

AGENDA
Village of Buena Vista
Regular Council Meeting on November 12, 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 – October 22, 2024

APPROVAL OF ACCOUNTS PAYABLE

- List of Accounts for Approval – Batch 2024-00090 to 2024-00093
- Payroll – Public Works October 13-26; Admin October 16-31, 2024

REPORTS OF STAFF

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

NEW BUSINESS

- Buena Vista Parks & Recreation Board Meeting Minutes – November 5, 2024
- Professional Building Inspections Fee Review 2025 – 2026
- Professional Building Inspections Certificate of Appointment

CORRESPONDENCE

- Regional Bylaw Services – October 30, 2024

IN CAMERA

ADJOURNMENT

**Village of Buena Vista
MINUTES OF REGULAR MEETING
OCTOBER 22, 2024
1050 Grand Ave, Buena Vista, SK**

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

ADMINISTRATION: Acting Chief Administrative Officer Melissa Pollock

ABSENT: Councillor Steven Schultz

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

ADOPTION OF AGENDA:

328/24 THAT the October 22, 2024 agenda be adopted as presented.

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

CARRIED

ADOPTION OF MINUTES:

329/24 THAT the Minutes of the Regular Meeting of Council of October 8, 2024 be adopted as presented.

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

CARRIED

APPROVAL OF ACCOUNTS PAYABLE:

330/24 THAT Council approve the following accounts for payment: AP Batches 2024-00084 to 2024-00089, which includes all cheques, credit card, online payments and automatic withdrawals for a total amount of \$52,790.34.

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

CARRIED

331/24 THAT Council approve the following payrolls:
Administration October 1-15, 2024 in the amount of \$4,689.28
Public Works September 29 – October 12, 2024 in the amount of \$4,384.68

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

CARRIED

REPORTS OF STAFF:

332/24 THAT Council accept the Administration report as presented.

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

CARRIED

333/24 THAT Council accept the Public Works report as presented.

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

CARRIED

NEW BUSINESS:

334/24 THAT Council accept and file the Regina Beach Local Library Board Meeting Minutes of September 23, 2024.

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

CARRIED

335/24 THAT Council read BYLAW NO. 09/24 A BYLAW TO AMEND BYLAW NO. 07/16 THE ZONING BYLAW a first time.

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

CARRIED

336/24 THAT Council table the first reading of BYLAW NO. 10/24 A BYLAW TO AMEND BYLAW NO. 07/16 THE ZONING BYLAW; and have administration look into Country Residential zoning.

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

CARRIED

337/24 THAT Council read BYLAW NO. 11/2024 A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF THE DUTIES AND POWERS OF THE ADMINISTRATOR AND DESIGNATED OFFICERS a first time.

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

CARRIED

338/24 THAT Council read BYLAW NO. 11/2024 A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF THE DUTIES AND POWERS OF THE ADMINISTRATOR AND DESIGNATED OFFICERS a second time.

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

CARRIED

339/24 THAT Council proceed with the third reading of BYLAW NO. 11/2024 A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF THE DUTIES AND POWERS OF THE ADMINISTRATOR AND DESIGNATED OFFICERS.

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

CARRIED UNANIMOUSLY

340/24 THAT Council read BYLAW NO. 08/2024 TO AMEND BYLAW NO. 02/24 KNOWN AS EDGEWOOD SEWER RATES a third time, adopted and attached hereto.

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

CARRIED

CORRESPONDENCE:

341/24 THAT Council receive and file the following communications:
Regional Bylaw Services Reports of October 16, 2024

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

CARRIED

IN CAMERA

342/24 THAT Council having items to discuss relating to material that is exempt from Public discussion under *The Local Authority Freedom of Information Act and Privacy Act* and *The Municipalities Act*, go into In Camera at 7:31 p.m.

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

CARRIED

343/24 THAT Council come out of In Camera at 7:47 p.m.

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

CARRIED

ADJOURNMENT:

344/24 THAT the meeting be adjourned at 7:48 p.m.

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

CARRIED

Mayor

Acting Chief Administrative Officer

Village of Buena Vista
List of Accounts
Batch: 2024-00090 to 2024-00093

Bank Code - AP - AP-General Oper

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
11144 38872	11/12/2024	Arm River Metal Inc 510-490-100 - GG - Maint. - Offi	Office Bldg-Weathertite/sno	290.23	
		110-340-110 - GST Receivable	Both Tax Code	13.70	
		900-110-110 - GST Paid	Both Tax Code	13.70 NL	303.93
11145 B2618AH	11/12/2024	DMM Energy 530-425-110 - TS - Diesel	Diesel Fuel 1004.40	1,453.27	
		110-340-110 - GST Receivable	GST Tax Code	72.66	
		900-110-110 - GST Paid	GST Tax Code	72.66 NL	1,525.93
11146 Nov. 4/24	11/12/2024	Engelbrecht, John 110-320-140 - Utility Accounts R	WMD Refund -Final Bill A#1	383.36	383.36
11147 67215272	11/12/2024	Staples Business Advantage 510-410-140 - GG - Office/Clear	Office -Envelopes x7	197.00	
		110-340-110 - GST Receivable	Both Tax Code	9.29	
		900-110-110 - GST Paid	Both Tax Code	9.29 NL	206.29
11148 968277	11/12/2024	Fiberclad Insulation and Construction 510-270-150 - GG - Cont. - Offic	Office -Install Venting/Snow	608.00	
		110-340-110 - GST Receivable	GST Tax Code	30.40	
		900-110-110 - GST Paid	GST Tax Code	30.40 NL	638.40
11149 314	11/12/2024	Gourlay & Associates 520-260-100 - PS -Bylaw Enforc	Bylaw Services -Oct x3	486.54	
		110-340-110 - GST Receivable	Both Tax Code	22.95	
		900-110-110 - GST Paid	Both Tax Code	22.95 NL	509.49
11150 063-171585	11/12/2024	Gregg Distributors LP 537-430-120 - TS - Snow - Ice C	50 -20kg Bags Ice Melt	1,141.09	
		110-340-110 - GST Receivable	Both Tax Code	53.83	
		900-110-110 - GST Paid	Both Tax Code	53.83 NL	1,194.92
11151 202459	11/12/2024	102129517 Saskatchewan Ltd. 585-210-120 - UT - Sewer - Trai	Warawa -Class 1 Wastewal	950.00	
		580-295-105 - UT - Water - Othe	Contr. Utilities Manag -Oct	1,290.00	
		110-340-110 - GST Receivable	GST Tax Code	112.00	
		900-110-110 - GST Paid	GST Tax Code	112.00 NL	2,352.00
11152 Nov 4/24	11/12/2024	Hof, Timothy 110-320-140 - Utility Accounts R	WMD Refund -Final Bill A#	185.32	185.32
11153 8645	11/12/2024	Hyvac Sewer Service Ltd. 585-280-100 - UT - Sewer - Con	Edgewood Septic Removal	3,268.47	
		110-340-110 - GST Receivable	GST Tax Code	163.42	
		900-110-110 - GST Paid	GST Tax Code	163.42 NL	3,431.89
11154 Oct 31/24	11/12/2024	Information Services Corp. 510-210-127 - GG - ISC - Title S	Parcel Tie -R#493	15.00	15.00
11155 Oct 2024	11/12/2024	JRA Construction Services Ltd. 580-290-105 - UT - WTP - Cont	Crbstp Hydrovac -118 Lake	617.00	
		580-290-105 - UT - WTP - Cont	Crbstp Replc -1188 Grand /	3,517.56	
		580-290-105 - UT - WTP - Cont	Crbstp Replc - 1248 Grand	3,715.69	
		530-290-100 - TS - Maint. - Con	Mowing Highway Ditches	1,624.80	

Village of Buena Vista
List of Accounts
Batch: 2024-00090 to 2024-00093

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name	GL Account	GL Transaction Description	Detail Amount	Payment Amount
			530-290-100 - TS - Maint. - Con	Hydrovac/Locate Culvert -1	895.30	
			110-340-110 - GST Receivable -	Both Tax Code	490.47	
			900-110-110 - GST Paid	Both Tax Code	490.47 NL	10,860.82
11156	11/12/2024	Last Mountain Times				
24-492			560-210-100 - P&D - Cont. - Ad	Rezoning-Public Notice -Pa	662.54	
			110-340-110 - GST Receivable -	GST Tax Code	33.13	
			900-110-110 - GST Paid	GST Tax Code	33.13 NL	695.67
11157	11/12/2024	Loraas Disposal South Ltd.				
8127604			540-200-130 - EH - Waste Colle	Oct x4 Waste Collection	9,894.02	
			540-210-300 - EH - Cont. - Recy	Oct x2 Recycle Collection	5,648.45	
			110-340-110 - GST Receivable -	GST Tax Code	777.12	
			900-110-110 - GST Paid	GST Tax Code	777.12 NL	16,319.59
11158	11/12/2024	McDougall Gauley LLP				
732451			510-200-110 - GG - Cont. - Leg	Employment Matter	1,359.45	
			110-340-110 - GST Receivable -	Both Tax Code	64.13	
			900-110-110 - GST Paid	Both Tax Code	64.13 NL	1,423.58
11159	11/12/2024	Matick, Evelyn				
Oct			210-300-100 - Meter Deposits	WMD Refund - Final Bill A#	100.00	100.00
11160	11/12/2024	Muir Barber Ltd.				
October			530-425-112 - TS - Vehicle/Equi	Windshield Washer Fluid x2	11.43	
			510-410-140 - GG - Office/Clear	Heat Regst Deflectors x2	20.97	
			530-410-130 - TS - Maint/Parts -	Chainsaw -Oil Bar&Ch/Oil C	31.05	
			530-400-110 - TS - Shop - Offic	Floatable Key Ring -New Pc	13.33	
			570-410-100 - R&C - Supplies -	Garbage Bags	37.20	
			530-400-110 - TS - Shop - Offic	Shop -Mouse Traps/Glue	23.85	
			537-420-130 - TS - Snow - Othe	Sander Skid -Washer/Screv	22.30	
			537-420-130 - TS - Snow - Othe	Sander Skid -Connectors/tu	34.25	
			537-420-130 - TS - Snow - Othe	Sander Skid -Fuses x3	17.14	
			537-420-130 - TS - Snow - Othe	Sander Skid -Screws	25.86	
			537-420-130 - TS - Snow - Othe	Sander Skid -Shrink Conne	6.67	
			530-410-100 - TS - Shop Suppli	Electronic Solder	9.05	
			530-410-100 - TS - Shop Suppli	Soldering Iron	28.61	
			110-340-110 - GST Receivable -	Both Tax Code	13.29	
			900-110-110 - GST Paid	Both Tax Code	13.29 NL	295.00
11161	11/12/2024	Munisoft				
2024/25-02983			580-410-100 - UT - WTP Office/	WTP -Office Laptop	1,846.64	
			110-340-110 - GST Receivable -	Both Tax Code	87.11	
			900-110-110 - GST Paid	Both Tax Code	87.11 NL	1,933.75
2024/25-03100			510-410-190 - GG - Office - Soft	IT Services - Nov	218.36	
			110-340-110 - GST Receivable -	Both Tax Code	10.30	
			900-110-110 - GST Paid	Both Tax Code	10.30 NL	228.66
				Payment Total:		2,162.41
11162	11/12/2024	Neudeck, Joel				
Oct 20			530-400-150 - TS - Clothing/Boc	Coverall Allowance	180.19	
			110-340-110 - GST Receivable -	Both Tax Code	8.50	
			900-110-110 - GST Paid	Both Tax Code	8.50 NL	188.69
11163	11/12/2024	Papa Geordies Gas & Grocery				
Oct 2024			530-425-111 - TS - Fuel	Fuel -Oct	468.91	

Village of Buena Vista
List of Accounts
Batch: 2024-00090 to 2024-00093

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name	GL Account	GL Transaction Description	Detail Amount	Payment Amount
			530-400-110 - TS - Shop - Office	Shop -Coffee Creamer	21.35	
			510-410-140 - GG - Office/Clean	Office -Coffee	14.98	
			510-410-140 - GG - Office/Clean	Office -Hand Soap	8.15	
			580-410-100 - UT - WTP Office/	WTP -Coffee/Sugar	16.97	
			510-410-140 - GG - Office/Clean	Office -Creamer	7.67	
			110-340-110 - GST Receivable	Both Tax Code	0.38	
			900-110-110 - GST Paid	Both Tax Code	0.38	NL
			110-340-110 - GST Receivable	GST Tax Code	23.44	
			900-110-110 - GST Paid	GST Tax Code	23.44	NL 561.85
11164	11/12/2024	Princess Auto Ltd.				
5079987			530-420-100 - TS - Vehicle/Equip	Grader -Lights/Shrink Tubin	181.21	
			530-410-100 - TS - Shop Supplie	Shop Rags	16.48	
			530-410-100 - TS - Shop Supplie	Tool Box -Flatdeck	94.21	
			110-340-110 - GST Receivable	Both Tax Code	13.77	
			900-110-110 - GST Paid	Both Tax Code	13.77	NL 305.67
11165	11/12/2024	Professional Bldg. Insp. Inc.				
2410319			525-230-110 - PS - Building Insp	PBI Fees - Oct	470.00	
			110-340-110 - GST Receivable	GST Tax Code	23.50	
			900-110-110 - GST Paid	GST Tax Code	23.50	NL 493.50
11166	11/12/2024	Richardson, James				
Nov 1/24			110-320-140 - Utility Accounts R	WMD Refund -Final Bill A#4	50.00	50.00
11167	11/12/2024	Royal Canadian Legion #234				
Oct 23			510-240-160 - Donations	Remembrance Day Wreath	55.00	55.00
11168	11/12/2024	Saskatchewan Health Authority				
3489677			580-290-100 - UT - Water - Labo	Water Samp-1050 Grand A'	21.90	
			580-290-100 - UT - Water - Labo	Water Samp-Booster Stn-O	21.90	
			580-290-100 - UT - Water - Labo	Water Samp-1500 Grand A'	21.90	
			110-340-110 - GST Receivable	GST Tax Code	3.30	
			900-110-110 - GST Paid	GST Tax Code	3.30	NL 69.00
11169	11/12/2024	Town Of Regina Beach				
2024-00134			525-210-100 - PS - Fire Protecti	IMUC Fire Fees 3rd Qtr	12,354.00	
			540-200-110 - EH -Lagoon - IML	IMUC Lagoon Fees 3rd Qtr	5,321.25	
			570-210-100 - R&C - Cont. - Lib	IMUC Library Fees 3rd Qtr	1,718.25	
			550-200-130 - H&W - Primary H	IMUC PHS Fees 3rd Qtr	1,732.25	
			540-200-120 - EH - Waste Manag	IMUC WMS Fees 3rd Qtr	9,601.50	
			525-230-130 - PS - Emergency	IMUC EMO Admin Fees 3rc	35.86	30,763.11
11170	11/12/2024	Western Litho Printers				
189472			530-400-130 - TS - Supplies - H	Field Level Assess. Books >	106.00	
			110-340-110 - GST Receivable	Both Tax Code	5.00	
			900-110-110 - GST Paid	Both Tax Code	5.00	NL 111.00
Total Computer Cheque:						75,201.42

Total AP: 75,201.42

Village of Buena Vista
List of Accounts
Batch: 2024-00090 to 2024-00093

Bank Code - CC - CC - Credit Card

CREDIT CARD					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
112024	11/08/2024	Hilton Garden Inn			
Nov 8/24		580-230-100 - UT - Water - Trav	SWWA Conf -Hotel JNeude	268.01	
		585-230-100 - UT - Sewer - Tra	SWWA Conf -Hotel JNeude	268.01	
		110-340-110 - GST Receivable	Both Tax Code	25.28	
		900-110-110 - GST Paid	Both Tax Code	25.28 NL	561.30
112024-001	11/08/2024	Home Depot			
Oct 30		537-420-130 - TS - Snow - Othe	Sander Skid -4x4x9 lumbar	121.35	
		110-340-110 - GST Receivable	Both Tax Code	5.72	
		900-110-110 - GST Paid	Both Tax Code	5.72 NL	127.07
Total Credit Card:					688.37
Total CC:					688.37

Date Printed
11/08/2024 3:38 PM

Village of Buena Vista
List of Accounts
Batch: 2024-00090 to 2024-00093

Page 5

Bank Code - OB - OB - Online Banking

ONLINE BANKING

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
112024 Nov	11/04/2024	SaskPower			
		580-300-150 - UT - Power - Wel	Well #1 Power -Nov	417.28	
		580-300-150 - UT - Power - Wel	Well #2 Power -Nov	108.59	
		110-340-110 - GST Receivable	GST Tax Code	26.29	
		900-110-110 - GST Paid	GST Tax Code	26.29 NL	552.16
112024-001 October	11/05/2024	Gov of SK			
		210-210-190 - School #1 - Remi	EPT - Notice to File	87.80	
		210-210-190 - School #1 - Remi	Educ Prop Tax -Oct	10,206.99	
		210-200-100 - Payroll Deduction	Admin Fed Pyrl Ded -Oct1-	2,024.03	
		210-200-100 - Payroll Deduction	Proj Fed Pyrl Ded -Oct16-3	22.96	
		210-200-100 - Payroll Deduction	PW Fed Pyrl Ded -Oct	4,533.07	
		210-200-100 - Payroll Deduction	Admin Fed Pyrl Ded -Oct16	2,272.10	19,146.95
112024-002 Oct	11/05/2024	MEPP (PEBA)			
		210-200-140 - MEPP Payable	Admin MEPP - Oct	2,547.86	
		210-200-140 - MEPP Payable	PW MEPP - Oct	2,423.24	4,971.10
Total Online Banking:					24,670.21

Total OB:	24,670.21
Grand Total:	100,560.00

Mayor

Administrator

Deposit RegisterPay group : **002 (Public Works)**Pay period : **22 (13Oct2024 to 26Oct2024)**Cheque date : **01Nov2024**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	01Nov2024	020	Neudeck, Joel	003	3998.64
00000002	01Nov2024	024	Warawa, Lorne D	004	1748.36

Pay Group Totals :

Number of Deposits:2

Total Amount of Deposits:5747.00

Deposit RegisterPay group : **004 (CAO & Assistant)**Pay period : **20 (16Oct2024 to 31Oct2024)**Cheque date : **31Oct2024**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	31Oct2024	026	Guillemin, Karen	002	1020.04
00000002	31Oct2024	039	Davies, Lorna	002	243.21
00000003	31Oct2024	040	Pollock, Melissa D.	001	2104.39
00000004	31Oct2024	047	McConnell, Catherine M.	002	1635.61

Pay Group Totals :

Number of Deposits:4

Total Amount of Deposits:5003.25



ADMINISTRATION REPORT TO COUNCIL

November 12, 2024 Council Meeting

Melissa Pollock, Acting Chief Administrative Officer
October 21 – November 18, 2024

Updates:

- Cate completed Bylaw Training Session 2 & 3
- Working with Grainger on sander (cheque not sent)

Completed work this period:

- Posted Notice of Abandonment of Poll for Counillors
- SMB Approval received for sewage rates increase
- Sewer Rates change info sheet for Edgewood
- November newsletter
- October Utility billing
- Work with TAXservice on tax enforcement properties
- Engineered plan received for Adair extension & work has begun
- SUMAssure renewal
- Inventory/stock for PW
- Work on Records Retention
- Work on Asset Management – Started training
- Public Notice for rezoning advertised as/legislation
- Change of Ownerships (4)
- Curbstop database input – ongoing project
- CAO organizing/assigning of duties, meetings, etc. for Public Works
- Work on Bank Recs
- Working on new mentor and contracted person for subdivision
- Public Works casual relief person for grading
- Got venting and roof stop put in at office

Work Priority this week:

- Create 'New Council Package' for each new Councillor & Mayor
- Bank Reconciliations
- Munisoft GL Training (Cate & Melissa) – November 14th
- Memorial Bench installed

Work Planning for this month & Upcoming Months:

- Proposed Subdivison – rezoning/water study
- Rezoning process – Parcel K
- Records Retention
- Bylaw updates drafted / Register with Bylaw Court
- Policies & Health & Safety Program
- Completion of all MuniSoft training – CAO & Assistant CAO (all scheduled)
- Register names for landfill road (Dinu & Rose)
- Asset Management

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



PUBLIC WORKS REPORT TO COUNCIL

November 12, 2024 Council Meeting

Melissa Pollock, Acting Chief Administrative Officer
October 21 – November 8, 2024

Updates:

- Joel attended SWWA (Saskatchewan Water & Wastewater Association) conference in Saskatoon Wednesday - Friday
- Damon started Wastewater Collection & Treatment Class 1

Completed work this period:

- Set up new computer at WTP – still working on the plant program w/ Delco
- Metal bin received – shop yard cleaned up more
- Set up new sander/built skid & winter equipment maintenance (installed new lights on grader)
- Sanded roads Wednesday (new sander is working!)
- Tree trimming (around rink shack roof, Pleasant Ave/trees in Dobson Park & path that fell in wind) / tree chipping
- Rink shack & booster station roofs complete
- Clean up 3 intersections with Bobcat
- Truck maintenance (1/2 ton / summer student truck cleaned up & stored for winter)
- Grading (Clare, 3rd, 2nd)
- Hydrovac/clean culvert at 16th and Woodland – working on plan with Regina Beach
- Clean up from curbstop repairs

Completed Water/Wells/Sewer work this period:

- Curbstop repairs
- Work on mapping curbstop project - ongoing
- Water turn offs (4) plus meter reading for these
- Meter reading for change of ownerships
- New computer set up
- Meter reading for October billing

Work Priority this week:

- Fire hydrant installation – tentatively scheduled with JRA
- Tree trimming along roadsides
- Install new speed signs on landfill road
- Complete Ditching/Culverts/Drainage
- Install Memorial bench

Work Planning for this month & upcoming months:

- Put up banners & trim high trees – rental of boom lift from RB
- Tree trimming
- Two fire hydrants to be raised
- Well house fence
- Municipal Utilities annual Sewage Lift Station Assessment & Cleaning (Municipal Utilities to schedule date with us)
- Complete training as time allows
- Curbstop Project - ongoing

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

6.4 gallons per 77 gallons (of 6% Javex) or 3.2 gallons per 77 gallons of water if using 12% Chlorine Notes: *Test results in mg/L or ppm *Well water depth - depth in feet below top of Pitless Unit *Non-pumping depth December, 2001 = 117.65 feet

Day	Time	Chlorine Usage (M ³)	Raw Water Readings (M ³)	Water Meter Readings (M ³)	Volume (M ³)	Tests		Well Water Depth (feet)		Tn max 1.0 NTU	Tn Raw	Iron max 0.12 mg/L	Iron Raw	MN max 0.12 mg/L	Well Hours	Read by
						Cl Free 0.1 - 2.0 mg/L	Cl Total 0.5 - 2.0 mg/L	Non-Pumping	Pumping							
Forward Prev. Reading																
1/Oct/24	7:00 AM	0.91	261138	235163	172.0	1.23	1.36	116.50	118.50	0.10	0.16	0.01	0.51	0.000	10,462.84	LDW
2/Oct/24	8:00 AM	2.53	261356	235271	63	1.16	1.29			0.10					10466.02	LDW
3/Oct/24	8:00 AM	3.12	261628	235405	108	1.10	1.21			0.09					10473.69	LDW
4/Oct/24	8:00 AM	3.04	261906	235537	134	1.05	1.17	115.5'		0.09					10483.06	LDW
5/Oct/24	10:15 AM	2.41	262119	235639	101	1.01	1.15			0.07	0.12	0.00	0.53	0.043	10492.23	LDW
6/Oct/24	12:45 PM	2.63	262347	235739	106	0.96	1.13			0.09					10499.89	LDW
7/Oct/24	9:45 PM	2.19	262541	235833	94	1.01	1.23			0.08		0.00			10507.76	LDW
8/Oct/24	5:30 AM	1.88	262670	235908	75	1.05	1.25			0.08	0.20	0.55	0.55	0.042	10514.33	LDW
9/Oct/24	7:00 AM	1.75	262857	236009	101	1.01	1.18			0.11	0.23	0.00	0.56	0.039	10520.01	LDW
10/Oct/24	7:00 AM	2.49	263074	236113	104	0.70	0.90			0.09					10525.29	LDW
11/Oct/24	4:45 PM	3.41	263371	236252	139	0.76	0.91	114.9		0.08					10532.86	LDW
12/Oct/24	11:00 AM	0.68	263432	236313	61	0.63	0.78			0.11					10543.32	SEN
13/Oct/24	2:45 PM	3.14	263697	236451	138	0.79	0.97			0.11	0.23	0.00	0.53	0.020	10545.61	SEN
14/Oct/24	3:45 PM	2.59	263919	236571	120	0.91	1.09			0.08					10555.08	SEN
15/Oct/24	5:15 PM	2.53	264139	236683	117	0.93	1.06			0.09					10563.24	SEN
16/Oct/24	4:00 PM	2.13	264320	236767	84	0.93	1.03			0.10					10571.01	SEN
17/Oct/24	4:45 PM	1.59	264456	236868	101	0.78	1.00	115.5'		0.11					10577.67	SEN
18/Oct/24	5:00 PM	2.48	264670	236952	84	0.89	1.04	115.5'		0.09					10582.57	SEN
19/Oct/24	10:00 AM	1.82	264771	237003	51	0.90	1.07			0.09					10590.34	SEN
20/Oct/24	3:00 PM	3.33	265057	237142	139	0.99	1.17			0.11					10594.12	SEN
21/Oct/24	4:00 PM	2.18	265246	237244	102	1.00	1.14	115.0		0.11					10604.28	SEN
22/Oct/24	9:00 PM	1.98	265414	237327	83	1.07	1.18			0.09					10611.16	SEN
23/Oct/24	9:55 PM	1.68	265556	237398	71	1.15	1.30			0.10	0.49	0.00	0.56	0.019	10617.23	SEN
24/Oct/24	10:45 PM	1.35	265674	237460	62	1.11	1.28			0.10					10622.41	SEN
25/Oct/24	7:00 AM	1.25	265781	237517	57	1.09	1.27			0.10					10626.89	LDW
26/Oct/24	7:45 PM	2.37	266019	237629	112	1.07	1.24			0.10	0.21	0.01	0.56	0.044	10630.78	LDW
27/Oct/24	10:45 PM	1.43	266140	237704	75	1.10	1.33			0.11					10634.54	LDW
28/Oct/24	7:00 AM	1.33	266255	237758	54	1.13	1.27	115.5'		0.11	0.26	0.00	0.56	0.046	10648.21	LDW
29/Oct/24	12:00 PM	2.33	266454	237856	98	1.14	1.27			0.09					10655.48	LDW
30/Oct/24	7:00 AM	1.26	266560	237912	56	1.07	1.19			0.11	0.45	0.00		0.042	10659.47	LDW
31/Oct/24	7:00 AM	2.61	266784	238027	115	1.16	1.30			0.10					10667.53	LDW
TOTALS						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.000		CAO Signature
MIN VALUE						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.000	-	
MAX VALUE						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.000	-	
AVG VALUE						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.000	-	Mayor Signature

BUENA VISTA PARKS & RECREATION

Minutes

November 5th. 2024

Present: Donna Hall, Gary McLennan , Cathy Klemm, Peg Frey , Jeff Jacobs, Alex Neuls, Reubi Erfle, Jan Franklin

Absent; , , Mark Percy Sharon Mittermayr, Nancy Koszmnan

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

Motion to accept agenda - Jeff 2nd Peg- carried

Motion to accept Previous minutes-Alex 2nd Jan- carried

BUSINESS ARISING:

- **T-shirts-** Will look at them in the spring and order.
- **Jackets-** Donna advised that she was in contact with Impressions and the jackets would be \$63.00 tax included and there would be a one- time \$50.00 charge for the logo. **Motion: Alex that we purchase 5, 2nd by Cathy- carried.**
- **Pumpkin carving-** Overall a success. 2nd prize has not been claimed and there was no name on the bottom of the pumpkin. Will ask the Village to put it on their face book page.
- **Skating shack-** Roof completed

FINACIAL REPORT

Nancy was not present. The only o/s bill is from Alex for \$39.70 for pumpkins A suggestion was made to give Zurowski's a gift certificate for \$100 for the use of their trailer.

NEW BUSINSS

- **Carnival- Set for January 4th, 2025. Duties for carnival:**
- Food- Alex- same as last year hot dogs
- Wood- Jeff and Gary
- Music Mark
- Games/Prizes- Donna and Reubi
- Hay ride- Gary
- Time will be 12NN- 3pm.
- **Bus Trip-** Scheduled for Feb 13/25
- **Christmas Dinner-** Suggestion made that we rent the Cultural Centre and have it catered by the Golf Course. **Tentatively set for Dec 11/24** Donna will check further into it.
- **Evendon Money-** Several ideas were discussed. Ie: playground, increase disc golf to 18 holes, stair case, Benches and more toys on the beach, Mobi Mat for the beach, a Digital sign to put events on, picnic tables, slope slide

Meeting adjourned at 7:50pm. Next meeting December 11/24- supper

October 30, 2024

To: Village of Buena Vista

Re: Fee Review for 2025 - 2026

PBI has conducted a review of its fees. Despite of continued inflation everyone is struggling with, we are very pleased to announce that we will **not be increasing our fee rates!**

PBI is very proud that our fees are not just for plan reviews and inspections. They also include consultation with owners, contractors, designers, etc., throughout the whole life of the permit. The hours our Building Officials spend in conversations with these stakeholders are included, to help keep our fees very reasonable for you and your ratepayers.

There are some minor changes to note with Residential:

- Extra inspections on attached garages that are part of a new build; and
- Consistent travel fees.

Inspection of Attached Garages Part of a New Build

PBI is observing a number of deficiencies with attached garages that are part of a new build. PBI feels to ensure safe buildings, it is vital to add an inspection of these attached garages. This additional inspection will occur at half the standard rate.

Consistent Travel Fees

It was PBI's past practice that if we did more than one inspection in your municipality in a day, we would split the travel fee between the different inspections. We have been receiving feedback that rate payers were finding the resulting variation in travel fees confusing. We listen closely to all feedback, and specific to the travel fees, we have giving it great consideration, and decided to streamline the process, and charge a single, consistent travel fee.

To keep the change cost-neutral, we undertook an extensive review of frequency of split travel fees. Based on this review, your travel fee will decrease from \$75.00 per inspection, down to only \$50.00 per inspection.

FEE REVIEW:

Residential Building Inspection Services Fees

- All fees rates remain the same.
- If a new dwelling is being constructed with an attached garage an extra inspection is going to be charged at a rate of \$80.00 for the inspection of the foundation.

Commercial Building Inspection Services Fees

- Remains the same, no changes to fees.

AGREEMENT FOR SERVICES:

Agreement for Building Inspection Services

As per Section 5(2) of the Agreement for Building Inspection Services between you and PBI, please find attached the Schedule A's (residential and commercial) for the agreement.

The attachment will also act as a revised Fee Calculator for your use. The changes to the fee calculators have been shown in **green font**.

Fee adjustments will take effect on applications starting January 1, 2025.

Please note these are for municipal office use only, and not for further distribution.

Acknowledgement

We value your business and hope you will agree that our modest fees represent excellent value.

Please indicate your receipt and acknowledgement of the attached revised Schedule A, by signing and dating below, and returning a copy of this letter to myself, at amanda@pro-inspections.ca.

And if you have any questions about our services, please do not hesitate to contact us. We would be happy to assist you!

Sincerely,



Amanda Prevost
Executive Assistant

Receipt and acknowledged of revised Schedule A:

Signature

Date: _____



Schedule A (Page 1)

PBI Fee Calculator

Residential¹ (Class 1)

Effective January 1, 2025 - December 31, 2026

Municipal Office Use Only - Not for Distribution

Project Type	Size ² (m ²) or Type	Reviews		On-Site Inspections ³					PBI Base Fee	Travel Fee ⁵ \$50.00 per trip	Municipal & SAMA Fee ⁶	Total Permit Fee ⁷ (Incl Travel)
		Plan Review	Foundation Inspection ¹	Anchoring & Framing Inspection	Framing Inspection	Insulation & Vapour Barrier Inspection	Occupancy Inspection	Final Inspection ⁴				
New Dwelling Size ² based on developed living space, including walkout and finished basements 340 - 459 Note: 99.9 m ² = 1,075 ft ²	up to 99 m ²	\$320.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$0.00	\$ 960.00	\$250.00		\$ 1,210.00
	100 - 219	\$480.00	\$240.00	\$240.00	\$240.00	\$240.00	\$240.00	\$0.00	\$ 1,440.00	\$250.00		\$ 1,690.00
	220 - 339	\$640.00	\$320.00	\$320.00	\$320.00	\$320.00	\$320.00	\$0.00	\$ 1,920.00	\$250.00		\$ 2,170.00
	340 - 459	\$800.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$0.00	\$ 2,400.00	\$250.00		\$ 2,650.00
	460 - 599	\$960.00	\$480.00	\$480.00	\$480.00	\$480.00	\$480.00	\$0.00	\$ 2,880.00	\$250.00		\$ 3,130.00
Addition / Accessory Bldg w/Living Space		\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$0.00	\$ 800.00	\$250.00		\$ 1,050.00
Secondary Suite		\$160.00			\$160.00	\$160.00	\$160.00	\$0.00	\$ 640.00	\$200.00		\$ 840.00
Attached Garage (No living space or permanent heat source)	Insulated	\$80.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$80.00	\$ 640.00	\$200.00		\$ 840.00
	Not Insulated	\$90.00	\$160.00					\$160.00	\$ 400.00	\$100.00		\$ 500.00
Accessory Building ⁸ (No living space or permanent heat source)	Insulated	\$80.00		\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$ 480.00	\$150.00		\$ 630.00
	Not Insulated	\$90.00						\$160.00	\$ 240.00	\$50.00		\$ 290.00
Renovation (structural or egress)		\$80.00		\$160.00	\$160.00	\$160.00	\$160.00	\$80.00	\$ 320.00	\$100.00		\$ 420.00
Basement Development		\$80.00		\$160.00	\$160.00	\$160.00	\$160.00	\$80.00	\$ 160.00	\$50.00		\$ 210.00
Deck (not covered or enclosed)		\$80.00						\$80.00	\$ 320.00	\$100.00		\$ 420.00
Cover/Enclosed Deck		\$80.00		\$160.00	\$160.00	\$160.00	\$160.00	\$80.00	\$ 160.00	\$50.00		\$ 210.00
Solar Panels (PV or Domestic Hot Water)		\$80.00						\$80.00	\$ 320.00	\$100.00		\$ 420.00
Retaining Wall		\$80.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$80.00	\$ 640.00	\$200.00		\$ 840.00
Foundation Replacement		\$80.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$80.00	\$ 80.00	\$50.00		\$ 130.00
Demolition		\$0.00						\$80.00	\$ 480.00	\$150.00		\$ 630.00
Mobile (Manufactured) Home		\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$0.00	\$ 800.00	\$250.00		\$ 1,050.00
RTM / Modular Home / Post-Move		\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$0.00	\$ 960.00	\$250.00		\$ 1,210.00
Size ² based on developed living space, including walkout and finished basements	up to 99 m ²	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$0.00	\$ 800.00	\$250.00		\$ 1,050.00
	100 - 139	\$192.00	\$192.00	\$192.00	\$192.00	\$192.00	\$192.00	\$0.00	\$ 960.00	\$250.00		\$ 1,210.00
	140 - 179	\$224.00	\$224.00	\$224.00	\$224.00	\$224.00	\$224.00	\$0.00	\$ 1,120.00	\$250.00		\$ 1,370.00
	180 - 219	\$256.00	\$256.00	\$256.00	\$256.00	\$256.00	\$256.00	\$0.00	\$ 1,280.00	\$250.00		\$ 1,530.00
	220 - 259	\$288.00	\$288.00	\$288.00	\$288.00	\$288.00	\$288.00	\$0.00	\$ 1,440.00	\$250.00		\$ 1,690.00
	260 - 299	\$320.00	\$320.00	\$320.00	\$320.00	\$320.00	\$320.00	\$0.00	\$ 1,600.00	\$250.00		\$ 1,860.00

GST is payable, and not included in above rates

Residential¹: In addition to those listed above, also includes detached houses, duplexes. Buildings with horizontal area larger than 600 m² are classified as Commercial (Class 3).

Attached garages and decks included in fees if in the designs at time of Plan Review for new builds or additions. Additional foundation inspection required for attached garage at a charge of \$80.00 + Travel.

For Duplex / Two-Unit, each civic address is treated as an individual dwelling permit, with a permit number assigned for each address.

Size²: Amount of developed living space. Noted at top of Plan Review report, based on plans provided.

On-Site Inspections³: Number of inspections required is dependent on the size, foundation method, intended use, construction method, fire safety, energy code requirements, etc. Need assessed at Plan Review and inspection stages. Extra inspections, including missed inspections due to the owner or builder not contacting PBI for required inspections, may be required, and charged at \$160.00 + travel. Examples: optional services, unusual or larger projects, re-inspections of infractions, missed inspections, progress, follow-ups for long delays or non-compliance, order issuances, changes to original plans, etc.

Final Inspection⁴: Final inspection not required will be refunded. Travel Fee charged for every inspection. Extra inspections may be required, and charged at \$160.00 + travel.

Travel Fee⁵: PBI charges the travel fee for each inspection made, no split travel between inspections.

Municipal & SAMA Fee⁶: These columns are for the Municipality's convenience, and will add the Municipal and SAMA fees into the Total Permit Fee. However, PBI does not collect this portion of the fees.

Enter fee as dollar amount. Double-check fees are entered correctly.

Total Permit Fee⁷: The Total Permit Fee may differ compared to the total fee list above. The Permit Fee may be affected by number of Trips, Extra Inspections, Preliminary Application Review (PAR), Re-Reviews, Appeals, etc. PARs, Re-Reviews and Appeals may be charged at \$160/hr but for a total minimum of \$160. Also see "On-Site Inspections".

Note: Recommended to collect Total Permit Fee before issuing Building Permit (but after Plan Review completed). It may be difficult to collect afterwards, as there is no legislation to add unpaid fees to taxes. Building Officials can not issue Stop Work Orders for unpaid fees.

Accessory Building⁸: Examples include buildings over 10m², detached garages, boat houses, pole buildings, etc.

All fees are payable to: Professional Building Inspections, Inc.

Payment terms are net 60 days from date of invoice. Interest shall be charged on overdue amounts at a rate of 1.5% on the unpaid balance (19.5% annual compounded).



Schedule A (Page 2)

PBI Fee Calculator

Commercial¹ (Class 2 & 3)

Effective January 1, 2025 - December 31, 2026

Municipal Office Use Only - Not for Distribution

Maximum of:

A) Value of Construction Fees:

$$\begin{aligned} \text{VOC}^2: & \boxed{\$266,667.00} \times \$4.50 = \$1,000 = \$1,200.00 \text{ PBI Base Fee} \quad (1/3 \text{ at Plan Review} \\ & \# \text{ of Trips: } \boxed{0} \times \$50.00 = \text{Travel Fee}^3 \quad (2/3 \text{ for Inspections}) \\ & \text{Travel Fee}^3 \quad (\text{Project Estimate}) \end{aligned}$$

Municipal & SAMA Fee⁴

\$ 1,200.00 Total Permit Fee⁶

B) Minimum Fees:

Project Type	Type	Reviews	On-Site Inspections ³			PBI Base Fee	Travel Fee ⁴	Municipal & SAMA Fee ⁵	Total Permit Fee ⁶ (Incl Travel)
			Foundation Inspection	Framing Inspection	Insulation & Vapour Barrier Inspection	Occupancy or Final Inspection ⁴			
Principal Building		\$400.00	\$200.00	\$200.00	\$200.00	\$200.00	\$1,200.00		\$ 1,400.00
Addition		\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$1,000.00		\$ 1,200.00
Renovation / Tenant Improvements		\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$800.00		\$ 950.00
Accessory Building ⁷ (No living space)	Insulated	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$1,000.00		\$ 1,200.00
	Not Insulated	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$600.00		\$ 700.00
Barrier-Free Washroom		\$200.00		\$200.00		\$200.00	\$400.00		\$ 450.00
Barrier-Free Ramp		\$200.00				\$200.00	\$200.00		\$ 250.00
Solar Panels (PV or Domestic Hot Water)		\$100.00				\$100.00	\$100.00		\$ 150.00
Demolition		\$0.00				\$100.00	\$100.00		\$ 150.00

GST is payable, and not included in above rates

Commercial¹: In addition to those listed above, also includes industrial, institutional, and multi-unit and residential buildings with horizontal area larger than 600 m².
For Multi-Unit, each civic address is treated as an individual commercial permit, with a permit number assigned for each address.

Value of Construction (VOC)²: Total value of building in its completed form. Includes: cost of design, building work, materials of construction, building systems, labour and overhead, and profit of the contractor and subcontractors. Altus Group Guide for Canadian Cost of Construction used if project appears to be under valued.

On-Site Inspections³: Number of inspections required is dependent on the size, foundation method, intended use, construction method, fire safety, energy code requirements, etc. Need assessed at Plan Review and Inspection stages. **Extra Inspections**, including missed inspections due to the owner or builder not contacting PBI for required inspections, may be required, and charged at \$200.00 + travel. Examples: optional services, unusual or larger projects, re-inspections of infractions, progress follow-ups for long delays or non-compliance, order issuances, changes to original plans, etc.

Travel Fee⁴: Travel Fee will apply to each inspection made onsite.

Municipal & SAMA Fee⁵: These columns are for the Municipality's convenience, and will add the Municipal and SAMA fees into the Total Permit Fee. However, PBI does not collect this portion of the fees. Enter fee as dollar amount. Double-check fees are entered correctly.

Total Permit Fee⁶: The Total Permit Fee may differ compared to the total fee listed above. The Permit Fee may be affected by number of Trips, Extra Inspections, Preliminary Application Review (PAR), Re-Reviews, Appeals, etc. PARs, Re-Reviews and Appeals may be charged at \$200/hr but for a total minimum of \$200. Also see "On-Site Inspections³".

Fees may be reduced for projects over \$20 million. Please inquiry if applicable.

Note: Recommended to collect Total Permit Fee before issuing Building Permit (but after Plan Review completed).
It may be difficult to collect afterwards, as there is no legislation to add unpaid fees to taxes. Building Officials can not issue Stop Work Orders for unpaid fees.

Accessory Building⁷: Examples include unheated detached garages, boat houses, pole buildings, etc. If permanent heat source needed, additional fees may apply.

All fees are payable to: Professional Building Inspections, Inc.
Payment terms are net 60 days from dates of invoice. Interest shall be charged on overdue amounts at a rate of 1.5% on the unpaid balance (19.5% annual compounded).

CERTIFICATE OF APPOINTMENT

THIS IS TO CERTIFY THAT

Bobby Baker	Class 3 Licensed Building Official, Saskatchewan	BOL552
Virginia Shepley	Class 3 Licensed Building Official, Saskatchewan	BOL517
Joshua Nitz	Class 3 Licensed Building Official, Saskatchewan	BOL785
Amanda Kaufmann	Class 2 Licensed Building Official, Saskatchewan	BOL405
Cristin Korchinski	R-Class 2 Licensed Building Official, Saskatchewan	BOL784/808
David Kindred	Class 1 Licensed Building Official, Saskatchewan	BOL514
John Dulle	Class 1 Licensed Building Official, Saskatchewan	BOL789
Charles Fiss	Class 1 Licensed Building Official, Saskatchewan	BOL836

Residents of the Province of Saskatchewan, who are employed by

PROFESSIONAL BUILDING INSPECTIONS, INC.
5 GREGORY AVENUE EAST – UNIT 5
BOX 517 STN MAIN
WHITE CITY, SASKATCHEWAN

HAVE BEEN APPOINTED AS LICENSED BUILDING OFFICIALS

BY THE COUNCIL OF THE Village of Buena Vista

UNDER THE AUTHORITY OF SUBSECTIONS 16(2) AND 16(3) OF

THE CONSTRUCTION CODES ACT

THE FOLLOWING BUILDING OFFICIALS ARE NO LONGER APPOINTED

Doug Mulhall	Class 3 Licensed Building Official, Saskatchewan	BOL0001
Walter Schroeder	Class 1 Licensed Building Official, Saskatchewan	BOL0488

The Municipal Official below is hereby authorized to issue Certificates of Appointment for the above noted Licensed Building Officials.

(MUNICIPAL SEAL)

(Signature of Authorized Municipal Official)

Melissa Pollock

(Name of Municipal Official – Please Print)

Acting Chief Administrative Officer

(Title of Municipal Official)

(Date of Resolution)

(Resolution Number)



Regional Bylaw Services

TO THE COUNCIL OF THE VILLAGE OF BUENA VISTA

WEEKLY REPORT 2024-10-30

No new contraventions observed or reported

Bob Gourlay – Bylaw Officer - Regional Bylaw Services