e) Never admit responsibility or discuss the accident with anyone except the Village of Buena Vista officials or the investigating RCMP; and
 - f) A *Vehicle Accident Investigation Report* (see Form 'B' attached to this Policy) shall be completed as soon as possible. If possible obtain the following information:
 - I. License number of the Village vehicle involved in accident;
 - II. License number and make, model and year of the other vehicle involved in accident;
 - III. Name and contact of the driver of the other vehicle;
 - IV. Name and contact of any witnesses who may have seen the accident;
 - V. The names and number of any passengers involved;
 - VI. The condition of the road (skid marks, ice, etc.); and
 - VII. The correct location of the accident.
 - g) If the employee is charged by the RCMP, the Village solicitor should be consulted before entering a plea.

VIOLATIONS AND DISCIPLINARY ACTION

14. The following violations may result in disciplinary action up to, and including, termination:
 - i. Driving behaviour that deliberately or negligently exposes the Village to significant risk or damage;
 - ii. Failing to follow applicable traffic laws, whether or not a ticket has been issued;
 - iii. Misrepresenting driving qualifications;
 - iv. Driving while prohibited by law, including with an expired or suspended driver's license;
 - v. Failing to inform their supervisor and CAO of any work-related driving accident;
 - vi. Supplying false or misleading information in an accident report form; or

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- vii. Failing to inform their supervisor and CAO of a driver's license suspension when driving is a required part of their duties.

15. Any violation of this Policy shall be addressed by the CAO and/or Council through the Village's *Disciplinary Policy No. 07-2024*.

CONFIDENTIALITY

16. The Village handles personal information contained in an employee's driving record in strict confidence. Access to this information will be limited to those involved in making decisions related to hiring, discipline or changes in an employee's job position, or in overseeing the Village's Auto Insurance Policy.

APPENDIX

17. *Employer Abstract Authorization Form – Form "A"* (subject to change as per SGI <https://sgi.sk.ca/driver-records-abstracts>)

18. *Vehicle Accident Investigation Report – Form 'B'*

POLICY REVIEW

19. 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

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

Mayor

Chief Administrative Officer

EMPLOYER ABSTRACT AUTHORIZATION FORM 'A'



Employer Abstract Authorization Form

2260 - 11th Avenue
Regina, SK S4P 2N7

I, the undersigned driver, hereby authorize Saskatchewan Government Insurance to disclose all information concerning my driving record including all personal and National Safety Code (NSC) commercial convictions, motor vehicle collisions, CVSA (on road) inspections when indicated and my driving status. This authorization is for the duration of my employment with the company noted below:

Section 1: Contact information

Company name: _____ Contact name: _____
Daytime contact number: _____

Section 2: Delivery instructions Please choose one of the options below.

Mailing address: _____
Fax number: _____ Email address: _____

Section 3: Payments

There is a \$15 fee for each abstract requested. All payments payable to SGI.
If mailing your request, please pay by cheque or money order to the address below.
If faxing or emailing your request, payment can be made by credit card. We will contact the number provided to get credit card information over the phone.

Section 4: Driver information Driver/Plate record will not be released without the driver's authorized signature and date.

NSC/CDA	Driver's full name	Birthdate dd/mm/yyyy	SK driver's licence #	Driver signature	dd/mm/yyyy
Yes No					
Yes No					
Yes No					
Yes No					
Yes No					
Yes No					
Yes No					
Yes No					
Yes No					

Records are issued for a minimum of 5 years, however they are available from January 1, 1995. Unless otherwise stated, the maximum number of years will be used.

Please indicate the number of years required: _____ Date of request: _____

Mail request To:
Saskatchewan Government Insurance
Driver Abstracts
2260 - 11th Avenue
Regina, Saskatchewan S4P 2N7

Fax request To:
306-775-6681
Saskatchewan Government Insurance
Driver Abstracts

Email request To:
Fully completed and signed
form can be scanned and
emailed to drabst@sgi.sk.ca

VEHICLE ACCIDENT INVESTIGATION REPORT FORM 'B'

Name of employee:		Date of Accident:			
Position:		Time of Accident:			
Phone:		Date reported:			
Village vehicle involved in accident: (including license plate)					
Location – physical address, or road or highway name with reference to nearby identifiable feature:					
Type of Accident: <input type="checkbox"/> Near miss <input type="checkbox"/> Multi-vehicle collision <input type="checkbox"/> Pedestrian <input type="checkbox"/> Single vehicle collision <input type="checkbox"/> Reversing					
Type of Roadway: <input type="checkbox"/> Worksite <input type="checkbox"/> Rural road <input type="checkbox"/> Highway <input type="checkbox"/> Parking lot <input type="checkbox"/> Residential street <input type="checkbox"/> Other: <input type="checkbox"/> Pedestrian					
Roadway Features: <input type="checkbox"/> Straight <input type="checkbox"/> 4-way intersection <input type="checkbox"/> Other (describe below): <input type="checkbox"/> Curve-left <input type="checkbox"/> 3-way intersection <input type="checkbox"/> Curve-right <input type="checkbox"/> Uncontrolled <input type="checkbox"/> Steep grade <input type="checkbox"/> Marked crosswalk					
Weather Conditions: <input type="checkbox"/> Clear <input type="checkbox"/> Rain <input type="checkbox"/> Snow <input type="checkbox"/> Fog		Road Conditions: <input type="checkbox"/> Dry <input type="checkbox"/> Ice <input type="checkbox"/> Wet <input type="checkbox"/> Mud <input type="checkbox"/> Snow accumulation <input type="checkbox"/> Other: <input type="checkbox"/> Slush			
Visibility Conditions: <input type="checkbox"/> Good <input type="checkbox"/> Sunset <input type="checkbox"/> Other: <input type="checkbox"/> Poor <input type="checkbox"/> Night <input type="checkbox"/> Sunrise <input type="checkbox"/> Obstructions					
Information about vehicles involved		Number of vehicles involved:		Number of non-work vehicles involved:	
Vehicle	Owner (name)	Driver (name)	Make/Model	License Plate	
#1					
#2					
#3					

<p>What happened?</p> <p>Before the incident: Describe circumstances, conditions, decisions, actions and events that happened before the accident itself, but are relevant to or had bearing upon the crash.</p>
<p>The incident: Describe the sequence of events of the accident. Make notes to identify relevant photos, sketches, diagrams and other supporting documents.</p>

Determine immediate causes: Choose the category and then describe the unsafe or substandard acts, practices, or conditions that lead directly to accident, or had significant bearing on it.

Substandard Conditions

Vehicle Conditions

- ☐ Not fit for purpose
- ☐ Unsafe operating condition
- ☐ Safety features absent or inoperable
- ☐ No winter tires
- ☐ Worn or damaged tires
- ☐ Faulty breaks
- ☐ Faulty lights
- ☐ Cracked/damaged windshield
- ☐ Incorrect/inoperable equipment
- ☐ Poor housekeeping – cab
- ☐ Improper maintenance
- ☐ Other

Environmental Conditions

- ☐ Adverse weather
- ☐ Poor lighting (sun, dark)
- ☐ Poor visibility (fog, etc.)
- ☐ Excessive noise
- ☐ Temperature extremes
- ☐ Road surface, obstructions
- ☐ Road design or maintenance
- ☐ Other

Other Conditions

- ☐ Actions of other driver(s)
- ☐ Actions of pedestrian or cyclist
- ☐ Defective vehicle
- ☐ Violence from passenger or other
- ☐ Poor communications
- ☐ Medical condition – driver
- ☐ Poor vision or hearing – driver
- ☐ Inadequate traffic control
- ☐ Wildlife/animals on road
- ☐ Other

Substandard Acts and Practices

Standard Acts

- ☐ Driving while distracted
- ☐ Following too close
- ☐ Ignoring traffic control devices
- ☐ Failing to yield/stop
- ☐ Improper passing
- ☐ Speeding: too fast for conditions
- ☐ Not wearing seatbelt
- ☐ Insufficient skill/competency
- ☐ Inattention/complacency
- ☐ Improper backing/reversing
- ☐ Does not know operating procedure
- ☐ Other:

Substandard Practices

- ☐ Impairment – fatigue, alcohol or drugs
- ☐ Inadequate training or orientation
- ☐ Driver not familiar with route
- ☐ Poor/unrealistic scheduling
- ☐ High-risk route or intersection
- ☐ Insufficient rest breaks
- ☐ Irregular/unpredictable schedules
- ☐ Vehicle not inspected before use
- ☐ Improper loading/securement
- ☐ Improper use of equipment
- ☐ Other

Underlying causes: Describe gaps, deficiencies, circumstances, conditions, decisions or acts that contribute to the accident. Explain the underlying reasons that the immediate causes exist or occurred. From the list below, choose all that apply.

Basic Cause	Describe	Basic Cause	Describe
<input type="checkbox"/> Inadequate hazard identification or risk assessment <input type="checkbox"/> Inadequate or ineffective control measures <input type="checkbox"/> Inadequate policy, procedures or practices <input type="checkbox"/> Incomplete implementation of policy or procedure <input type="checkbox"/> Inadequate training or orientation <input type="checkbox"/> Inadequate process for confirming driver competency <input type="checkbox"/> Inadequate work planning <input type="checkbox"/> Inadequate management oversight or supervision <input type="checkbox"/> Inadequate purchasing standards or specifications <input type="checkbox"/> Inadequate or incomplete communications		<input type="checkbox"/> Inadequate vehicle inspections <input type="checkbox"/> Inadequate vehicle maintenance <input type="checkbox"/> inadequate system for reporting or correcting safety issues <input type="checkbox"/> Employee not empowered to make driving-critical decisions <input type="checkbox"/> Inadequate experience, knowledge or skill <input type="checkbox"/> Fatigue – task load/duration or lack of rest <input type="checkbox"/> Mental/physical stress or illness <input type="checkbox"/> Misconduct – intentional or unintentional <input type="checkbox"/> Other	

Corrective Actions

Actions	Assigned To	Target Completion	Date Completed	Verified by

Review and Investigation

Role	Print Name	Signature	Date



VILLAGE OF BUENA VISTA POLICY

Department:	Health & Safety	Policy No.: 16-2024	Resolution:
Title:	<u>VIDEO</u> <u>SURVEILLANCE</u>	Effective Date:	August 27, 2024
		Last Review Date:	
Next Review Date:	August 2025	Revised Date:	

PURPOSE

1. The purpose of this Policy is to describe acceptable installation and use for real time and stored image video surveillance in the Village of Buena Vista spaces or municipal buildings.

GUIDELINES

2. Video surveillance equipment shall be installed for the following purposes:
 - a) To assist in efforts to maintain personal safety of Council, employees and members of the public on Village property;
 - b) To provide a visual deterrent to crime;
 - c) To increase the likelihood of identification of person(s) who may commit crimes; and
 - d) To assist in protecting Village assets.

DEFINITIONS

3. In this Policy
 - a) **Authorized personnel** means an employee who has been authorized by Council to be the custodian of video surveillance information with the ability to access surveillance information;
 - b) **CAO** means the Administrator as appointed by Council in accordance with *The Municipalities Act*;
 - c) **LAFOIP** means *The Local Authority Freedom of Information and Protection of Privacy Act*;
 - d) **Personal information** means as defined in Section 23 of LAFOIP;
 - e) **Privacy impact assessment** means a tool that is used to address potential privacy risks that may occur;
 - f) **Public areas** means any public area located within the Village of Buena Vista including, but not limited to, municipal buildings, streets, facilities, parks, or municipal reserve lands;

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- g) **Video surveillance** means any video surveillance technology including, but not limited to, video cameras, closed circuit cameras, digital cameras, still frame cameras, or time-lapse cameras, that enables continuous or periodic recording, viewing or monitoring of public areas;

RESPONSIBILITIES

- 4. Council shall be responsible to:
 - a) Approve the Policy and any subsequent amendments; and
 - b) Appoint the CAO as the custodian of the surveillance system program.
- 5. CAO, or their designate, shall be responsible to:
 - a) Ensure the requirements of this Policy are adhered to;
 - b) Ensure any new legislation and guidelines pertaining to the use of video surveillance is incorporated into this Policy as required;
 - c) Delegate authority to maintain the system;
 - d) Have access to all real-time and recorded images resulting from video surveillance;
 - e) Track all access to recorded information; and
 - f) Receive and approve the requests for video surveillance installation and access to video surveillance records.

VIDEO SURVEILLANCE SYSTEMS

- 6. Video surveillance systems shall only be used for the purposes as defined in this Policy.
- 7. Implementation and operation of video surveillance systems shall minimize privacy intrusion.
- 8. Video surveillance systems may operate at any time in a 24-hour period.
- 9. Equipment shall only be installed to monitor those spaces that have been identified as requiring video surveillance including, but not limited to:
 - a) Providing a safe and secure working environment for Council and administration;

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- b) Providing a safe environment for the general public;
 - c) Areas storing municipal cash, cheques, municipal seal and records;
 - d) Municipal buildings or facilities with essential equipment or high value assets; and
 - e) Any municipal building or space that has been identified to have a moderate to high risk of crime.
10. No person shall adjust cameras to overlook spaces that are not intended to be covered by video surveillance.
 11. Equipment shall never monitor spaces where the public and employees have a higher expectation of privacy, such as, but not limited to, washrooms or changing rooms.
 12. Video surveillance equipment, including monitors, shall be located in a controlled access area where only authorized personnel shall have access to equipment.
 13. The Village shall post signs, visible to members of the public, at all entrances or be prominently displayed on the perimeter of the grounds under video surveillance stating that the area is under video surveillance.

STORAGE OF INFORMATION

14. All personal information and data collected through use of video surveillance systems shall be property of the Village.
15. Video surveillance shall be recorded in a private digital location, only authorized personnel shall have access to the information.
16. Where the video surveillance detects possible criminal activity or breach of a statute or bylaw that could lead to a penalty, the information will be retained and stored for a minimum period of one (1) year after use.
17. Records will automatically be deleted and purged at the expiry of the retention period unless otherwise retained as evidence.

DISCLOSURE OF INFORMATION

18. Video surveillance information shall only be disclosed pursuant to LAFOIP.

-
19. The CAO may disclose video surveillance to law enforcement as part of an investigation or legal proceedings;
- a) Where law enforcement is conducting an investigation on behalf of the Village, the CAO may disclose any video surveillance or records as required.
 - b) Where law enforcement is conducting an investigation on behalf of a third-party, the CAO shall only disclose any video surveillance or records with a valid judicial production order.
20. The Village shall not publicly release video surveillance information such as, but not limited to, via social media or the Village website.

VIOLATIONS AND DISCIPLINARY ACTION

21. 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

22. 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

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

Mayor

SEAL

Chief Administrative Officer

TO THE COUNCIL OF THE VILLAGE OF BUENA VISTA

WEEKLY REPORT 2024-08-14

1154 Highwood Ave. – The office notified me that the property had been remediated. Upon inspection, the grass was cut on the empty lot. Close file.

100 Little Grand Ave. – Upon inspection, the junk vehicle has been removed from the lot. Close file.

540 Pleasant Ave. – There have not been any further reports of racoons on this property. Close file.

161 Woodland Ave. – The office received a report of overflowing sewage on this lot. They attempted to contact the owner, but ended up leaving a message on his phone directing him to immediate have the tank pumped. I spoke to the complainant who told me that on Aug 13, they could smell and observed sewage from the holding tank overflowing into the long ditch adjacent to the driveway into the residence. When I went to property, I did not smell or observe sewage, but it had rained heavily the previous night. I recommended to the office that the water be turned off immediately and not turned back on until the property owner could make arrangement with myself, the public works foreman or a public health inspector to verify the holding tank was functioning properly.

1131 Shady Lane – The office notified me that the dog owner at this address was in and paid the NoV of \$100. Close file.

1279 Grand Ave. – The office received a report that storm water from this address was being directed into the neighbouring property at 1285 Grand Ave. Upon inspection, there was a new residence recently constructed at 1279 Grand Ave. with storm drainage piping running along the side of the residence. A recent rain made the area a quagmire. I will be contacting the complainant for details.

118 Lakeview Cres. – The office received a report of nuisance barking at this address. Specifically described as barking and howling during the day and early evening. Upon inspection, there was dog on the premises barking and howling when I knocked. No one answered the door. The phone numbers provided were no longer connected. I will be issuing and posting warning ticket #495. This warning is also to be served by regular mail and on-going inspection.

Bob Gourlay – Bylaw Officer - Regional Bylaw Services

TO THE COUNCIL OF THE VILLAGE OF BUENA VISTA

WEEKLY REPORT 2024-08-24

118 Lakeview Cres. – (Aug 16/24) No one answered the door when I knocked. I posted warning #495 regarding nuisance barking on the door glass.

161 Woodland Ave. – (Aug 16/24) The complainant called me and I met with him regarding the overflowing sewage at this location. (see notes in tracker)

1133 Grand Ave. – The office received a report of nuisance barking at this address. I spoke to the occupant, who acknowledged her dog did bark at passers by. The dog was barking loudly at me during the time that I spoke with the occupant. I explained to her, the responsibility under the bylaw to ensure the dog does not cause a nuisance by barking. I said I would follow up with a written warning and have the office include a copy of the Animal Control Bylaw. I asked her to review the bylaw to fully understand the responsibilities of dog owners (video on file). I issued warning #496 for service by regular mail and ongoing inspections. *Notice to Admin. Include a copy of the Animal Control Bylaw with this warning.*

Lic. 056 NGX – I observed a grey, Volkswagen GTI, with a “For Sale” sign, parked on the RoW at the intersection of the village access road and Hwy 254. I called the number on the sign and directed the owner to remove the vehicle or risk it being towed (audio on file).

1279 Grand Ave. – I met with the property owners and we jointly conducted an inspection in regards to a drainage contravention report. The downspouts from the front of the residence were directed into corrugated 4” plastic piping that emptied into the RoW on Grand Ave. The downspout at the rear of the property was directed away from the residence, but the grading then directed the storm water it into the neighbouring lot. The property owner told me he would get more piping and extend that storm water along the side of his house and into the RoW on Grand Ave. I said I would follow up in two weeks time (video on file).

208 Edgewood Dr. – Upon inspection, there are outcropping of foxtails and other weeds in the front of this property. It does need attention. I issued warning # 497 for service by regular mail and re-inspection Sept11/24.

Bob Gourlay – Bylaw Officer - Regional Bylaw Services

Melissa Pollock

From:

Sent: August 23, 2024 8:47 AM
Subject: Strengthening Front-Line Policing & Recruitment Efforts
Attachments: Policing in Saskatchewan.pdf; SMS Community Update (August 2024).pdf; Blackmore, R.pdf; Paul Merriman - Evan Bray - August 12, 2024.m4a

Dear Community Leader,

I hope this message finds you well. Please find attached several important documents for your review:

- A letter from Minister Merriman and Assistant Commissioner Rhonda Blackmore expressing support for the RCMP and other police services in our province.
- A letter from the Minister of Finance to the RCMP, detailing a commitment to additional funding for front-line police officers.
- A fact sheet on the Saskatchewan Marshals Service (SMS).
- The audio recording of Minister Merriman's interview with Evan Bray regarding the SMS.

Should you have any questions or require further information, please don't hesitate to reach out to Minister Merriman's office via email at ministercpps@gov.sk.ca or by phone at 306-787-0284.

Thank you for your continued leadership and support.

Best regards,

Hillary Pachal

Communications Ministerial Assistant to the
Honourable Paul Merriman
Minister of Corrections, Policing and Public Safety
Room 345, 2405 Legislative Drive
Regina, SK S4S 0B3
Office: 306-787-1003



Government
of
Saskatchewan
Minister of Corrections,
Policing and Public Safety
Legislative Building
Regina, Canada S4S 0B3

August 23, 2024

Dear Community Leader,

Our government has provided significant funding increases to policing initiatives across the province to help ensure the safety and security of all residents. We have introduced several new specialized teams, operated by both the RCMP and our municipal partners, including our Crime Reduction Teams, Warrant Enforcement and Suppression Teams, and Trafficking Response Teams. We have also made significant funding commitments to our Provincial Police Service, the RCMP. By increasing our police presence across the province, we aim to deter crime and create safer communities.

Recently, our government provided a letter to RCMP Assistant Commissioner Rhonda Blackmore, signed by the Minister of Finance, outlining our financial commitment to RCMP "F" Divisions recruitment efforts. Our government will fund an additional \$28 million, on top of the existing \$228 million already provided for front line police officers, should the RCMP provide them. This commitment was made from discussions with both RCMP and the National Police Federation, whom we have met with numerous times.

Assistant Commissioner Blackmore has stated that this funding commitment is truly a "game changer" for the RCMP in Saskatchewan. With this funding she is optimistic for increases to the number of RCMP members within the Saskatchewan RCMP as they are now able to fill all provincial policing positions as additional resources are identified to come into the province.

Our government has also introduced the Saskatchewan Marshals Service (SMS), a complementary police service that will work in tandem with the RCMP and our municipal partners to better serve your communities. Its mission includes addressing gangs, rural crime, illegal weapons, and drugs, as well as apprehending high-risk individuals and offenders with outstanding warrants. The SMS will **complement, not replace**, the RCMP, which will continue to serve as the police of jurisdiction for the province.

Community Leader
August 23, 2024
Page 2

Through these significant investments and collaborative efforts, we are committed to building an even stronger police presence across Saskatchewan. By lifting all police agencies across the province and by enhancing patrols, and improving response times, we are building a brighter future where everyone can feel safe.

Sincerely,



Paul Merriman
Minister of Corrections, Policing
and Public Safety



Rhonda Blackmore
Commanding Officer RCMP
"F" Division

cc: Ray Orb, President of the Saskatchewan Association of Rural Municipalities
Randy Goulden, President of the Saskatchewan Urban Municipalities Association



SASKATCHEWAN
MARSHALS
SERVICE
POLICE

Saskatchewan Marshals Service Community Update

Date: **2024-08-23**

- The Saskatchewan Marshals Service (SMS) continues to progress nicely and has been successful in meeting established timelines.
- The SMS continues to make progress in hiring key positions. In September several senior leadership positions including the Deputy Chief Marshal (Rich Lowen) along with two superintendents and two inspectors and one Director (Operational Support Services) will be appointed and start their roles within the service.
- The SMS anticipates that the active recruiting of Marshals (frontline police officers) will commence within the month or very early in September. The SMS will be seeking Experienced Police Officers in the first round of recruiting.
- The SMS has made great progress related to the branding and look of the organization. The official crest and logos along with vehicle markings have been finalized. A press release through traditional and social media was made providing the public with a sneak peek on what the SMS vehicles will look like.
- The SMS leadership continues to engage routinely with key stakeholders, partners and subject matter experts including municipal and rural municipal governments, SARM, SUMA, and First Nations and Metis representatives.
- The SMS is currently completing a process to identify locations for several field offices throughout the province. This work is expected to be completed in November 2024.
- The SMS still anticipates being operational in 2026.

For more information contact:

Robert (Rob) Cameron
Chief Marshal
Saskatchewan Marshals Service



Government
— of —
Saskatchewan
Minister of Finance
Legislative Building
Regina, Canada S4S 0B3

March 28, 2024

Ref # 2024 – 93

Rhonda Blackmore, Assistant Commissioner
Commanding Officer, RCMP "F" Division
Bag Service 2500, 6101 Dewdney Avenue
REGINA SK S4P 3K7

Dear Rhonda Blackmore:

The Government of Saskatchewan is committed to addressing crime and building and protecting safe communities for all citizens in the province.

The Government of Saskatchewan will continue to work with you to help address the gaps in recruiting and retaining RCMP officers in Saskatchewan. We are committing to your recruiting efforts by authorizing funding for newly hired regular member police officers in Saskatchewan. As more regular member police officers are recruited and hired in "F" Division, up to the authorized annex of the provincial police service, our province will fund them.

Our government remains firmly committed to prioritizing placements within the uniformed front-line roles of "F" Division. We would like to see a strong push towards filling our provincially sponsored specialty team fenced positions, and I would also like to express my strong support for F Division's efforts to recruit indigenous people into their ranks in Saskatchewan.

I am confident that the RCMP "F" Division's staffing efforts and our related funding commitments will ensure vacancies are filled throughout Saskatchewan. As more regular members are recruited and hired in "F" Division, up to the authorized annex, I want to assure you that our government will fund them.

The following table, provided by you, outlines our government's financial commitment to the authorized regular member annex of RCMP "F" Division.

Number of regular member police officers added	Estimated Cost (at 70%)
50	\$7,750,000
100	\$15,500,000
150	\$23,250,000
180	\$27,900,000

The estimated costs above are reflective of current salary costs and do not include future negotiated salary increases, inflation on goods and services, or start-up costs.

By way of this letter, I want to ensure our government's continued financial commitment under the Provincial Police Services Agreement results in recruiting, staffing, and retention.

Thank you for being a committed partner dedicated to public safety in Saskatchewan. I look forward to our continued relationship.

Sincerely,



Donna Harpauer
Deputy Premier and Minister of Finance

cc: The Honourable Dominic Leblanc, Minister of Public Safety, Democratic Institutions
and Intergovernmental Affairs
The Honourable Paul Merriman, Minister of Corrections, Policing and Public Safety
Mike Duheme, Commissioner, Royal Canadian Mounted Police
Brian Sauve, President, National Police Federation
Dale Larsen, Deputy Minister, Ministry of Corrections, Policing and Public Safety
Corey Zaharuk, Assistant Deputy Minister, Policing and Community Safety Services

Cate McConnell

From:
Sent: August 23, 2024 9:39 AM
To: Cate McConnell
Subject: Saskatchewan Call to Action Release
Attachments: SK CTA Letter_.pdf

Dear Mayor McLennan and Buena Vista Council,

Earlier this month, the National Police Federation released a list of municipalities and organizations across Saskatchewan that have signed a call to action. This call urges the province to pause investment in the Saskatchewan Marshals Service until key constituents and residents are engaged and a comprehensive plan—detailing costs and anticipated impacts—is released.

I have attached the Call to Action document for your review. If your municipality would like to join this initiative, please let me know, and we will add your name to the growing list of supporters.

Kind regards,

Breanna Cera Emard

Breanna Cera Emard

Government Relations Coordinator/ Coordonnatrice des relations gouvernementales

National Police Federation | Fédération de la Police Nationale

514-891-8794

npf-fpn.com

**NATIONAL
POLICE
FEDERATION**



**FÉDÉRATION
DE LA POLICE
NATIONALE** TM



The mission of the National Police Federation is to provide strong, professional, fair and progressive representation to promote and enhance the rights of RCMP Members. La mission de la Fédération de la police nationale est de fournir une représentation forte, professionnelle, juste et progressive afin de promouvoir et faire avancer les droits des Membres de la GRC.

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