



Village of Buena Vista

**Regular Council Meeting MINUTES**

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

**Council Chambers 1050 Grand Ave Buena Vista, SK**

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

**Present:** *Mayor Karen Smith, Councillor Bob Sax, Councillor Spence Miller*

**In Attendance fr 8:47 p.m.:** *Councillor Chris Duke*

**Absent:** *Councillor Steve Schultz*

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

**1. CALL TO ORDER**

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

**2. ADOPTION OF AGENDA**

**2.1 RESOLUTION NO. 295/25**

Moved by Councillor Sax

*That the October 28, 2025 Regular Meeting of Council Agenda be adopted as presented.*

CARRIED

**3. CONFLICT OF INTEREST DECLARATION**

No conflicts of interest were declared.

**4. ADOPTION OF MINUTES**

**4.1 RESOLUTION NO. 296/25**

Moved by Councillor Miller

*THAT the September 23 , 2025 Regular Meeting of Council Minutes be adopted as presented.*

CARRIED

**5. BUSINESS ARISING FROM THE MINUTES**

No business arising from minutes.

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

- Remembrance Day ceremony at South Shore School – November 6<sup>th</sup>
- Indoor Farmer's Market at South Shore School – December 7<sup>th</sup>
- Mature Driver Course – October 29<sup>th</sup>

**7. DELEGATION**

No delegation.

**8. FINANCIALS**

**8.1 LIST OF ACCOUNTS FOR APPROVAL**

RESOLUTION NO. 297/25

Moved by Councillor Miller

*THAT Council approves the following accounts for payment: AP Batches 2025-00096 to 2025-00098 in the amount of \$83,991.27 and 2025-00099 to 2025-00102 in the amount of \$17,503.97, which includes all cheques, credit card, automatic withdrawals, EFT and online payments for a total amount of \$101,495.24.*

CARRIED

**8.2 PAYROLL**

RESOLUTION NO. 298/25

Moved by Councillor Sax

*THAT Council approves the following payrolls:*

- *Public Works September 14-27, 2025 in the amount of \$6,345.30;*
- *Public Works September 28-October 11, 2025 in the amount of \$7,139.20;*
- *Administration September 16-30, 2025 in the amount of \$4,921.62;*
- *Administration October 1-15, 2025 in the amount of \$5,069.21; and*
- *Council Remuneration September 2025 in the amount of \$1,079.50.*

CARRIED

**8.3 FINANCIAL STATEMENT**

RESOLUTION NO. 299/25

Moved by Councillor Miller

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

CARRIED

**9. REPORTS OF STAFF**

**9.1 ADMINISTRATION REPORT**

RESOLUTION NO. 300/25

Moved by Councillor Sax

*THAT Council has reviewed the Administration Report for the period of September 16 – October 22, 2025, received clarification on certain matters, and hereby accepts the report as information and files it accordingly.*

CARRIED

**9.2 PUBLIC WORKS REPORT**

RESOLUTION NO. 301/25

Moved by Councillor Sax

*THAT Council has reviewed the Public Works Report for the period of September 16 – October 22, 2025, received clarification on certain matters, and hereby accepts the report as information and files it accordingly.*

CARRIED

**9.3 WATER TREATMENT PLANT DAILY RECORD**

RESOLUTION NO. 302/25

Moved by Councillor Sax

*THAT Council has reviewed, accepts and files Water Treatment Plant Daily Operations for the period of September 2025 as presented, and FURTHER THAT the Mayor and CAO be authorized to sign off on the report as required and filed as part of the official record.*

CARRIED

**10. REPORTS OF COUNCIL**

Councillor Spence reported that the Library Board has received a new sign for the building, and two new directional signs, and the ongoing heating issues in the building has now been resolved.

There is an author reading on November 9<sup>th</sup> from 1-3:00 p.m.

**11. BOARDS & COMMITTEES**

**11.1 JOINT USE COMMITTEE MINUTES – September 29, 2025**

RESOLUTION NO. 303/25

Moved by Councillor Miller

*THAT Council approves and files the draft IMUC Minutes of September 29, 2025.*

CARRIED

Action: Council discussed having an alternative named to the Board and will implement this for next year's appointments.

**11.2 BUENA VISTA PARKS & RECREATION BOARD MINUTES – October 7, 2025**

RESOLUTION NO. 304/25

Moved by Councillor Sax

*THAT Council approves and files the Buena Vista Parks & Recreation Board Minutes of October 7, 2025.*

CARRIED

**12. UNFINISHED BUSINESS**

**13. NEW BUSINESS**

**13.1 RESOLUTION NO. 305/25**

Moved by Councillor Sax

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

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

CARRIED

**13.2 RESOLUTION NO. 306/25**

Moved by Councillor Miller

*THAT Council decide to maintain that no road maintenance is provided on the private road of Lot B Plan 101339782; and FURTHER THAT Administration respond, in writing, to the property owner clarifying that the road is not municipally assumed and that the presence of signage does not confer responsibility; that municipal maintenance on a private road presents liability risks and is not recommended unless ownership is transferred which would be a significant cost to the property owner; municipal services funded through property taxation; maintenance plan for the highway ditch; that Administration will determine jurisdiction with Ministry of Highways Regional Office and request a road name for the purpose of civic addressing by following the Highway Naming Procedure Policy so the property owners can have a legal address for wayfinding, post office boxes, etc.*

CARRIED

**13.3 RESOLUTION NO. 307/25**

Moved by Councillor Sax

*THAT Council approve the municipal office and Public Works department annual holiday closure of December 24<sup>th</sup> through January 1<sup>st</sup>, reopening January 2<sup>nd</sup> (or next business day if lands on a weekend) each year; and THAT all employees are required to use vacation time for this closure; and FURTHER THAT Administration formally writes this closure into the Human Resources Policy Manual, thereby making it an ongoing, approved closure that does not require annual Council resolutions.*

CARRIED

13.4 RESOLUTION NO. 308/25

Moved by Councillor Miller

*THAT Council make the following resolution:*

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

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

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

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

CARRIED

13.5 RESOLUTION NO. 309/25

Moved by Councillor Sax

*THAT Council direct Administration to write a letter to the ask the Government to commit to a fully transparent, public process involving input and hearings from all stakeholders in all regions as it pertains to the Canada Post Corporation Review.*

CARRIED

13.6 RESOLUTION NO. 310/25

Moved by Councillor Miller

*THAT Council decide to include the question on whether or not golf carts should be allowed on the walking path in the upcoming community-wide survey so that all residents have the opportunity to share their input; and FURTHER THAT feedback collected will be carefully considered as part of the upcoming bylaw reviews and update process, giving consideration to community preferences and safety considerations.*

CARRIED

13.7 RESOLUTION NO. 311/25

Moved by Councillor Miller

*THAT Council direct Administration to respond with a letter to the property owner who raised concerns regarding correspondence they received from the office about the improper discharge of sewage, including an apology that a phone call was not made prior to the letter being sent, and explain that the letter was intended as a courtesy notice rather than a bylaw enforcement action; and FUTHER THAT administration put together an educational reminder in our communications to emphasize the impacts of improper sewage discharge and tips on how it can be prevented.*

CARRIED

13.8 RESOLUTION NO. 312/25

Moved by Councillor Sax

*THAT Council decide to reschedule the Board Development Workshop in the new year; and FURTHER THAT invites go out to all boards when rescheduled.*

CARRIED

**14. BYLAWS & POLICIES**

14.1 Policy No. 05-2025 Tax Abatement – Pending and will be brought back to next Council meeting

14.2 RESOLUTION No. 313/25

Moved by Councillor Miller

*THAT Council approve and adopt Policy No.06-2025 Discretionary Use Policy & Procedure as amended under Section 6.*

CARRIED

Councillor Duke was called into work before the start of the meeting and entered the meeting at 8:56 p.m. and was present for the remaining items.

14.3 RESOLUTION No. 314/25

Moved by Councillor Sax

*THAT Council read Bylaw No. 01/2025 A Bylaw of the Village of Buena Vista to Establish a Parks, Recreation & Culture Board a second time; and FURTHER THAT Administration incorporates the proposed amendments as it pertains to nominations, number of terms, grant administration, and financial records prior to third reading; and FURTHER THAT the revised bylaw will be discussed with to the Parks & Rec Board for final comment before Council discusses and considers 3<sup>rd</sup> Reading.*

CARRIED

**15. COMMUNICATIONS**

15.1 RESOLUTION NO. 315/25

Moved by Councillor Sax

*THAT Council receives and files the Regional Bylaw Services reports for September 24, October 8 and 22, 2025.*

CARRIED

**16. CLOSED SESSION**

16.1 RESOLUTION NO. 316/25

Moved by Councillor Duke

*THAT this meeting move to in camera at 9:11 p.m. to discuss a personnel matter involving an identifiable individual, as permitted under Section 120(2)(a) of The Municipalities Act and Section 16(1)(c) of The Local Authority Freedom of Information and Protection of Privacy Act.*

CARRIED

16.2 RESOLUTION NO. 317/25

Moved by Councillor Duke

*THAT this meeting return to open session at 9:46 p.m.*

CARRIED

**17. ADJOURNMENT**

17.1 *THAT this meeting be adjourned by Mayor Smith at 9:47 p.m.*



Mayor



Acting Chief Administrative Officer