

AGENDA
Village of Buena Vista
Regular Council Meeting on February 25, 2025 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 – February 11, 2025

FINANCIAL STATEMENTS

APPROVAL OF ACCOUNTS PAYABLE

- List of Accounts for Approval – Batch 2025-00017 to 2025-00020
- Payroll – Admin February 1-15, 2025; Public Works February 2-15, 2025

REPORTS OF STAFF

- Administration Report
- Public Works Report

UNFINISHED BUSINESS

- Auditor Engagement Letter
- Councillor Benefits
- Last Mountain Lake Cultural Centre Donation Request
- Business Cards & Name Tags

NEW BUSINESS

- 2024 Tax Arrears
- Sponsorship Request – Notice Nature Program

CORRESPONDENCE

- Regional Bylaw Services Weekly Report -February 19, 2025

OVERVIEW OF MEETING

ADJOURNMENT

**Village of Buena Vista
MINUTES OF REGULAR MEETING
FEBRUARY 11, 2025
1050 Grand Ave, Buena Vista, SK**

PRESENT: Mayor Karen Smith, Councillor Bob Sax, Councillor Spence Miller

ABSENT WITH REGRETS: Councillor Steven Schultz, Councillor Chris Duke

ADMINISTRATION: Acting Chief Administrative Officer Melissa Pollock, Victoria MacDonald, Planning & Development Contractor

CALL TO ORDER:

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

ADOPTION OF AGENDA:

052/25 THAT the February 11, 2025 agenda be adopted as presented with the following additions:

1. Governance Review
2. Business Cards & Name Tags
3. District Board of Revisions Appointment
4. Planning & Development Contractor – Subdivision Framework & Agreements moved to the next agenda item.

**Moved by Councilor Miller
Seconded by Councillor Sax**

CARRIED

053/25 THAT Council move to dispense of Seconders for the remainder of this meeting.

**Moved by Councilor Sax
Seconded by Councilor Miller**

CARRIED

054/25 THAT Council accept the Planning & Development Contractor verbal report; and FURTHER agree to have servicing agreements drafted before proceeding with the proposed subdivision to establish and outline what falls under the developer's obligations versus what remains the Village's responsibilities regarding infrastructure, costs, and maintenance.

Moved by Councillor Sax

CARRIED

ADOPTION OF MINUTES:

055/25 THAT the Minutes of the Regular Meeting of Council of January 28, 2025 be adopted as presented.

Moved by Councillor Miller

CARRIED

APPROVAL OF ACCOUNTS PAYABLE:

056/25 THAT Council approves the following accounts for payment: AP Batches 2025-00009 to 2025-00012, which includes all cheques, credit card, automatic withdrawals, EFT and online payments for a total amount of \$38,642.83.

Moved by Councillor Sax

CARRIED

057/25 THAT Council approves the following payrolls:
Administration January 16-31 in the amount of \$4,667.60
Council Remunerations January 1-31, 2025 in the amount of \$1,334.15
Public Works January 19 - February 1, 2025 in the amount of \$4,582.23

Moved by Councillor Miller

CARRIED

REPORTS OF STAFF:

058/25 THAT Council accept and file the Administration report as presented.

Moved by Councilor Miller

CARRIED

059/25 THAT Council accept and file the Public Works report as presented.
Moved by Councillor Sax
CARRIED

060/25 THAT Council accept and file the Water Treatment Plant Daily Record for January 2025 as presented.
Moved by Councillor Miller
CARRIED

UNFINISHED BUSINESS:

061/25 THAT Council table the Auditor Engagement Letter Signing until Council is present as a whole.
Moved by Councillor Sax
CARRIED

062/25 THAT Council table SUMA group benefits until all members of Council are present.
Moved by Councillor Sax
CARRIED

063/25 Council move the Waterworks Assessment & Cost Sharing Agreement to a Pending List.
Moved by Councillor Miller
CARRIED

064/25 THAT administration contact the Last Mountain Lake Cultural Centre to have them complete the new donation application for Council to review.
Moved by Councillor Sax
CARRIED

065/25 THAT Council have Administration arrange for a representative from Watershed Conservation & Management to present to council on their mission, objectives and activities.

Moved by Councillor Sax

CARRIED

066/25 THAT Council approve Councillor Steven Schultz, and Mayor Karen Smith to attend the SUMA Conference on April 13-16, 2025.

Moved by Councillor Sax

CARRIED

NEW BUSINESS:

067/25 THAT Council approve and adopt Donations Policy No. 01-2025 with the following amendments:

- Under Granting a Donation section: *“No donation requests over \$2,000 will be granted unless specifically authorized by Council in the form of a resolution”;*
- Under Administrative Responsibilities section: *“Administration shall make approvals for any donation requests up to \$2,000.” “Administration shall submit a report to Council for any donation over \$2,000...”*

Moved by Councillor Miller

CARRIED

068/25 THAT Council approve and adopt Municipal Credit Card Usage Policy No. 02-2025.

Moved by Councillor Miller

CARRIED

069/25 THAT Council understands that road conditions are an important concern for our community, however, after careful evaluation, Council has determined that paving roads is not the most suitable long-term solution for our community.

Moved by Councillor Sax

CARRIED

070/25 THAT Council approves and files the Buena Vista Parks & Recreation Board Minutes of February 4, 2025.

Moved by Councillor Sax

CARRIED

071/25 THAT Council accepts and files the Joint Use Committee Minutes of October 28, 2024.

Moved by Councillor Miller

CARRIED

072/25 THAT Council initiate a plan to start a review of all George Cuff resources, particularly governing documents, to guide the establishment of future protocols and processes.

CARRIED

072/25 THAT Council defer the discussion of name tags and business cards to the next meeting; and FURTHER THAT administration gathers pricing for Council to review.

Moved by Councillor Miller

CARRIED

074/25 THAT Council appoint the R.M. of Lumsden, Lumsden, Craven, Regina Beach, Buena Vista Certified District Board of Revision to be the Village of Buena Vista's Board for Assessment Rolls until such time that Council amends this appointment.

Moved by Councillor Sax

CARRIED

075/25

THAT Council receives and files the following communications:

- RCMP update
- Regional Bylaw Services Weekly Report – January 24, 2025
- Industrial Inquiry Commission Reviewing Canada Post
- SUMAssure 2025 AGM
- Saskatchewan Assessment Management Agency (SAMA) Annual Meeting

Moved by Councillor Miller

CARRIED

ADJOURNMENT:

076/25

THAT the Mayor adjourn the meeting at 10:10 p.m.

CARRIED

Mayor

Acting Chief Administrative Officer

Village of Buena Vista
Statement of Financial Activities - Detailed
For the Period Ending January 31, 2025

	Current	Year To Date	Budget	Variance	%
REVENUES					
TAXATION					
Municipal Taxes					
410-130-100 - Discount on Municipal Tax - Property	(4,276.47)	(4,276.47)		(4,276.47)	
	(4,276.47)	(4,276.47)	0.00	(4,276.47)	0.00
Penalties on Tax Arrears					
410-400-210 - Penalty on Mun Taxes Arrears - Propel	2,354.23	2,354.23		2,354.23	
	2,354.23	2,354.23	0.00	2,354.23	0.00
TOTAL TAXATION:	(1,922.24)	(1,922.24)	0.00	(1,922.24)	0.00
FEES AND CHARGES					
Custom Work					
420-100-110 - F&C - Custom Work - Snow Removal	170.00	170.00		170.00	
	170.00	170.00	0.00	170.00	0.00
Licenses and Permits					
420-700-210 - F&C - Dog Licenses	100.00	100.00		100.00	
	100.00	100.00	0.00	100.00	0.00
Other					
Tax Certificate					
420-800-100 - F&C - Tax Certificate	70.00	70.00		70.00	
	70.00	70.00	0.00	70.00	0.00
	70.00	70.00	0.00	70.00	0.00
TOTAL FEES AND CHARGES:	340.00	340.00	0.00	340.00	0.00
UTILITIES					
Water					
440-110-100 - Water - Water Sales	15,921.47	15,921.47		15,921.47	
440-140-100 - UT - Water - Connect/Disconnect Fee	75.00	75.00		75.00	
440-160-500 - UT -Water - Interest Charges	154.34	154.34		154.34	
440-190-900 - UT - Water - Infrastructure Charge	7,975.87	7,975.87		7,975.87	
	24,126.68	24,126.68	0.00	24,126.68	0.00
Sewer					
440-220-100 - Sewer - Sewer/Infrastructure Charges	3,445.02	3,445.02		3,445.02	
440-240-500 - Sewer - Interest Charges	15.75	15.75		15.75	
	3,460.77	3,460.77	0.00	3,460.77	0.00
TOTAL UTILITIES:	27,587.45	27,587.45	0.00	27,587.45	0.00
INVESTMENT INCOME AND COMMISSIONS					
Investment and Income Revenue					
470-100-110 - Deposit Interest	6,052.08	6,052.08		6,052.08	
	6,052.08	6,052.08	0.00	6,052.08	0.00
TOTAL INVESTMENT INCOME AND COMMIS	6,052.08	6,052.08	0.00	6,052.08	0.00

Report Date
02/21/2025 8:39 AM

Village of Buena Vista
Statement of Financial Activities - Detailed
For the Period Ending January 31, 2025

	<u>Current</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Variance</u>	<u>%</u>
TOTAL REVENUES:	32,057.29	32,057.29	0.00	32,057.29	0.00

Village of Buena Vista
Statement of Financial Activities - Detailed
For the Period Ending January 31, 2025

	Current	Year To Date	Budget	Variance	%
EXPENDITURES					
GENERAL GOVERNMENT SERVICES					
Wages & Benefits					
Wages					
510-110-220 - GG - Council Remuneration	1,340.00	1,340.00		(1,340.00)	
510-110-230 - GG - Salaries - Administrator	6,833.34	6,833.34		(6,833.34)	
510-110-235 - GG -Benefits-Administrator Superannu	307.50	307.50		(307.50)	
510-110-330 - GG - Salaries - Assistant	7,418.58	7,418.58		(7,418.58)	
	15,899.42	15,899.42	0.00	(15,899.42)	0.00
Benefits					
510-130-230 - GG - Benefits - Administrator	1,805.34	1,805.34		(1,805.34)	
510-130-231 - GG - Benefits - Council	5.85	5.85		(5.85)	
510-130-233 - GG - Benefits - Admin Superannuation	975.17	975.17		(975.17)	
510-140-330 - GG - Benefits - Assistant	2,315.97	2,315.97		(2,315.97)	
	5,102.33	5,102.33	0.00	(5,102.33)	0.00
	21,001.75	21,001.75	0.00	(21,001.75)	0.00
Professional/Contract Services					
510-230-100 - GG - Cont. - Insurance - General & Boi	30,270.00	30,270.00		(30,270.00)	
510-240-100 - GG - Memberships & Subscriptions	238.10	238.10		(238.10)	
510-240-110 - GG - Web Site	536.30	536.30		(536.30)	
510-260-100 - GG - Cont. - Tax Enforcement/Collectic	(2,340.00)	(2,340.00)		2,340.00	
510-290-100 - GG - Cont. - Bank Charges	507.85	507.85		(507.85)	
	29,212.25	29,212.25	0.00	(29,212.25)	0.00
Utilities					
510-300-110 - GG - Office - Heat	147.46	147.46		(147.46)	
510-300-120 - GG - Office - Power	124.80	124.80		(124.80)	
510-300-140 - GG - Office - Telephone/Fax	334.87	334.87		(334.87)	
510-300-155 - GG - Office Security System	29.95	29.95		(29.95)	
	637.08	637.08	0.00	(637.08)	0.00
Maintenance, Material and Supplies					
510-410-190 - GG - Office - Software & Maintenance	106.64	106.64		(106.64)	
	106.64	106.64	0.00	(106.64)	0.00
TOTAL GENERAL GOVERNMENT SERVICES	50,957.72	50,957.72	0.00	(50,957.72)	0.00
TRANSPORTATION SERVICES					
MAINTENANCE					
Wages & Benefits					
Wages					
530-110-120 - TS - Salaries - Foreman	8,999.60	8,999.60		(8,999.60)	
530-110-130 - TS - Salaries - Labourers	5,895.00	5,895.00		(5,895.00)	
	14,894.60	14,894.60	0.00	(14,894.60)	0.00
Benefits					
530-120-120 - TS - Benefits - Foreman	1,439.96	1,439.96		(1,439.96)	
530-120-123 - TS - Benefits - Labourers Superannuati	1,028.92	1,028.92		(1,028.92)	

Village of Buena Vista

Statement of Financial Activities - Detailed

For the Period Ending January 31, 2025

Report Date
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	Current	Year To Date	Budget	Variance	%
530-130-130 - TS - Benefits - Labourers	2,113.27	2,113.27		(2,113.27)	
	4,582.15	4,582.15	0.00	(4,582.15)	0.00
	19,476.75	19,476.75	0.00	(19,476.75)	0.00
Utilities					
530-300-110 - TS - Workshop - Heat	571.34	571.34		(571.34)	
530-300-120 - TS - Workshop - Power	243.53	243.53		(243.53)	
530-300-130 - TS - Workshop - Telephone	59.76	59.76		(59.76)	
530-310-200 - TS - Power - Edgewood	43.65	43.65		(43.65)	
	918.28	918.28	0.00	(918.28)	0.00
Maintenance, Materials & Supplies					
530-440-110 - TS - Sand	2,701.30	2,701.30		(2,701.30)	
	2,701.30	2,701.30	0.00	(2,701.30)	0.00
TOTAL MAINTENANCE:	23,096.33	23,096.33	0.00	(23,096.33)	0.00
TOTAL TRANSPORTATION SERVICES:	23,096.33	23,096.33	0.00	(23,096.33)	0.00
ENVIRONMENTAL SERVICES					
Professional/Contractual Services					
540-200-115 - EH- Lagoon Project Loan	5,696.31	5,696.31		(5,696.31)	
	5,696.31	5,696.31	0.00	(5,696.31)	0.00
TOTAL ENVIRONMENTAL SERVICES:	5,696.31	5,696.31	0.00	(5,696.31)	0.00
PLANNING AND DEVELOPMENT SERVICES					
Professional/Contractual Services					
560-210-100 - P&D - Cont. - Advertising	269.80	269.80		(269.80)	
	269.80	269.80	0.00	(269.80)	0.00
TOTAL PLANNING AND DEVELOPMENT SERVICES:	269.80	269.80	0.00	(269.80)	0.00
RECREATION AND CULTURAL SERVICES					
Utilities - Other					
570-340-110 - R&C - Utility - Power - Concession	43.65	43.65		(43.65)	
	43.65	43.65	0.00	(43.65)	0.00
TOTAL RECREATION AND CULTURAL SERVICES:	43.65	43.65	0.00	(43.65)	0.00
UTILITIES					
WATER					
Professional/Contractual Services					
580-250-100 - UT - Water - Memberships/Subscriptions	175.00	175.00		(175.00)	
580-290-100 - UT - Water - Laboratory Testing	43.80	43.80		(43.80)	
	218.80	218.80	0.00	(218.80)	0.00
Utilities					
580-300-170 - UT - Booster Station - Power	300.94	300.94		(300.94)	
580-300-180 - UT - WTP - Power	2,781.53	2,781.53		(2,781.53)	
580-300-195 - UT - WTP - Telephone/Alarm/Internet	112.72	112.72		(112.72)	

Village of Buena Vista
Statement of Financial Activities - Detailed
For the Period Ending January 31, 2025

	Current	Year To Date	Budget	Variance	%
	3,195.19	3,195.19	0.00	(3,195.19)	0.00
Maintenance, Materials and Supplies					
580-410-100 - UT - WTP Office/Cleaning Supplies	(1,846.64)	(1,846.64)		1,846.64	
580-410-110 - UT - Water Postage	1,368.75	1,368.75		(1,368.75)	
	(477.89)	(477.89)	0.00	477.89	0.00
TOTAL WATER:	2,936.10	2,936.10	0.00	(2,936.10)	0.00
TOTAL UTILITIES:	2,936.10	2,936.10	0.00	(2,936.10)	0.00
TOTAL EXPENDITURES:	82,999.91	82,999.91	0.00	(82,999.91)	0.00
CHANGE IN NET-FINANCIAL ASSETS					
Revenues	32,057.29	32,057.29	0.00	32,057.29	0.00
Expenditures	82,999.91	82,999.91	0.00	(82,999.91)	0.00
CHANGE IN NET FINANCIAL ASSETS	(50,942.62)	(50,942.62)	0.00	(50,942.62)	0.00
OPERATING SURPLUS/DEFICIT (Chg in Net Asst)	(50,942.62)	(50,942.62)	0.00	(50,942.62)	0.00
CHANGE IN GENERAL SURPLUS	(50,942.62)	(50,942.62)	0.00	(50,942.62)	0.00

ACCOUNT BALANCES	Current	Year to Date	Balance
Cash and Investments			
110-110-110 - Cash - On Hand - Petty Cash			250.00
110-110-120 - Cash - Bank Account	63,310.59	63,310.59	56,285.17
110-110-160 - Cash - Rec. Board			7,630.18
110-110-190 - Cash - Infrastructure	(28,947.92)	(28,947.92)	2,286,663.26
Total Cash and Investments:	34,362.67	34,362.67	2,350,828.61
Municipal Taxes Receivable			
110-200-100 - Municipal - Tax Receivable - Current	(13,188.02)	(13,188.02)	370,834.06
110-200-110 - Municipal - Tax Receivable - Arrears	(34,257.23)	(34,257.23)	(330,144.24)
Total Municipal Taxes Receivable:	(47,445.25)	(47,445.25)	40,689.82
Other Receivables			
110-310-100 - Accrued Interest			4,916.49
110-320-100 - Accounts Receivable	(3,525.81)	(3,525.81)	764.44
110-320-140 - Utility Accounts Receivable	(5,718.42)	(5,718.42)	21,573.35
110-320-190 - Sewer Accounts Receivable	(114.51)	(114.51)	1,107.29
110-340-110 - GST Receivable - 100% Rebate	383.60	383.60	43,059.66
Total Other Receivables:	(8,975.14)	(8,975.14)	71,421.23

**Village of Buena Vista
List of Accounts**
Batch: 2025-00017 to 2025-00020

Bank Code - AP - AP-General Oper

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
11214	02/25/2025	Muir Barber Ltd.			
Jan 2024		585-440-100 - UT - Sewer - Sup	Swr Pumpout -Fitting/Elbow	14.10	
		570-420-110 - R&C - Supplies -	Rink Door Supp -screws/po	41.92	
		530-410-100 - TS - Shop Suppli	Shop -Vehicle Snow Brush	23.84	
		530-410-100 - TS - Shop Suppli	Shop -Super Glue	7.92	
		530-410-100 - TS - Shop Suppli	Shop -Work Gloves	14.30	
		530-400-110 - TS - Shop - Office	Shop -Soap	3.81	
		110-340-110 - GST Receivable	Both Tax Code	4.99	
		900-110-110 - GST Paid	Both Tax Code	4.99 NL	110.88
11215	02/25/2025	Papa Geordies Gas & Grocery			
Jan		580-410-100 - UT - WTP Office/	WTP Paper Towel	7.41	
		510-410-140 - GG - Office/Clear	Office Paper Towel	7.41	
		580-430-100 - UT - Supplies/Srn	WTP -Distilled Water	6.04	
		530-425-111 - TS - Fuel	Fule -Jan	659.20	
		110-340-110 - GST Receivable	Both Tax Code	0.70	
		900-110-110 - GST Paid	Both Tax Code	0.70 NL	
		110-340-110 - GST Receivable	GST Tax Code	32.95	
		900-110-110 - GST Paid	GST Tax Code	32.95 NL	713.71
11216	02/25/2025	PitneyWorks			
Feb 3		510-400-110 - GG - Postage	Postage Refill -Jan 7	808.40	
		110-340-110 - GST Receivable	GST Tax Code	40.00	
		900-110-110 - GST Paid	GST Tax Code	40.00 NL	848.40
Total Computer Cheque:					1,672.99
Total AP:					1,672.99

Village of Buena Vista
List of Accounts
Batch: 2025-00017 to 2025-00020

Bank Code - CC - CC - Credit Card

CREDIT CARD

Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
022025-004	02/18/2025	SK Polytechnic			
S1194738		585-210-120 - UT - Sewer - Trai	Wastewater Exams -Waraw	400.00	400.00
				Total Credit Card:	400.00
				Total CC:	400.00

Village of Buena Vista
List of Accounts
Batch: 2025-00017 to 2025-00020

Bank Code - EFT - EFT - Direct Deposit

WIRE TRANSFER

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
11 2025-00012	02/18/2025	Town Of Regina Beach 540-200-115 - EH- Lagoon Proj	Lagoon Proj Loan -Feb	5,696.31	5,696.31
12 B752GG	02/18/2025	DMM Energy 530-425-110 - TS - Diesel 110-340-110 - GST Receivable 900-110-110 - GST Paid	Diesel Fuel 1407.80 -Feb13 GST Tax Code GST Tax Code	2,200.25 110.01 110.01 NL	2,310.26
13 740326	02/18/2025	McDougall Gauley LLP 510-200-110 - GG - Cont. - Leg 110-340-110 - GST Receivable 900-110-110 - GST Paid	Employment Matter Both Tax Code Both Tax Code	294.68 13.90 13.90 NL	308.58
Total Wire Transfer:					8,315.15
Total EFT:					8,315.15

Village of Buena Vista
List of Accounts
Batch: 2025-00017 to 2025-00020

Bank Code - OB - OB - Online Banking

ONLINE BANKING

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
022025-005 Feb 10	02/18/2025	Gov of SK 210-210-190 - School #1 - Remi	EPT - Jan	20,984.77	20,984.77
022025-006 2024 Corr	02/18/2025	Gov of SK 210-200-100 - Payroll Deductior 210-200-100 - Payroll Deductior	Pyrl Ded Corr to 2024 -RP0 Pyrl Ded Corr to 2024 -RP0	205.47 128.10	333.57
022025-007 16193	02/18/2025	SUMA 510-140-330 - GG - Benefits - A: 510-140-330 - GG - Benefits - A: 530-130-130 - TS - Benefits - La 530-120-120 - TS - Benefits - Fc 510-130-230 - GG - Benefits - Ar 510-130-230 - GG - Benefits - Ar 530-130-130 - TS - Benefits - La 110-340-110 - GST Receivable - 900-110-110 - GST Paid	Guillemin-Group Ben -Mar McConnell-Group Ben -Mar Neudeck, C-Group Ben -Ma Neudeck, J-Group Ben -Ma Pollock-Group Ben -Mar Group Ben Admin Fee -Mar Warawa-Group Ben -Mar GST Tax Code GST Tax Code	449.06 433.98 487.24 398.45 616.90 22.00 320.08 1.10 1.10 NL	2,728.81
022025-008 Feb	02/18/2025	SaskEnergy 530-300-110 - TS - Workshop - I 510-300-110 - GG - Office - Hea 110-340-110 - GST Receivable - 900-110-110 - GST Paid	Shop Energy -Feb Office Energy -Feb GST Tax Code GST Tax Code	504.36 145.47 32.49 32.49 NL	682.32
022025-009 Feb	02/18/2025	SaskTel 580-300-195 - UT - WTP - Telep 530-300-130 - TS - Workshop - 510-300-140 - GG - Office - Tele 580-300-195 - UT - WTP - Telep 510-300-155 - GG - Office Secu 510-300-140 - GG - Office - Tele 110-340-110 - GST Receivable - 900-110-110 - GST Paid	WTP Phone Feb13-Mar12 Shop Phone Feb13-Mar12 Office Fax Feb13-Mar12 WTP Internet Feb13-Mar12 Office Security Feb13-Mar1 Office Phone Feb13-Mar12 Both Tax Code Both Tax Code	56.79 72.80 45.19 55.90 29.95 276.63 25.34 25.34 NL	562.60
022025-010 Feb	02/18/2025	Saskatchewan Health Authority 580-290-100 - UT - Water - Labo 580-290-100 - UT - Water - Labo 110-340-110 - GST Receivable - 900-110-110 - GST Paid	Water Samp-1234 Highwoo Water Samp-Booster Stn-F GST Tax Code GST Tax Code	21.90 21.90 2.20 2.20 NL	46.00
Total Online Banking:					25,338.07
Total OB:					25,338.07

Date Printed
02/20/2025 3:54 PM

Village of Buena Vista
List of Accounts
Batch: 2025-00017 to 2025-00020

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Grand Total: 35,726.21

Certified Correct This February 19, 2025

Mayor

Administrator

Deposit Register

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

Pay period : **03 (01Feb2025 to 15Feb2025)**

Cheque date : **14Feb2025**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	14Feb2025	040	Pollock, Melissa D.	001	2139.57
00000002	14Feb2025	047	McConnell, Catherine M.	002	1620.67

Pay Group Totals :

Number of Deposits:2
Total Amount of Deposits:3760.24

Deposit Register

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

Pay period : **04 (02Feb2025 to 15Feb2025)**

Cheque date : **21Feb2025**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	21Feb2025	020	Neudeck, Joel	003	2285.97
00000002	21Feb2025	024	Warawa, Lorne D	004	2053.40

Pay Group Totals :

Number of Deposits:2
Total Amount of Deposits:4339.37

Deposit Register

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

Pay period : **04 (02Feb2025 to 15Feb2025)**

Cheque date : **21Feb2025**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	21Feb2025	050	Keith, John	004	243.66



ADMINISTRATION REPORT TO COUNCIL

February 25, 2025 Council Meeting

Melissa Pollock, Acting Chief Administrative Officer
February 8-21, 2025

Completed work this period:

- Performance reviews with Public Works staff
- Drafting job descriptions, etc. to realign roles
- CAO organizing/assigning of duties, meetings, etc. with Public Works
- T4s (Paymate training on T4s webinar)
- Balancing of Payroll Remittances (work w/ CRA)
- Reconciled MEPP
- Balancing of vacation pay
- In house workplace inspections of WTP, Shop & Office to ensure all OH&S regulations are in place & being followed
- Completed Assessment Roll and opened / information sheet created & website updated w/ educational information
- Follow up letters from Council meeting written & sent
- Budget work

Work Priority this week:

- Bank Reconciliations / balancing of all GL's, etc. / audit prep
- 2025 preliminary Budget completed
- Submit WCB annual Employer's Payroll Statement
- Finalize draft servicing agreement for Adair St
- Finalize draft Parks & Rec Board Bylaw and Maintenance Policy

Work Planning for this month & Upcoming Months:

- Performance Reviews with Administration staff
- IMUC meeting March 3
- Proposed Subdivision – rezoning/water study
- Bylaw updates drafted / Register with Bylaw Court
- Policies & Health & Safety Program
- Register names for landfill road (Dinu & Rose)
- Asset Management
- Violence Prevention/ Teamwork & Collaboration/ Conflict Resolution Training for all staff
- Audit April 8-9
- Complete electronic filing clean up/organization

In addition to above, keep in mind that all staff have routine, day-to-day activities such as answering calls, emails, collecting & processing payments, payroll, communications out to resident via FB, website & Voyent Alert, preparing council agendas & drafting minutes, signing of cheques, etc., meetings, accounts payable, office cleaning, bylaw enforcement as required, building permits, change of ownerships, tax certificates, cleaning of office, etc. that also consume a significant amount of time.



PUBLIC WORKS REPORT TO COUNCIL

February 25, 2025 Council Meeting

Melissa Pollock, Acting Chief Administrative Officer
February 8-20, 2025

Updates:

- Damon continues to work on OH&S Level 1 course when time allows

Completed work this period:

- Snow Removal / Sanding
- Opening of rink shack Mon-Fri
- Snow Removal at well house
- Rink clean up
- Performance reviews
- Equipment Maintenance

Completed Water/Wells/Sewer work this period:

- Completed Annual Drinking Water Quality & Compliance
- Well check
- Booked on-site visit with Delco for early March (Delco is preparing a comparison of agreement costs versus non-agreement costs for times we've used them)

Work Priority this week:

- Snow removal as required
- Flooding/clearing rink as required/time allows
- Complete training courses already enrolled in
- Organize Shop/Clean

Work Planning for this month & upcoming months:

- Tree trimming
- Install new speed signs on landfill road
- Two fire hydrants to be raised
- Fire hydrant installation – reschedule
- Well house fence
- Complete ongoing training as time allows
- Curbstop Project – ongoing/will resume in spring
- Violence Prevention/Teamwork & Collaboration/Conflict Resolution training for all staff
- Mapping/exercising all water valves
- Work on SOP's for water breaks, etc. with CAO

In addition to the above, keep in mind that all staff have routine, day-to-day activities such as daily water testing, well testing/checks, booster station, garbage collection, service requests, meetings/discussions with CAO, shop & WTP cleaning, maintenance on equipment/vehicles, and on-call duties that also consume a significant amount of time.



Last Mountain Lake Cultural Centre

January 15, 2025

To: Mayor and Council
Village of Buena Vista

From: Larry Hall
Chair LMLCC

In 2023 the Last Mountain Lake Cultural Centre made a request to IMUC for financial support. This was because inflation has affected the centre the same as the rest of the population. We believe that the centre provides a service to all of the communities in the south shore area. No differently than the other services funded by IMUC.

We were very grateful that the village council provided a grant of \$5000.00 to assist with the costs of operating the centre 2024. Our request is that the council will again in 2025 provide the same support again.

Thank you for consideration. We at the centre continue to strive to provide first class galleries, and cultural experiences for all residents of the south shore.

A handwritten signature in black ink, appearing to read 'L R Hall', written in a cursive style.

L R Hall



Village of Buena Vista

1050 Grand Avenue
Buena Vista, SK
S2V 1A2

Phone: 306-729-4385 Fax: 306-729-4518

Email: admin@buonavista.ca

February 13, 2025

Last Mountain Lake Cultural Centre
Larry Hall - Chair

Re: Request for Funding Letter

Dear Larry,

I hope this letter finds you well. As part of our ongoing efforts to ensure that donations are distributed fairly and in alignment with the priorities of our community, we have recently updated a donations policy. Going forward, all funding requests will need to go through a formal application process for consideration.

We value the important work that the Last Mountain Lake Cultural Centre does, and we invite you to submit an application if you wish to be considered for funding. This process will help us better understand your specific needs and how our support can have the greatest impact.

Attached, you will find the application form and policy, which outlines the required information and criteria for funding. Please complete and return the application to our office to ensure your request can be reviewed. If you have any questions or need assistance with the process, please feel free to reach out.

Thank you for your continued dedication to our community. We appreciate your cooperation with this new process and look forward to reviewing your application.

Sincerely,

Melissa Pollock
Acting Chief Administrative Officer
Village of Buena Vista

DONATION REQUEST APPLICATION – Form 'A'

APPLICANT INFORMATION

Please indicate what type of donation is being requested:

MONATARY DONATION

GIFTS IN KIND

IN KIND SERVICES

Name of Organization: Last Mountain Lake Cultural Centre

Contact Person: Larry Hall

Email: lhall@accesscomm.ca

Phone Number: 360 729 4220

Are you a not-for-profit organization? YES NO

What is your organization/group specifically requesting? \$ 5,000.00

THE FOLLOWING ITEMS ARE REQUIRED AS PART OF YOUR APPLICATION

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

COVER LETTER: Reason for request. Provide a short description of the project/program and how the funds or in-kind donation will be used. Describe how a donation will enhance your project/program participation and/or volunteerism. Objectives of project/ program and what it aims to achieve.

SHORT BIOGRAPHY: What services does your group/organization provide to residents of the Village of Buena Vista? Brief description of organization's mandate.

FINANCIAL NEED: Describe the financial need of your organization and why you are requesting this donation. Show exploration of other financial support and options such as fundraising, grant applications and volunteer support.

Applicant Signature: L Hall Date: Feb 14/2025

OFFICE USE ONLY

Received in Office Date: (month/day/year) <u>02/14/2025</u>	Received By: <u>Cate</u>
Date Approved / Not Approved: (month/day/year) <u> / /</u>	Resolution #:



Box 70, 133 Donovel Crescent
Regina Beach, SK
S0G 4C0

February 14, 2025

Mayor and Council of the village of Buena Vista
1050 Grand Avenue
Buena Vista, SK
S2V 1A2

Dear Mayor Smith and members of Council,

In 2024 the Last Mountain Lake Cultural Centre made a request for funds to the Inter-Municipal Utilities Committee (IMUC) for financial support. This ask was directly linked to the burgeoning costs brought on by inflation, which has adversely affected the Centre in the same ways as it has the rest of the Canadian population. We believe that the Centre provides a vital service to all the communities of the South Shore, no differently than the other services funded by IMUC.

We at the Centre continue to strive to provide first class exhibitions in our galleries, classes, concerts, and cultural experiences for all residents of the South Shore.

We extend an invitation to Mayor and Council to visit us at the Centre and to see for themselves the benefits of supporting arts and arts education in the community. I can be reached at 306.729.4220 or by email at lhall@accesscomm.ca to arrange a meeting.

Thank you for consideration,

Larry Hall
Chair
Last Mountain Lake Cultural Centre

The Last Mountain Lake Cultural Centre (LMLCC) is located within the town of Regina Beach on the south shore of Last Mountain Lake, and serves the local communities of Kinookimaw, Regina Beach and Buena Vista as well as Lumsden and the surrounding area. Since 2009, LMLCC has had a half-time Program Co-ordinator and has been a recipient of SKArts Professional Arts Organizational Program (PAOP) funding, that primarily supports our gallery programming. The LMLCC has been a member of the Organization of Saskatchewan Arts Councils (OSAC) since our inception in 2002, and we continue to exhibit shows from their *Arts on the Move* roster of exhibitions which tour the province.

The LMLCC houses two gallery spaces, collectively called the Elsie Scherle Galleries, a large multimedia art studio, a room for meeting space and a shared, ten wheel ceramics studio and seven private artist studios. We house the Southeast Regional Public Library, Regina Beach Branch, as well as support all the youth and artist programming they deliver at the Centre. The galleries host over a dozen exhibitions annually, with an equal number of small coffeehouse-style concerts. The galleries are also used by Parks and Rec community groups for yoga classes, club meetings and fundraising events. The LMLCC offers studio art classes year-round for children and adults, specialized workshops, with artist talks and events in conjunction with gallery exhibitions. During the school year, we invite school groups to the galleries for tours of the exhibitions and offer free programming during Culture Days at the end of September to the community.

In 2023 the Centre made a request to IMUC for financial support and were turned down. At this time, we ostensibly receive no municipal funding. Coming out of a pandemic, with the rising costs of inflation has affected the Centre the same as the rest of the population. We believe that the Centre provides a service to all of the communities on the South Shore area, no differently than the other services funded by IMUC.

Your support helps keep our already program fees low and helps bring artists and art instruction to folks of all ages in this community. We are striving to provide a safe and comfortable classroom environment for all in the communities of Buena Vista, Regina Beach and Kinookimaw.

We were very grateful in 2024 that the Village Council provided \$5,000 to assist with the costs of operating the Centre and hope Council will again provide the same support in 2025.

DONATION REQUEST EVALUATION CHECKLIST – Form ‘B’

This evaluation checklist is for Staff/Council Use Only

February 14, 2025

Date Application received: _____

Last Mountain Lake Cultural Centre

Group/Organization applying: _____

Monetary

Type of donation being requested: _____

\$5000

Approximate donation value being requested: _____

Budgeted funds remaining: _____

CRITERIA

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

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

Considerations:

1. Policy Adherence: Approving this request may set a precedent for future requests outside the policy guidelines.

-
2. **Alternative Support:** Council may wish to explore other ways to assist the organization or a policy review if there is broader interest in funding operational costs.
 3. **Financial Implications:** Providing funding for non-eligible expenses may impact the budget available for initiatives that align with the policy.

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

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

Evaluator Signature:  Date: February 18, 2025



VILLAGE OF BUENA VISTA

Briefing Note

To:	Mayor and Council
Date:	February 25, 2025
Subject:	Business Cards and Magnetic Name Tags

BACKGROUND: Mayor requested of Administration to obtain prices on templated business cards and Magnetic Name Tags

CONSIDERATIONS:

Business Cards

Vista Print \$28.00 for 100 cards, Matte finish, front and back text with logo, standard paper thickness (proof attached)

HBI Office Supply \$194.70 delivered to the Village Office (quote attached)

Magnetic Name Holder

Amazon: \$15.99 for 10 Reusable Customizable Tags with plastic sheath, logo and details can be printed in the office

Amazon: \$13-\$20 each for customized metal engraved Magnetic Name badges with names and logo

CAUTION: SHOULD NOT BE USED WITH PACEMAKER

ACTION: Council to proof the draft attached and direct administration to as to which quote they accept.



JuxYes 10 PCS Magnetic Name
Tags Name Badge Holders with 3
Strong Neodymium Magnets, 3M
Adhesive Tape, Business Name T...

★★★★★ 5

-6% \$15⁹⁹ Was: \$16.99

Lowest price in 30 days



HBI Office Plus Inc
 1162 Osler Street
 Regina SK S4R 5G9
 Canada
 P: 1-800-667-3680
 F: 1-888-816-2526

Quote

#EST25467

19-Feb-2025

Bill To

Village of Buena Vista
 1050 Grand Avenue
 Buena Vista SK S2V 1A2
 Canada

Ship To

Village of Buena Vista
 1050 Grand Avenue
 Buena Vista SK S2V 1A2
 Canada

TOTAL

\$216.12

Expires: 21-Mar-2025

Expires

21-Mar-2025

Sales Rep

Brodie LaMontagne

Sales Rep Email

brodiel@hbiop.com

Sales Rep Phone

QTY	Item	Units	Option Codes	Rate	Amount
1	PRTCHG Business Cards Size: 3.5" x 2" 100# Gloss / Silk / Matte Stock qty.100			\$84.70	\$84.70
1	PRTCHG Artwork charge			\$110.00	\$110.00

Subtotal	\$194.70
Delivery	
GST	\$9.74
PST	\$11.68
Total	\$216.12

Design Reviewed:

Signature

Date

Quote Sign Off:

Signature

Date





VILLAGE OF BUENA VISTA

Name: _____

Position: _____

Email: _____ @buenavista.ca

1050 Grand Avenue P: 306-729-4385
Buena Vista, SK S2V 1A2 Website: www.buenavista.ca

To submit concerns, comments, feedback please contact the office by phone or email admin@buenavista.ca or send a message via our website submission platform.

The Village of Buena Vista is a safe environment for staff and council and harassment of any kind will not be tolerated.



VILLAGE OF BUENA VISTA

Briefing Note

To:	Mayor and Council
Date:	February 25, 2025
Subject:	2024 Tax Arrears

BACKGROUND: *2024 Taxes were due December 31, 2024*

ACTION: *Council accept the list of lands in arrears and authorize TAXervice to manage tax enforcement proceedings respecting the rolls referred to below on behalf of the municipality*

Upon the resolution, TAXervice will proceed with the next phase of tax enforcement.

Council to select a newspaper published in the province in which to publish the list of lands.

MOTION:

THAT Council accept the list of lands in arrears as presented and exclude from the list of lands properties upon which the amount of taxes in arrears does not exceed one half of the immediately preceding year's tax levy.

AND THAT TAXervice be authorized to manage tax enforcement proceedings respecting the rolls referred to above on behalf of the municipality.

AND THAT the list of lands in arrears be published in the Last Mountain Times

Tax Roll #	Legal Land Description	Arrears (interest included)
Roll #47	Lot F, Blk 10, PI 102250022	3404.46
Roll #200	Lot 5, Blk 32, PL 87R60285	1351.16
Roll #201	Lot 6, Blk 32, PL 87R60285	1291.64
Roll #300	Lot 4A, Blk 1, PL 62R07755	4838.01
Roll #314	Lot 21, Blk 1, PL 62R07755	4199.25
Roll #341	Lot 17A, Blk 2, PL 62R07755	2849.56
Roll #349	Lot 29, Blk 2, PL 62R07755	1811.12



Look up, look around, Notice Nature!

Box 458
Hafford, SK
www.noticenature.ca

email: noticenaturesk@gmail.com



30 January, 2025

Notice Nature Program

Hello Municipal Council,

The Notice Nature program has developed a series of introductory Saskatchewan species guidebooks, and also an Invasive Species of Saskatchewan spiral bound pocket guide which includes a one page spread for each of the prohibited, noxious, nuisance, and some additional unregulated weeds of SK. This book is intended for weed inspectors, councilors, land managers, and citizen scientists. We are reaching out to confirm orders for these books. In addition to the spiral bound 4x6" Invasive Species pocket guide we produced a smaller (20 common species) Identification Guide to Invasive Species of Saskatchewan.

Cost per book:

\$10/book - Pocket Guide - All SK designated weeds included.

\$3/book - ID Guides; Invasive Plants, Birds, Insects and Spiders, Species at Risk, Plants, Trees and Shrubs, Mammals. (Crops, Farm Animals, Pollinators, Wetland Wildlife coming spring 2025)

We are additionally requesting sponsorship of the Notice Nature Program. This program is in its fifth year of delivery and this year it is going provincial. Notice Nature is focused on supporting the development of our future land and water stewards. The program is distributed for free across Saskatchewan through participating public libraries. Schools can order Notice Nature kits and participate in the Notice Nature challenge as a class and include the community in their challenge to complete 300 nature loving activities/observations. Last year there were over 8,000 Notice Nature Passports distributed and over 20,000 recognition items, this year that number is expected to double. This program depends on sponsorship.

We are asking all Villages in Saskatchewan that are able to sponsor this program to please approve \$250 Sponsorship.

All Sponsoring Municipalities will receive:

- Logo recognition on the noticenature.ca website
- Individual recognition in a social media post tagged to your social media



Thank you for your consideration in supporting this project. Please feel welcome to print and display the included poster in your office/community.

Sincerely,

Alana Gunsch
306 292 8987

Notice Nature Team
The North Saskatchewan River Basin Council

www.noticenature.ca





Notice Nature

Supporting the development of Saskatchewan's future leaders in land and water stewardship.



Collect the guidebook series!



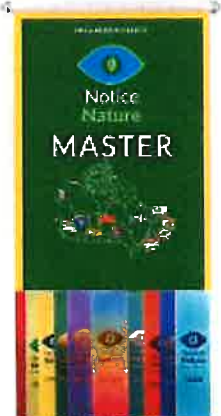
2025 Notice Nature Challenge!

400 nature loving activities and observations to pick from
Work together to become **Notice Nature Masters!**

- Fun
- Inclusive
- Educational
- Engaging
- Active
- Diverse

Get started!

www.noticenature.ca





Regional Bylaw Services

TO THE COUNCIL OF THE VILLAGE OF BUENA VISTA

WEEKLY REPORT 2025-02-07

1036 Grand Ave. – Upon inspection, the tree branches remain piles along the exterior of the fence. I issued warning #003e for service by regular mail and re-inspection Feb 19/25.

No new contraventions reported or observed.

Bob Gourlay – Bylaw Officer - Regional Bylaw Services