

**AGENDA**  
**Village of Buena Vista**  
**Regular Council Meeting on January 14, 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 – December 10, 2024

**APPROVAL OF ACCOUNTS PAYABLE**

- List of Accounts for Approval – Batch 2024-00104 to 2024-00111
- List of Accounts for Approval – Batch 2025-00001 to 2025-00004
- Payroll – Public Works November 24-December 7, December 8-21, & December 22-Jan 4; Administration December 1-15 & December 16-31

**FINANCIAL STATEMENTS**

**REPORTS OF STAFF**

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

**UNFINISHED BUSINESS**

- Public Hearing Outcome – January 14, 2025
- Bylaw No. 09/24 A Bylaw To Amend Bylaw 07/16 The Zoning Bylaw
- Waterworks Assessment Proposal

**NEW BUSINESS**

- Notice of Planned Procurement
- Request for Proposal – Curbstop & Waterline Repairs and/or Maintenance
- Audit Engagement Letters & Bank Confirmation
- 2023 Tax Enforcement Authorization to Proceed with Next Phase
- Board of Revision Board Member Renewal
- District Development Appeal Board Member Renewal
- Buena Vista Parks & Recreation Board Members
- Library Board Members
- Primary Health Care Committee Representation
- Confirmation of Adequate Bonding or Equivalent Insurance for Employees 2025
- PBI Revised Appointment of Building Officials

**CORRESPONDENCE**

- Regional Bylaw Services – December 12 & 27, 2024; January 8, 2025

**OVERVIEW OF MEETING**

**ADJOURNMENT**

**Village of Buena Vista  
MINUTES OF REGULAR MEETING  
DECEMBER 10, 2024  
1050 Grand Ave, Buena Vista, SK**

**PRESENT:** Mayor Karen Smith, Councillor Chris Duke, Councillor Bob Sax

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

**ABSENT WITH REGRETS:** Councillor Steven Schultz, Councillor Spence Miller

**CALL TO ORDER:**

A quorum being present, Mayor Smith called the meeting to order at 7:15 p.m.

**ADOPTION OF AGENDA:**

**374/24** THAT the December 10, 2024 agenda be adopted with the following additions:  
Year-End Payments under Approval of Accounts Payable;  
Council Meetings for 2025 under New Business

**Moved by Councilor Duke  
Seconded by Councilor Sax**

**CARRIED**

**375/24** THAT Council move to dispense of Seconders for the remainder of this meeting.

**Moved by Councilor Duke  
Seconded by Councilor Sax**

**CARRIED**

**ADOPTION OF MINUTES:**

**376/24** THAT the Minutes of the Regular Meeting of Council of November 26, 2024 be adopted with corrections of adding the missed items for the Kinookimaw Lease Agreement, and AirBnB's.

**Moved by Councilor Duke**

**CARRIED**

**APPROVAL OF ACCOUNTS PAYABLE:**

**377/24** THAT Council approves the following accounts for payment: AP Batches 2024-00098 to 2024-00103, which includes all cheques, credit card, and online payments for a total amount of \$39,494.84.

**Moved by Councilor Duke**

**CARRIED**

**378/24** THAT Council approves the following payrolls:  
Public Works November 10 – 23, 2024 in the amount of \$5,839.01  
Administration November 16 - 30, 2024 in the amount of \$4,791.38

**Moved by Councilor Duke**

**CARRIED**

**REPORTS OF STAFF:**

**379/24** THAT Council accepts the Administration report as presented.

**Moved by Councilor Sax**

**CARRIED**

**380/24** THAT Council accepts the Public Works report as presented.

**Moved by Councilor Duke**

**CARRIED**

**381/24** THAT Council accepts the Water Treatment Plant Daily Record for November 2024; and FURTHER that Administration report back to Council with clarification of the well pump hours.

**Moved by Councilor Duke**

**CARRIED**

**NEW BUSINESS:**

**382/24** THAT Council accepts and files the Joint Use Committee Meeting Minutes of October 28, 2024.

**Moved by Councilor Duke**

**CARRIED**

**383/24** THAT Council, having reviewed the Project Concept for Edgewood Phase II Proposal, decide that the Village is not in a position to move forward at this time due to the pending water study; and until the water supply is adequate for new development.

**Moved by Councilor Duke**

**CARRIED**

**384/24** THAT Council defer the authorization of the Waterworks Assessment Proposal until Administration checks into the Canada Housing Infrastructure Fund, that preparation has begun on, to confirm if this assessment would be an eligible cost if it was completed prior to the grant application.

**Moved by Councilor Sax**

**CARRIED**

**385/24** THAT Council of the Village of Buena Vista confirms that the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- Submission of the Audited Financial Statement to the Ministry of Government Relation;
- Submission of the Public Reporting on Municipal Waterworks to the Ministry;
- In Good Standing with respect to the reporting and remittance of Education Property Taxes;
- Adoption of a Council Procedures Bylaw;
- Adoption of an Employee Code of Conduct; and
- All members of Council have filed and annually updated their Public Disclosure Statements, as required; and FURTHER

THAT Council authorizes the Administrator to sign the Declaration of Eligibility and submit to the Ministry of Government Relations.

**Moved by Councilor Duke**

**CARRIED**

**386/24** THAT Council agrees to have administration submit the Canada Summer Jobs grant application for three summer students at a wage of \$20 per hour.

**Moved by Councilor Sax**

**CARRIED**

**387/24** THAT Council table the Cost of Living; and FURTHER that Administration works the Cost of Living increases into an HR Framework Policy to be brought back to Council at a later date.

**Moved by Councilor Sax**

**CARRIED**

**388/24** THAT Council approve the replacement of the damaged door in the Rink Shack for up to a maximum of \$500; and FURTHER that Public Works carries out the work, and attempt to source out an upgraded, solid door from a ReStore.

**Moved by Councilor Duke**

**CARRIED**

**389/24** THAT Council amend Section 16 of the On-Call Duty Policy No. 20-2024 as recommended by Administration and listed below:

- Section 16: “Employees shall receive standby pay of \$2 per hour for every hour on-call outside of the employee’s regular hours of work (~~133~~ 123 hours per on-call duty assignment from Thursday 4 p.m. to Thursday 9 a.m.).

**Moved by Councilor Sax**

**CARRIED**

**390/24** THAT Council approve and adopt the Performance Management Policy No. 21-2024 as presented; and FURTHER that Form B’s maximum percent available be set in an HR Framework Policy to be presented to Council at a later date.

**Moved by Councilor Duke**

**CARRIED**

**391/24** THAT Council approves the draft Inter-Municipal Utilities Committee (IMUC) minutes of December 4, 2024; and FUTURE authorizes the Mayor and Acting CAO to sign the previous misplaced agreements.

**Moved by Councilor Duke**

**CARRIED**

**392/24** THAT Council approves the regular schedule of 2025 meetings as per the Council Procedure Bylaw No. 1/16, as set out in Section 9, as follows:

January 14 & 28, 2025  
February 11 & 25, 2025  
March 11 & 25, 2025  
April 8 & 22, 2025  
May 13 & 27, 2025  
June 10 & 24, 2025  
July 8 & 22, 2025  
August 12 & 26, 2025  
September 9 & 23, 2025  
October 14 & 28, 2025  
November 11 & 25, 2025  
December 9, 2025

**Moved by Councilor Duke**

**CARRIED**

**CORRESPONDENCE:**

- 394/24**      THAT Council receives and files the following communications:
- Regional Bylaw Services Report of November 27, 2024
  - Regina Beach Local Library Board Meeting Minutes – November 18, 2024
  - Southeast Regional Library Trustee Telegraph – October 26, 2024

**Moved by Councilor Duke**

**CARRIED**

**ADJOURNMENT:**

- 395/24**      THAT the meeting be adjourned at 10:00 p.m.

**Moved by Councilor Duke**

**CARRIED**

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Mayor

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Acting Chief Administrative Officer

**Batch: 2024-00104 to 2024-00111**

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Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
122024	12/20/2024	Pitney Bowes			
3202468626		510-280-100 - GG - Cont. - Offic	Postage Mach Lease Oct-D	251.03	
		110-340-110 - GST Receivable	Both Tax Code	11.84	
		900-110-110 - GST Paid	Both Tax Code	11.84	NL 262.87
			Total Automatic Withdrawal:		262.87
				Total ABW:	262.87



**Village of Buena Vista  
List of Accounts**  
Batch: 2024-00104 to 2024-00111

Bank Code - AP - AP-General Oper

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
11194 909376	12/20/2024	Arts & Crafts 510-250-140 - GG - Cont - Facil	Art Centre Rental -Xmas	100.00	100.00
11195 Nov.-Dec	12/20/2024	Duke, Chris 510-110-220 - GG - Remunerati	Clr Duke -Remuneration No	780.00	780.00
11196 108625	12/20/2024	Fer-Marc 530-420-100 - TS - Vehicle/Equi 110-340-110 - GST Receivable 900-110-110 - GST Paid	Grader -Snow Rid Cylinder Both Tax Code Both Tax Code	492.90 23.25 23.25 NL	516.15
11197 Nov-Dec.	12/20/2024	Miller, Spence 510-110-220 - GG - Remunerati	Clr Miller - Remuneration N	130.00	130.00
11198 4241	12/20/2024	Municipal Utilities 585-295-100 - UT - Sewer - Con 585-295-100 - UT - Sewer - Con 110-340-110 - GST Receivable 900-110-110 - GST Paid	Lift Stn Clean/Assess Lift Stn Ladder Supp/install Both Tax Code Both Tax Code	5,883.00 1,590.00 352.50 352.50 NL	7,825.50
11199 Oct-Dec	12/20/2024	Pollock, Melissa 510-110-230 - GG - Salaries - Ac	CAO -Oct-Dec Meetings	1,064.34	1,064.34
11200 Nov - Dec	12/20/2024	Sax, Bob 510-110-220 - GG - Remunerati	Clr Sax -Remuneration Nov	260.00	260.00
11201 Oct-Dec	12/20/2024	Schultz, Steven 510-110-220 - GG - Remunerati	Clr Schultz -Remuneration (	260.00	260.00
11202 Nov-Dec	12/20/2024	Smith, Karen 510-110-210 - GG - Remunerati	Myr Smith -Remuneration N	450.00	450.00
11203 2024-67	12/20/2024	WCE Design Inc. 530-210-140 - TS - Cont. - Roac 110-340-110 - GST Receivable 900-110-110 - GST Paid	Adair St Ext -Survey/Desigr Both Tax Code Both Tax Code	3,868.40 190.00 190.00 NL	4,058.40
11204 348	12/31/2024	Gourlay & Associates 520-260-100 - PS -Bylaw Enforc 110-340-110 - GST Receivable 900-110-110 - GST Paid	Bylaw Services -Dec x2 Both Tax Code Both Tax Code	324.36 15.30 15.30 NL	339.66
11205 8656	12/31/2024	Hyvac Sewer Service Ltd. 585-295-200 - UT- Sewage Pur 580-300-140 - UT - WTP Septic 580-295-105 - UT - Water - Othe 110-340-110 - GST Receivable 900-110-110 - GST Paid	Edgewood Septic Removal WTP Septic Removal -Dec WTP Backwash -Dec 17 GST Tax Code GST Tax Code	3,172.86 66.64 466.67 185.30 185.30 NL	3,891.47
11206 100	12/31/2024	MacDonald, Victoria 510-110-330 - GG - Salaries - A:	P&D Contracted Serv-Dec	222.60	222.60
11207 Dec. 2024	12/31/2024	Muir Barber Ltd. 510-410-140 - GG - Office/Clear 530-400-110 - TS - Shop - Office 530-410-100 - TS - Shop Suppli	Office Supp -Zipties Shop -Hand Cleaner Shop -3-Wire Plug	8.10 10.53 24.87	

**Village of Buena Vista**  
**List of Accounts**  
Batch: 2024-00104 to 2024-00111

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name	GL Account	GL Transaction Description	Detail Amount	Payment Amount
			530-410-100 - TS - Shop Suppli	Shop -Zip Ties	15.51	
			530-400-110 - TS - Shop - Office	Shop -Paper Towel	12.39	
			530-410-100 - TS - Shop Suppli	Shop -Jigsaw Blade	12.39	
			530-410-100 - TS - Shop Suppli	Shop -Gas Jerry Can	18.12	
			510-490-100 - GG - Maint. - Offi	Post Office -Lights	22.87	
			570-420-110 - R&C - Supplies -	Rink -Cplngs/bshngs/nipple	37.44	
			570-420-110 - R&C - Supplies -	Rink -adptrs/bshngs/cplngs	55.36	
			530-410-100 - TS - Shop Suppli	Shop -washers/mtl-mount tr	16.62	
			110-340-110 - GST Receivable	Both Tax Code	11.03	
			900-110-110 - GST Paid	Both Tax Code	11.03 NL	245.23
<b>11208</b>	<b>12/31/2024</b>	<b>Papa Geordies Gas &amp; Grocery</b>				
Dec 2024			580-410-100 - UT - WTP Office/	WTP -Disinfectant Wipes W	7.41	
			530-425-111 - TS - Fuel	Fuel -Dec	953.36	
			510-480-100 - GG - Service Rec	Ice -Staff/Council Supper	10.47	
			510-480-100 - GG - Service Rec	Staff/Council Supper Suppli	92.70	
			510-480-100 - GG - Service Rec	Staff Apprec Gift Cards	750.00	
			110-340-110 - GST Receivable	Both Tax Code	3.29	
			900-110-110 - GST Paid	Both Tax Code	3.29 NL	
			110-340-110 - GST Receivable	GST Tax Code	47.67	
			900-110-110 - GST Paid	GST Tax Code	47.67 NL	1,864.90
<b>11209</b>	<b>12/31/2024</b>	<b>Wolseley Waterworks Group</b>				
9584726			580-430-100 - UT - Supplies/Srr	Pipe/Rpr Clmp/Corp Valve-!	2,817.41	
			110-340-110 - GST Receivable	Both Tax Code	132.90	
			900-110-110 - GST Paid	Both Tax Code	132.90 NL	2,950.31
Total Computer Cheque:						24,958.56
Total AP:						24,958.56

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**Village of Buena Vista**  
**List of Accounts**  
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Bank Code - CC - CC - Credit Card

**CREDIT CARD**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>122024-005</b> Dec 2024	<b>12/20/2024</b>	<b>Amazon</b>			
		510-410-140 - GG - Office/Clear	Office Candies	26.49	
		530-400-110 - TS - Shop - Office	Daily Planners x2	37.52	
		580-430-100 - UT - Supplies/Srr	WTP Mirco Pipettes	28.09	
		580-430-100 - UT - Supplies/Srr	WTP Volume Pipettes	37.57	
		110-340-110 - GST Receivable	Both Tax Code	6.13	
		900-110-110 - GST Paid	Both Tax Code	6.13 NL	135.80
<b>122024-006</b> 369283	<b>12/20/2024</b>	<b>Hach Sales &amp; Service</b>			
		580-430-100 - UT - Supplies/Srr	WTP -Turbidity Sample Cel	251.64	
		110-340-110 - GST Receivable	Both Tax Code	11.87	
		900-110-110 - GST Paid	Both Tax Code	11.87 NL	263.51
<b>122024-007</b> Dec 11/24	<b>12/20/2024</b>	<b>Home Depot</b>			
		580-430-100 - UT - Supplies/Srr	WTP Door Insulation	128.05	
		570-420-110 - R&C - Supplies -	Rink Shack Int Door	102.82	
		110-340-110 - GST Receivable	Both Tax Code	10.89	
		900-110-110 - GST Paid	Both Tax Code	10.89 NL	241.76
<b>122024-008</b> Nov 30/24	<b>12/20/2024</b>	<b>Information Services Corp.</b>			
		510-210-127 - GG - ISC - Title S	Parcel Tie R#493	165.00	165.00
Total Credit Card:					806.07
Total CC:					806.07

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**Village of Buena Vista**  
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Bank Code - EFT - EFT - Direct Deposit

**WIRE TRANSFER**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1	12/20/2024	Haukeness, Geneva			
Dec 12		510-480-100 - GG - Service Rec	Staff/Council Supper	912.00	912.00
2	12/20/2024	Bobcat of Regina			
P93972		530-420-100 - TS - Vehicle/Equi	Bobcat-Wiper Blades	149.97	
		110-340-110 - GST Receivable -	Both Tax Code	7.07	
		900-110-110 - GST Paid	Both Tax Code	7.07 NL	157.04
3	12/20/2024	Munisoft			
2024/25-04623		510-410-190 - GG - Office - Soft	IT Services Prem -Dec	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
3	12/20/2024	TAXervice			
2425142/141		510-260-100 - GG - Cont. - Tax	Tax Enf Fees -R#284	20.00	
		510-260-100 - GG - Cont. - Tax	Tax Enf Fees -R#76	20.00	
		110-340-110 - GST Receivable -	GST Tax Code	2.00	
		900-110-110 - GST Paid	GST Tax Code	2.00 NL	42.00
EFT	12/31/2024	DMM Energy			
BGG607		530-425-110 - TS - Diesel	Diesel Fuel 1512.7 -Dec 17	2,190.24	
		110-340-110 - GST Receivable -	GST Tax Code	109.51	
		900-110-110 - GST Paid	GST Tax Code	109.51 NL	2,299.75
EFT	12/31/2024	Neudeck, Joel			
2024		530-420-100 - TS - Vehicle/Equi	Repair Tire Patch	47.70	
		530-420-100 - TS - Vehicle/Equi	Bobcat Wipers	149.97	
		110-340-110 - GST Receivable -	Both Tax Code	9.32	
		900-110-110 - GST Paid	Both Tax Code	9.32 NL	206.99
EFT	12/31/2024	Vern's Pump House Ltd			
REGO-007488		580-295-105 - UT - Water - Othe	Pump Repair -WTP	871.51	
		110-340-110 - GST Receivable -	Both Tax Code	41.11	
		900-110-110 - GST Paid	Both Tax Code	41.11 NL	912.62
Total Wire Transfer:					4,759.06
Total EFT:					4,759.06

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**Village of Buena Vista**  
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Bank Code - OB - OB - Online Banking

**ONLINE BANKING**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>122024-002</b> 8136746	<b>12/20/2024</b>	<b>Loraas Disposal South Ltd.</b>			
		540-200-130 - EH - Waste Colle	Waste Collection -Nov x3	9,038.74	
		540-210-300 - EH - Cont. - Recy	Recycle Collection -Nov x2	4,852.76	
		110-340-110 - GST Receivable -	GST Tax Code	694.58	
		900-110-110 - GST Paid	GST Tax Code	694.58 NL	14,586.08
<b>122024-003</b> Dec 24	<b>12/20/2024</b>	<b>SaskEnergy</b>			
		530-300-110 - TS - Workshop - I	Shop Energy -Nov	89.23	
		530-300-110 - TS - Workshop - I	Shop Energy -Dec	250.38	
		510-300-110 - GG - Office - Hea	Office Energy -Nov	146.06	
		510-300-110 - GG - Office - Hea	Office Energy -Dec	120.40	
		110-340-110 - GST Receivable -	GST Tax Code	18.30	
		900-110-110 - GST Paid	GST Tax Code	18.30 NL	624.37
<b>122024-004</b> Dec. 2024	<b>12/20/2024</b>	<b>SaskPower</b>			
		510-300-120 - GG - Office - Pow	Office Power -Dec	108.20	
		530-300-120 - TS - Workshop - I	Shop Power -Dec	225.08	
		570-340-110 - R&C - Utility - Po	Concession Power -Dec	44.34	
		570-340-110 - R&C - Utility - Po	Concession Power -Nov	45.71	
		580-300-170 - UT - Power - Boo	Booster Stn Power -Dec	237.54	
		530-310-200 - TS - Power - Edg	Edgewood Power -Nov	45.71	
		530-310-200 - TS - Power - Edg	Edgewood Power -Dec	44.34	
		570-310-110 - R&C - Utility - Po	Skating Rink Power -Dec	286.50	
		580-300-150 - UT - Power - Wel	Well #1 Power -Dec	361.95	
		580-300-160 - UT - Power - Wel	Well #2 Power -Dec	79.15	
		580-300-180 - UT - Power - WT	WTP Power -Nov	2,735.16	
		580-300-180 - UT - Power - WT	WTP Power -Dec	2,523.14	
		580-300-170 - UT - Power - Boo	Booster Stn Power -Nov	184.66	
		110-340-110 - GST Receivable -	Both Tax Code	30.99	
		900-110-110 - GST Paid	Both Tax Code	30.99 NL	
		110-340-110 - GST Receivable -	GST Tax Code	160.49	
		900-110-110 - GST Paid	GST Tax Code	160.49 NL	7,112.96
<b>122024-005</b> Dec 2024	<b>12/20/2024</b>	<b>SaskTel</b>			
		580-300-195 - UT - Telephone/i	WTP Phone -Dec	56.79	
		530-300-130 - TS - Workshop -	Shop Phone -Dec	72.80	
		510-300-140 - GG - Office - Tele	Fax -Dec	45.20	
		580-300-195 - UT - Telephone/i	WTP Internet -Dec	55.90	
		510-300-155 - GG - Office Secu	Office Security	29.95	
		510-300-140 - GG - Office - Tele	Office Phone -Dec	276.63	
		110-340-110 - GST Receivable -	Both Tax Code	25.34	
		900-110-110 - GST Paid	Both Tax Code	25.34 NL	562.61
<b>122024-006</b> Nov/Dec	<b>12/20/2024</b>	<b>Saskatchewan Health Authority</b>			
		580-290-100 - UT - Water - Labi	Water Samp--1050Grand-N	21.90	
		580-290-100 - UT - Water - Labi	Water Samp-681Woodland	21.90	
		580-290-100 - UT - Water - Labi	Water Samp-285Woodland	21.90	
		580-290-100 - UT - Water - Labi	Water Samp-681Woodland	21.90	
		580-290-100 - UT - Water - Labi	Water Samp-285Woodland	21.90	
		580-290-100 - UT - Water - Labi	Water Samp-285Woodland	21.90	
		580-290-100 - UT - Water - Labi	Water Samp-681Woodland	21.90	
		580-290-100 - UT - Water - Labi	Water Samp-Booster Stn-N	21.90	

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**Village of Buena Vista**  
**List of Accounts**  
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**ONLINE BANKING**

Payment # Invoice #	Date	Vendor Name	GL Account	GL Transaction Description	Detail Amount	Payment Amount
			580-290-100 - UT - Water - Lab	Water Samp-Shop-Nov 27	21.90	
			580-290-100 - UT - Water - Lab	Water Samp-1050Grand-D	21.90	
			580-290-100 - UT - Water - Lab	Water Samp-1234Highwoo	21.90	
			110-340-110 - GST Receivable	GST Tax Code	12.10	
			900-110-110 - GST Paid	GST Tax Code	12.10 NL	253.00
<b>122024-007</b>	<b>12/31/2024</b>	<b>Gov of SK</b>				
Dec Pysl			210-200-100 - Payroll Deductio	Admin Pysl Ded -Dec	5,170.24	
			210-200-100 - Payroll Deductio	PW Pysl Ded -Dec	11,793.33	16,963.57
<b>122024-008</b>	<b>12/31/2024</b>	<b>Gov of SK</b>				
Dec EPT			210-210-190 - School #1 - Remi	EPT -Dec	34,626.79	34,626.79
<b>122024-009</b>	<b>12/31/2024</b>	<b>Loraas Disposal South Ltd.</b>				
8144680			540-210-300 - EH - Cont. - Recy	Recycle Collection -Dec x2	4,513.99	
			540-200-130 - EH - Waste Colle	Waste Collection -Dec x3	6,245.58	
			110-340-110 - GST Receivable	GST Tax Code	537.98	
			900-110-110 - GST Paid	GST Tax Code	537.98 NL	11,297.55
<b>122024-010</b>	<b>12/31/2024</b>	<b>MEPP (PEBA)</b>				
Dec MEPP			210-200-140 - MEPP Payable	Admin MEPP -Dec	3,266.96	
			210-200-140 - MEPP Payable	PW MEPP -Dec	5,585.32	8,852.28
<b>122024-011</b>	<b>12/31/2024</b>	<b>Saskatchewan Health Authority</b>				
Dec 2024			580-290-100 - UT - Water - Lab	Water Samp -Booster Stn-E	21.90	
			580-290-100 - UT - Water - Lab	Water Samp -1050 Grand A	21.90	
			580-290-100 - UT - Water - Lab	Water Samp -Booster Stn-E	21.90	
			580-290-100 - UT - Water - Lab	Water Samp -Shop-Dec 30	21.90	
			110-340-110 - GST Receivable	GST Tax Code	4.40	
			900-110-110 - GST Paid	GST Tax Code	4.40 NL	92.00
Total Online Banking:						94,971.21

Total OB: 94,971.21  
Grand Total: 125,757.77

Certified Correct This January 7, 2025

Mayor

Administrator

Date Printed  
01/09/2025 10:24 AM

**Bank Code - AP - AP-General Oper**

Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
11210	01/31/2025	Ministry of Finance			
FD2025089		525-240-100 - PS - Fire - Memb	Fire Dispatch Serv -2025	1,292.00	
		110-340-110 - GST Receivable	GST Tax Code	64.60	
		900-110-110 - GST Paid	GST Tax Code	64.60	NL 1,356.60
			Total Computer Cheque:		1,356.60
				Total AP:	1,356.60

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**Village of Buena Vista**  
**List of Accounts**  
Batch: 2025-00001 to 2025-00004

Page 2

Bank Code - CC - CC - Credit Card

**CREDIT CARD**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>012025</b>	<b>01/01/2025</b>	<b>Paymate Software Co.</b>			
Jan 1		510-410-190 - GG - Office - Soft	Paymate 2025 Maint. Rene	325.00	
		110-340-110 - GST Receivable	GST Tax Code	16.25	
		900-110-110 - GST Paid	GST Tax Code	16.25 NL	341.25
<b>012025-001</b>	<b>01/01/2025</b>	<b>Yola</b>			
Jan		510-240-110 - GG - Web Site	Website Domain Renewal	33.95	
		510-240-110 - GG - Web Site	Website Reg Info Priv	10.95	44.90
Total Credit Card:					386.15
Total CC:					386.15



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**Village of Buena Vista**  
**List of Accounts**  
Batch: 2025-00001 to 2025-00004

Page 3

Bank Code - OB - OB - Online Banking

**ONLINE BANKING**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
012025 15515	01/08/2025	SUMA			
		510-140-330 - GG - Benefits - A:	Guillemin -Group Ben -Jan	449.06	
		510-140-330 - GG - Benefits - A:	McConnell -Group Ben -Jar	433.98	
		530-130-130 - TS - Benefits - La	Neudeck, C -Group Ben -Je	487.24	
		530-120-120 - TS - Benefits - Fc	Neudeck, J -Group Ben -Ja	398.45	
		510-130-230 - GG - Benefits - A:	Pollock -Group Ben +Admir	645.32	
		530-130-130 - TS - Benefits - La	Warawa -Group Ins -Jan	320.08	
		110-340-110 - GST Receivable	GST Tax Code	1.10	
		900-110-110 - GST Paid	GST Tax Code	1.10 NL	2,735.23
Total Online Banking:					2,735.23

Total OB:	2,735.23
Grand Total:	4,477.98

Certified Correct This January 31, 2025

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Administrator

***Deposit Register***Pay group : **002 (Public Works)**Pay period : **25 (24Nov2024 to 07Dec2024)**Cheque date : **13Dec2024**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	13Dec2024	013	Neudeck, Catrina	004	4442.23
00000002	13Dec2024	020	Neudeck, Joel	003	3693.10
00000003	13Dec2024	024	Warawa, Lorne D	004	2104.19

**Pay Group Totals :**

Number of Deposits:3

Total Amount of Deposits:10239.52

**Deposit Register**Pay group : **002 (Public Works)**Pay period : **26 (08Dec2024 to 21Dec2024)**Cheque date : **27Dec2024**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	27Dec2024	020	Neudeck, Joel	003	6616.56
00000002	27Dec2024	024	Warawa, Lorne D	004	2949.21
00000003	27Dec2024	050	Keith, John	004	499.99

**Pay Group Totals :**

Number of Deposits:3

Total Amount of Deposits:10065.76

Deposit Register

Pay group : 004 (CAO & Assistant)			Pay period : 23 (01Dec2024 to 15Dec2024)		Cheque date : 13Dec2024
Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	13Dec2024	026	Guillemin, Karen	002	902.11
00000002	13Dec2024	040	Pollock, Melissa D.	001	2295.55
00000003	13Dec2024	047	McConnell, Catherine M.	002	1635.61
Pay Group Totals :			Number of Deposits:3		
			Total Amount of Deposits:4833.27		

Deposit Register

Pay group : 004 (CAO & Assistant)			Pay period : 24 (16Dec2024 to 31Dec2024)		Cheque date : 30Dec2024
Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Amount
00000001	30Dec2024	026	Guillemin, Karen	002	2039.21
00000002	30Dec2024	040	Pollock, Melissa D.	001	3657.32
00000003	30Dec2024	047	McConnell, Catherine M.	002	1644.21
Pay Group Totals :			Number of Deposits:3		
			Total Amount of Deposits:7340.74		

Report Date  
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**Village of Buena Vista**  
**Consolidated Statement of Operations (Statement 2)**  
For the Period Ending December 31, 2024

Page 1

	Current Budget	Current Actual	Prior Year Actual
<b>Revenues &amp; Other Conditional Revenues</b>			
Taxes & Other Unconditional Revenue	1,528,820.00	1,338,982.86	1,313,633.94
Fees and Charges	11,600.00	22,264.24	25,187.07
Utilities	374,260.00	415,596.68	374,906.98
Conditional Grants	3,920.00	5.00	1,820.00
Tangible Capital Assets Sales - Gain			6,210.00
Investment Income and Commissions	48,000.00	59,272.29	52,973.61
Other Revenues	22,220.00	39,848.20	52,742.80
<b>Total Revenues &amp; Other Conditional Revenue</b>	<b>1,988,820.00</b>	<b>1,875,969.27</b>	<b>1,827,474.40</b>
<b>Expenses</b>			
General Government Services	406,380.00	371,352.32	382,309.08
Protective Services	96,070.00	91,240.99	94,776.43
Transportation Services	497,130.00	523,131.84	507,672.88
Environmental Health Services	275,590.00	262,106.13	194,533.00
Planning and Development Services	8,300.00	662.54	
Recreation and Cultural Services	117,580.00	60,893.18	105,752.43
Utility Services	393,600.00	271,986.76	501,202.45
<b>Total Expenses:</b>	<b>1,794,650.00</b>	<b>1,581,373.76</b>	<b>1,786,246.27</b>
<b>Surp(Def) Rev over Exp before Oth Cap Contr</b>	<b>194,170.00</b>	<b>294,595.51</b>	<b>41,228.13</b>
<b>Change in Surplus</b>	<b>194,170.00</b>	<b>294,595.51</b>	<b>41,228.13</b>
Accum. Surplus (Deficit), Beginning of Yr		5,459,272.91	5,415,295.56
<b>Accum. Surplus(Deficit), End of Year</b>	<b>194,170.00</b>	<b>5,753,868.42</b>	<b>5,456,523.69</b>

## Balance Reporting - Balance Summary Report

Report Date: **Dec 31, 2024**

Account Type	Account	Currency	Balance
BUS DEP	Infras Acct-ROYAL BANK OF CANADA	CAD	2,315,611.18
BUS DEP	Cash Acct-ROYAL BANK OF CANADA	CAD	110,370.30
Bus Visa	N/A 1-ROYAL BANK OF CANADA-	CAD	NA
Bus Visa	Joel-ROYAL BANK OF CANADA-	CAD	0.00
Bus Visa	N/A 3-ROYAL BANK OF CANADA-	CAD	NA
Bus Visa	Melissa-ROYAL BANK OF CANADA-	CAD	44.90

**NA - Information Not Available**

**\*\*\* End of report \*\*\***



## ADMINISTRATION REPORT TO COUNCIL

### December 10, 2024 Council Meeting

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Melissa Pollock, Acting Chief Administrative Officer  
December 7, 2024 – January 10, 2025

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#### Updates:

- Office closed/staff holidays Dec 24 noon – January 1 *Cate holidays Jan 6-10*
- Sander – after numerous more phone calls and hours going back and forth, Grainger has finally agreed this was their error and have corrected it. The invoice they said we owed has now been credited and everything settled (a straight trade for the sander bought in 2023 that was returned under warranty as the original intention was)
- E-transfers will be offered as an additional payment method beginning Feb 1, 2025
- Voyent Alert messaging system launched – encourage you to register!
- Signing authority all updated with RBC

#### Completed work this period:

- Signed all IMUC agreements with Mayor – was notified from Regina Beach CAO that they are awaiting one more party's signature
- Completed application/submitted Canada Summer Jobs Grant
- CAO organizing/assigning of duties, meetings, etc. for Public Works
- Work on Bank Recs / going through GL accounts / year end preparations
- Year end processes
  - Closed 2024 Receipting
  - Closed 2024 Utilities
  - Closed 2024 Taxes
  - Closed 2024 Accounts Payable – calling companies where there were still o/s 2024 invoices that we have not received in order to get as many paid before closing as possible
  - Closed 2024 Paymate (payroll)
    - Watched training video/installed new Paymate version/set up 2025 Tax Table, payroll groups and pay calendar
- Staff update of TD1 forms
- December utility billing
- RFP (Request for Proposal) completed for contracted services for 2025
- Finished process for Interac e-Transfers so we can get it out to residents
- Subdivision discussions with Planning & Development Contracted Services person
- Confirming members of Council boards
- Completed/submitted Joel's Water Operator Certification Renewal (\$175)
- Creating 2025 spreadsheets for payroll remittances, employee time tracking, etc.
- Audit booked for April 8-9
- Creating inventory spreadsheet for PW/Office to complete at the end of each year



- Budget preparations – requested PW to get information to office with their needs; collecting quotes/prices, etc.

**Work Priority this week:**

- RFP sent out
- Bank Reconciliations / balancing of all GL's, etc. in preparation of year end/audit
- Book Performance Reviews

**Work Planning for this month & Upcoming Months:**

- Year end processing
- Proposed Subdivision – rezoning/water study
- Records Retention
- Bylaw updates drafted / Register with Bylaw Court
- Policies & Health & Safety Program
- Register names for landfill road (Dinu & Rose)
- Asset Management
- Inventory/stock for PW
- Violence Prevention Training for all staff
- 2025 Budget Planning

*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**

### **December 10, 2024 Council Meeting**

---

**Melissa Pollock, Acting Chief Administrative Officer**  
**December 7, 2024 – January 10, 2025**

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#### **Updates:**

- Damon wrote his exams for Wastewater Collection & Treatment Class 1 on Jan 6<sup>th</sup>
- Damon on holidays Dec 14-22
- Damon/Joel holidays/closure Dec 24<sup>th</sup> at noon till Jan 1 (on call & water testing during this time)

#### **Completed work this period:**

- Snow Removal / Sanding, including Kinookimaw
- Worked on widening some roads
- Snow Removal on walking path
- Clean snow at wells
- Inventory/stock
- Budget requests, etc. started
- Booked appointment for recall on Dodge truck (tailgate and brakes), and for warranty work on the dash touch screen that stopped working
- Took wood pallets to rink for Winter Carnival / preparation for Carnival
- Flooding of rink
- Damaged interior door at Rink shack purchased and installed (cost of door was \$107.67, plus some supplies PW required to pick up at the Home Hardware when installing)

#### **Completed Water/Wells/Sewer work this period:**

- Meter reading for December Utility billing
- Started WTP year end paperwork – Raw Ground Water Usage, and Treated Water Usage Report
- Delco visit – back wash at WTP
- Connecting with Delco on reports from their visit (tech advised it would be sent mid next week – a copy will be presented to Council once received)
- Municipal Utilities sewage Lift Station assessment & cleaning completed – waiting for report (copy will be presented to Council once received)
- Repaired the Edgewood septic pump-out coupler (elbow cracked & coupler worn out – happens with time)
- Municipal Utilities visited WTP to take pictures, etc. for preparation of annual Reservoir Cleaning & Assessment /quote (will be presented to Council as a budget item)

**Work Priority this week:**

- Snow removal as required
- Flooding/clearing rink as required/time allows
- Inventory/budget

**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 with JRA
- Well house fence
- Complete training as time allows
- Curbstop Project – ongoing
- Violence Prevention 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.*

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11Dec24	4:30	2.53	232043	240624	6.2	0.50	0.72		0.13						64.40	LDV
20Dec24	1:00	1.28	272156	240686	6.2	0.37	0.54		0.14						70.60	LDV
30Dec24	9:45	1.92	272305	240755	6.9	0.72	0.00		0.08	0.72					78.80	LDV
40Dec24	5:45	2.78	272420	240813	5.8	0.72	0.98		0.09						83.20	LDV
50Dec24	7:30	1.36	272651	240830	11.7	1.07	1.22		0.09						91.70	LDV
60Dec24	11:15	2.60	272873	241029	9.9	1.25	1.47		0.09	0.64					94.83	LDV
70Dec24	9:15	1.25	272977	241090	6.1	1.12	1.21		0.08						102.30	LDV
80Dec24	10:00	2.00	273147	241174	8.4	1.07	1.25		0.09						111.00	LDV
90Dec24	4:00	2.62	273378	241284	11.0	1.19	1.37		0.09						118.50	LDV
100Dec24	4:00	2.32	273576	241369	8.5	1.23	1.45		0.08						124.50	LDV
110Dec24	7:15	1.82	273724	241454	8.5	1.23	1.47	114.9	0.10	0.32					129.40	LDV
120Dec24	4:00	1.49	273861	241517	6.3	1.29	1.42		0.09						136.20	LDV
130Dec24	4:15	2.10	274037	241598	8.1	1.45	1.59		0.08						140.60	LDV
140Dec24	10:30	1.29	274151	241653	5.5	1.42	1.54	114.6	0.09						147.80	LDV
150Dec24	2:15	2.19	274338	241751	9.8	1.42	1.57		0.09						154.80	LDV
160Dec24	3:45	2.10	274518	241837	8.6	1.33	1.55	115.6	0.09						158.90	LDV
170Dec24	8:45	1.26	274645	241891	5.4	1.37	1.55		0.09	0.64					167.30	LDV
180Dec24	3:30	2.36	274845	241991	10.0	1.34	1.53	114.2	0.09						172.90	LDV
190Dec24	2:30	1.74	275043	242066	8.5	1.20	1.50		0.10						179.10	LDV
200Dec24	4:00	1.95	275162	242150	8.5	1.28	1.49	126.7	0.10						183.70	LDV
210Dec24	2:00	1.46	275287	242224	7.4	1.31	1.48		0.08						190.00	LDV
220Dec24	3:00	1.99	275457	242312	8.8	1.28	1.48		0.08						193.30	LDV
230Dec24	7:00	1.00	275544	242361	4.9	1.25	1.39		0.10	0.34					201.68	LDV
240Dec24	7:00	2.18	275730	242448	8.7	1.18	1.47		0.11						209.10	LDV
250Dec24	1:15	2.72	275958	242568	12.1	1.29	1.48		0.09						214.70	LDV
260Dec24	11:15	1.75	276130	242644	7.6	1.30	1.42		0.09	0.34					221.70	LDV
270Dec24	11:45	2.13	276302	242735	9.1	1.13	1.33		0.10						229.20	LDV
280Dec24	3:45	2.33	276502	242836	10.1	1.14	1.31		0.09						235.01	LDV
290Dec24	1:30	1.80	276653	242913	7.7	1.16	1.33		0.10						240.51	LDV
300Dec24	10:45	1.70	276800	242983	7.0	1.17	1.37		0.09	0.38					245.81	LDV
310Dec24	10:45	1.59	276938	243057	7.4	1.11	1.27		0.10							
TOTALS																
MIN VALUE																0.00
MAX VALUE																0.00
AVG VALUE																0.00
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**VILLAGE OF BUENA VISTA  
BYLAW NO. 09/24**

**A BYLAW TO AMEND BYLAW 07/16 THE ZONING BYLAW**

The Council of the Village of Buena Vista in the Province of Saskatchewan in its open meeting hereby enacts as follows:

1. That, Parcel K, Plan 102383412, be rezoned from Residential (R1) to Cottage industrial and that the Village of Buena Vista Zoning District and all relevant maps be amended accordingly.
2. The bylaw shall come into force on the third and final reading by the Village of Buena Vista Council.

\_\_\_\_\_  
Mayor

SEAL

\_\_\_\_\_  
Chief Administrative Officer

INTRODUCED AND READ a first time this \_\_\_\_ day of \_\_\_\_\_, 2025.

READ a second time this \_\_\_\_ day of \_\_\_\_\_, 2025.

READ a third time and adopted this \_\_\_\_ day of \_\_\_\_\_, 2025.







## VILLAGE OF BUENA VISTA

### Briefing Note

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To:	Mayor and Council
Date:	January 14, 2025
Subject:	Waterworks Assessment Proposal

**BACKGROUND:** *Announced in Budget 2024, the CHIF is a \$6 billion fund that aims to accelerate new construction, rehabilitation and expansion of housing-enabling drinking water, wastewater, stormwater, and solid waste infrastructure, directly supporting the creation of new housing supply and improved densification.*

*CHIF is delivered through two funding streams:*

**Direct Delivery:** *\$1 billion over 8 years to be delivered by Housing, Infrastructure and Communities Canada (HICC). Funding is available directly to municipalities.*

**Provincial and Territorial Agreement:** *\$5 billion over 10 years to be delivered by the provinces and territories.*

#### ***Applying to the direct delivery stream versus the provincial and territorial agreement stream***

*Projects under the direct delivery stream are expected to meet the following criteria:*

- Projects must directly enable new housing supply.*
- Projects must demonstrate that the investment in infrastructure will remove barriers to enabling housing supply in the short term.*
- Projects must be at least \$1 million and should not exceed \$100 million in total eligible costs.*
- Applications should demonstrate a high level of project readiness - projects must be substantially completed by September 2031.*
- Applicants subject to housing conditions must meet requirements to be eligible to apply.*

*A project may better align with the provincial and territorial agreement stream if:*

- it is in the early project planning phase.*
- relates to longer-term infrastructure and housing needs;*
- an applicant is in the process of adopting the housing conditions;*
- an applicant is from a rural (population 30,000 or less) or northern community, and the project is to preserve existing capacity, or increase reliability and access to drinking water, wastewater, stormwater, solid waste systems for current and future populations.*

*While applicants may be eligible to apply under both streams, an applicant may not receive funding under both streams for the same project.*

*Based on the criteria and eligibility, the Village of Buena Vista would be aligned to apply to the Direct Delivery Stream.*

*Eligible Costs outlined in the CHIF are costs that are incurred **after project approval and before September 30, 2031***

***Based on this criteria, the Waterworks System Assessment proposal is required to be completed prior to application for the CHIF grant. Once the Assessment is completed, project plan and budget can be completed as it is required to be included with the application for grant funding. Costs associated with this proposal could form part of an agreement with the subdivision developer.***

*All information about the CHIF grant can be found at:*

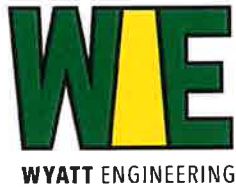
[https://housing-infrastructure.canada.ca/housing-logement/chif-fcil/chif-applicant-guide-demandeur-fcil-eng.html#toc\\_4](https://housing-infrastructure.canada.ca/housing-logement/chif-fcil/chif-applicant-guide-demandeur-fcil-eng.html#toc_4)

**ACTION:** Council to decide if it accepts Wyatt Engineering to complete the waterworks system assessment within the 2025 budget. It is advised that Council also consider entering into an agreement for the developer to share in the cost of this study.

**MOTION:**

THAT Council approve the Waterworks System Assessment proposal submitted by Andrew Hickey, Waterworks Consultant, from Wyatt Engineering at a fixed rate of \$11,500 plus applicable taxes to be included in the 2025 budget; and FUTHER that Council authorize Mayor and Acting Chief Administrative Officer to sign the agreement in Section 6.1 of the Proposal; and FUTHER that Council have administration draft an agreement of cost sharing for the Assessment with the Bellridge Subdivision developer.





Village of Buena Vista  
c/o Hickey Consulting  
[andrew@hickeyconsulting.ca](mailto:andrew@hickeyconsulting.ca)

File No: P2024-4300  
Date: December 6, 2024

Attention: Andrew Hickey, Waterworks Consultant

Re: **Village of Buena Vista  
Waterworks System Assessment  
Proposal for Engineering Services**

Thank you for the opportunity to offer our Engineering Services to the Village of Buena Vista (the Village; the Client) to complete the waterworks system assessments. We are very excited to showcase our abilities and expertise, and provide understanding on the level of service Wyatt Engineering Ltd. (WE) provides to its clients. It is our pleasure to highlight some of the key advantages WE is able to offer the Village.

**Support Local** – WE is Saskatchewan-owned, Saskatchewan-operated, and focused on providing locally developed solutions to Saskatchewan-based clients. Our roots are here, and we understand the needs of Saskatchewan communities. WE has a vested interest in developing our province and maintaining our reputation in Saskatchewan. We don't just work here, we call it our home.

**Our Approach** – WE will complete a review and evaluation of the existing conditions and design constraints to develop best-value solutions. With our experienced and knowledgeable team, we can modify and adapt solutions to meet site-specific conditions. Our team will not hesitate to complete additional analysis or impact assessments to ensure the Village is comfortable with the results of the assessment and proposed recommendations. WE is committed to providing the Village with timely, high-quality services through proactive assessment, organization, active listening and incorporation of ideas and concerns identified by the Village, Consultant and regulating agencies. Our approach integrates trust, integrity and accountability.

**Our Price** – As a small, agile consulting firm, WE can offer lower rates to our clients. As a relatively new consulting firm, WE has priced this project competitively to begin building our professional portfolio as an organization and develop a lasting relationship with the Village. You can be confident that we have appropriately scoped the work and have an experienced team to deliver the project within the fee provided.

**Proven Track Record** – WE has developed great relationships with local municipalities, suppliers, and other independent consulting firms. Although WE was founded in 2020, staff possess nearly 50 years of experience completing engineering projects and have continued to deliver a superior product to long-standing clients. A strong working relationship, good communication and active listening is our key to ensuring the results completely achieve the project objectives and the Village's expectations.

Village of Buena Vista  
Waterworks System Assessment  
Proposal for Engineering Services

**WYATT ENGINEERING LTD.**

P2024-4300  
December 6, 2024

We understand the Village is searching for a qualified engineering firm to provide Municipal Engineering services, with specialized knowledge in water and wastewater infrastructure. WE is confident our team is able to assist and lead the Village in achieving their objectives of assessing their existing water treatment and supply system. The results of our assessment will be a prioritized list of recommended solutions to provide the best-value to the Village to achieve immediate and future community planning and upcoming developments.

The opportunity to submit this proposal to the Village is sincerely appreciated. Please do not hesitate to contact the undersigned with any questions, concerns or to schedule a follow-up interview to discuss the intricacies of our proposal. We look forward to hearing from you.

Regards,

**WYATT ENGINEERING LTD.**



---

Ashley Wyatt, P.Eng., PMP  
Director of Civil Engineering  
Phone: (306) 519-3951  
[awyatt@wyattengineering.ca](mailto:awyatt@wyattengineering.ca)



PROPOSAL | Wyatt Engineering Ltd.

## Waterworks System Assessment

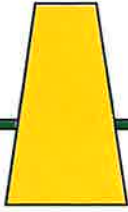
Village of Buena Vista | December 6, 2024 | 2024-4300

Submitted to:  
Andrew Hickey,  
Waterworks Consultant



Wyatt Engineering Ltd.  
Box 802  
White City, SK S4L 5B1

Ashley Wyatt, P.Eng., PMP  
Director of Civil Engineering  
(306) 519 - 3951  
[awyatt@wyattengineering.ca](mailto:awyatt@wyattengineering.ca)



## EXECUTIVE SUMMARY

The statements made in this Executive Summary are subject to the same limitation included in the Statement of Limitations Section and are to be read in conjunction with the remainder of this report.

Wyatt Engineering Ltd. (WE) is pleased to provide this proposal to the Village of Buena Vista (the Village; the Client) for the provision of Engineering Services to complete a Waterworks System Assessment at the Buena Vista Water Treatment Plant located in SW-13-21-22-W2M, approximately 1 km south of Buena Vista, Saskatchewan. WE understands the Village has requested the waterworks system assessment to investigate the capacity and expected lifespan of existing water treatment system including raw water supply, water treatment, storage and distribution to accommodate the upcoming subdivision developments.

The Village's objectives include:

- ◆ Assess current water supply, treatment and distribution for current capacity and future capacity at 100 additional people and 500 additional people.
- ◆ Verify waterworks are meeting all Water Security Agency's regulatory requirements.
- ◆ Obtain prioritized recommendations for upgrades, as applicable.

In general, as the Engineering Consultant for the Water Assessments, WE will:

- ◆ Collect and review information related to the existing infrastructure to identify potential deficits or deficiencies with the existing infrastructure;
- ◆ Complete a review of historical financial operational costs to confirm sustainability of the waterworks system;
- ◆ In collaboration with the Village and Consultant, prioritize recommended solutions;
- ◆ Draft assessment report(s) demonstrating the findings of the assessment, and prioritized recommended solutions; and
- ◆ Provide technical and professional advice throughout the duration of the project.

WE has proposed the following schedule to complete the project:

Phase	Start Date	End Date	Duration
Project Award	December 6, 2024	December 31, 2024	3 weeks
Kickoff Meeting	January 6, 2025	January 10, 2025	1 day
General Information Gathering & Review	January 6, 2025	January 17, 2025	1 - 2 weeks
Assessment and Reporting	January 17, 2025	January 31, 2025	2 - 3 weeks
Village and Consultant Review	February 1, 2025	February 21, 2025	2 - 3 weeks
Finalize WWSA	February 21, 2025	February 28, 2025	1 week

Village of Buena Vista  
Waterworks System Assessment  
Proposal for Engineering Services

**WYATT ENGINEERING LTD.**

P2024-4300

December 6, 2024

WE is proposing to complete the WSA outlined in this proposal for a fixed fee **\$ 11,500** excluding applicable taxes. You can be confident that we have scoped the work appropriately and are confident we can deliver the project within the fixed fee provided.

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## APPENDICES

Appendix A	Professional Services Terms and Conditions
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## **WYATT ENGINEERING LTD.**

Wyatt Engineering Ltd. (WE) was founded in 2020 to provide solutions to Saskatchewan clients during a tumultuous year. WE's goal was to stay true to our Saskatchewan roots and support our local communities when they needed it most, by providing quality and trustworthy engineering services they could count on. Based out of White City, WE is Saskatchewan-owned, Saskatchewan-operated and motivated to serve our Saskatchewan-based clients with best-value solutions. WE does not just do business in Saskatchewan, we call it our **HOME**.

Our team consists of professional engineers and technologists, devoted to maintaining our reputation of providing high quality service and commitment to our Clients. With six (6) full-time employees, WE has the capacity, experience, and commitment to meet your project's needs. WE offers services in project management, and municipal and environmental engineering.

WE has a team that specializes in rural and urban infrastructure including planning, design and construction of water and wastewater infrastructure, transportation and drainage works. The WE team has completed many similar projects with upgrades and retrofit solutions in Saskatchewan communities. WE has the credentials and experience required to execute the technical and project management requirements for this project's success.

Based on our experience with municipalities, private owners and indigenous clients, WE understands the struggle to make informed decisions with highly technical issues. WE is proficient at breaking down complicated, technical jargon using simplistic terms and analogies, which can be understood at any level. This has benefited many of our clients in being able to understand the issues, how the proposed solution will address the current problem, and the potential risks or opportunities associated with the proposed solution. This provides confidence and empowers the Village to make informed decisions and provides transparency and accountability to their rate payers.

WE is committed to fulfilling our roles and responsibilities as provided in this proposal with our local team. As a small team, WE can guarantee that our experienced staff will be a major part of your project from project initiation through to completion!



## **1.1 EXTERNAL SERVICES**

### **1.1.1 Hickey Consulting**

The Village has retained the services of Hickey Consulting to assist with this project. We understand that Hickey Consulting will play a major role throughout the duration of the project in providing project guidance and oversight, to ensure the Village's best interests are being safeguarded. WE will incorporate Hickey Consulting throughout the project to ensure the Village's expectations are being met every step of the way. This may translate into scheduling additional time for reviews, inclusion on key meetings, providing progress updates, adapting our processes or documents to reflect the Consultants/Village preferences, etc.

WE has a good working relationship with Hickey Consulting and expects our cohesive, one-team approach will add value to the Client.



# 2

## PROJECT UNDERSTANDING

Wyatt Engineering Ltd. (WE) is pleased to provide this proposal to the Village of Buena Vista (the Village; the Client) for the provision of Engineering Services to complete a Waterworks System Assessment at the Buena Vista Water Treatment Plant located in SW-13-21-22-W2M, approximately 1 km south of Buena Vista, Saskatchewan, herein referred to as 'the Site.'

WE understands the Village has requested the waterworks system assessment to investigate the capacity and expected lifespan of existing water treatment system including raw water supply, water treatment, storage and distribution to accommodate the upcoming subdivision developments. The Village's current population fluctuates seasonally, with an estimated 300 people in winter and between 550 to 600 people during the summer. The Village would like to review the capacity of the system for their current population, as well as compared to two future scenarios:

1. The Village has a proposed residential development anticipated to consist of a combination of thirty (30) single-family dwellings and condominium-style homes with a projected population of 100 people.
2. The Village would like to have additional capacity beyond the proposed development (estimated at 400 people), for a total increase of 500 people; nearly double the current peak water demands.

Since wastewater is managed through seepage systems, wastewater is not expected to be part of the assessment's scope of work.

The Village's water treatment plant (WTP), located on the south side of the Village on Highway No. 54, was upgraded in 2019 and is in good working order with no current concerns with the level of treatment provided. The Village's Operator indicated the flow through the treatment process is reliant on one well; a smaller backup well is available but required manual startup, has poorer water quality and has not been utilized since the plant was upgraded. The Village has records of raw water



and treated water quality readily available for the main well. The secondary well water quality and flow history is not well known at this time.

The treatment process includes biofiltration for iron removal, transferred to a holding tank. Water leaving the holding tank is dosed with sodium hypochlorite for oxidation feeding into the activated alumina filters (for arsenic removal) and is dosed again prior to being pumped to the water tower for disinfection. The water tower distributes potable water through the potable water distribution network via gravity.



## 2.1 CLIENT OBJECTIVES

The Village's objectives include:

- ◆ Assess current water supply, treatment and distribution for current capacity and future capacity at 100 additional people and 500 additional people.
- ◆ Verify waterworks are meeting all Water Security Agency's regulatory requirements.
- ◆ Obtain prioritized recommendations for upgrades, as applicable.

## 2.2 PROPOSED APPROACH

WE understands that the Village would like to assess their existing water systems and receive recommendations on required upgrades to achieve regulatory compliance and allow for expansion of 100 and up to 500 additional people. Our team will work closely with the Water Security Agency (WSA) to ensure that the resulting report meets WSA's expectations for a waterworks system assessment, in alignment with the Round 3 standards<sup>1</sup>.

In general, as the Engineering Consultant for the Water Assessments, WE will:

- ◆ Collect and review information related to the existing infrastructure to identify potential deficits or deficiencies with the existing infrastructure;
- ◆ Complete a review of historical financial operational costs to confirm sustainability of the waterworks system;
- ◆ In collaboration with the Village and Consultant, prioritize recommended solutions;
- ◆ Draft assessment report(s) demonstrating the findings of the assessment, and prioritized recommended solutions; and
- ◆ Provide technical and professional advice throughout the duration of the project.

---

<sup>1</sup> Water Security Agency. "Waterworks System Assessment – Round 3 Standards"

# 3

## WORKPLAN

The Waterworks System Assessment (WWSA) will be completed in compliance with the Water Security Agency's (WSA's) Round 3 standards.

Our initial review will include any historical reports, drawings, water quality data, water allocation, etc. relevant to the current water system which can be provided by the Village. We will then conduct our initial site investigation with the Water Treatment Plant operator to review the existing facility and typical operations. On site, we will review record logs, condition of existing equipment, recent maintenance as well as historical issues or complaints. WE may also reach out to the local WSA Environmental Officer (EO) to discuss recent inspections and historical issues or complaints.

WE will also conduct a review and compare the raw and treated water quality sampling results to the regulatory requirements, to ensure all parameters are meeting their respective thresholds.

WE will prepare a report summarizing the findings of the assessment incorporating photos from the site inspection, and provide recommendations and associated Class D cost estimates for upgrades to:

- ◆ Evaluate the impact of the proposed new development on the existing system;
- ◆ Meet regulatory requirements;
- ◆ Repair or replace items at or approaching the end of their useful lifespan; and/or
- ◆ Improve operational or maintenance practices.

As part of the assessment, our team will review the water utility rates compared to ongoing operational expenses, and considering reserves and recommended upgrades, to evaluate the sustainability of the water system.

### 3.1 SCOPE OF WORK

#### 3.1.1 Assessment Activities

Based on our current knowledge of the project, the Assessment is expected to include the following:

- ◆ Gather and review existing reports, drawings, relevant regulations and standards, meter records, site utilities or other pertinent information.

- ◆ Attend a kickoff meeting with key members of the project team, to review the overall project objectives, proposed methodology, roles and responsibilities, project deliverables, and project milestones. Get key input from the Village on historical challenges or infrastructure limitations.
- ◆ Complete site reconnaissance to verify existing conditions of the Site and note any potential design constraints or deficiencies observed with the Village representative.
- ◆ Liaise with WSA Environmental Project Officer (EPO) to verify any regulatory concerns.
- ◆ Develop projected design flows for 20-year design life.
- ◆ Compare existing capacity to projected capacity requirements and identify deficits.
- ◆ Develop solutions to address deficits or deficiencies with corresponding cost estimates.
- ◆ Meet with the Village and Consultant to review assessment findings, proposed solutions, and collectively prioritize solutions.
- ◆ Compile assessment findings into a draft report.
- ◆ Submit the report for review and comment by the Village and Consultant.
- ◆ Incorporate comments and finalize document.

### 3.1.2 Assessment Deliverables

- ◆ Assessment Report

### 3.1.3 Assessment Client Inputs

- ◆ Record Drawings
- ◆ Reports
- ◆ Metering Data
- ◆ Water Quality Testing Results
- ◆ Historical issues/complaints

## 3.2 PROJECT SCHEDULE

Table 1 provides a general overview of the proposed estimated start and completion dates for the project. The proposed project schedule is an approximation based on the information currently available. This schedule is subject to change based on Village or Consultant requirements and inputs at the onset of the project.

Table 1 - Project Schedule

Phase	Start Date	End Date	Duration
Project Award	December 6, 2024	December 31, 2024	3 weeks
Kickoff Meeting	January 6, 2025	January 10, 2025	1 day
General Information Gathering & Review	January 6, 2025	January 17, 2025	1 – 2 weeks
Assessment and Reporting	January 17, 2025	January 31, 2025	2 - 3 weeks
Village and Consultant Review	February 1, 2025	February 21, 2025	2 - 3 weeks
Finalize WWSA	February 21, 2025	February 28, 2025	1 week



# 4

## WE TEAM

### **Ashley Wyatt, P.Eng., PMP – Municipal Engineer**

**Role:** Ashley will be the primary contact and will be directly responsible for the planning and delivery of all project services.

**Experience:** Ashley has 13 years of consulting experience for municipal infrastructure, including water supply, treatment and distribution, collection, treatment and disposal, urban and rural roadways, drainage and storm water management. Ashley has 2 years of experience regulating water and sewer works throughout Saskatchewan at the Water Security Agency.

Her varied work experience will provide a unique perspective to the project. Ashley's work experience has encompassed a variety of projects from small system assessments to large design and construction projects valued up to \$22M.



Ashley has a unique perspective having experience as both a regulator and consulting engineer, which will be utilized to intercept foreseeable issues and proactively address regulatory hurdles. Her exemplary organization skills, communication and diligence has been recognized by her former clients and has served her well in successfully delivering municipal projects.

### **Erin Turner, PMP – Project Manager**



**Role:** Erin will be assisting Ashley with the collection and review of historical information and development of the assessment. Erin will utilize her project management experience in municipal infrastructure to ensure all workplan deliverables are completed in alignment with this proposal and the Client's expectations.

**Experience:** Erin has over 15 years of project management experience in consulting engineering, manufacturing, and building interior fit-up firms.

Her previous experience in project management in various disciplines allows her to understand the intricacies of managing and leading multi-organizational teams who have a common goal. Erin's project management experience consists of a variety of projects from smaller workplace move-management to large design and construction projects valued up to \$21M.

Erin builds relationships by listening and working to understand each of the stakeholders needs. Those relationships are maintained through effective communication.

**Tristan Wyatt, P.Eng., P.Biol. – Project Sponsor**

**Role:** Tristan is the Director of Environmental Engineering for Wyatt Engineering Ltd. and is committed to providing senior oversight and QA/QC support for the WE team.

**Experience:** Tristan has achieved a great deal in his 14 years of being an environmental engineering consultant. Tristan has completed environmental projects across Western Canada and into the Northern Territories. His dedication, passion and commitment to his field is truly amazing. Tristan achieved degrees in both Environmental Engineering and Biology from the University of Regina.



**5**

## **OPINION OF PROBABLE COSTS**

WE is proposing to complete the work within the Waterworks Assessment for a fixed fee of **\$11,500**, exclusive of applicable taxes.

As an up-and-coming consulting company, WE has priced this project competitively to begin building our professional portfolio as an organization and develop a lasting relationship with the Village. You can be confident that we have scoped the work appropriately and are confident we can deliver the project within the estimated fee provided.

Refer to Table below for a summary of WE's professional fees.


<b>Phase</b>	<b>Professional Fees</b>	<b>Disbursements</b>	<b>Total Estimated Fees</b>
Waterworks System Assessment	11,250	250	<b>11,500</b>
<b>TOTAL (exclusive of applicable taxes)</b>	<b>11,250</b>	<b>250</b>	<b>11,500</b>

### **5.1 GENERAL PROVISIONS AND LIMITATIONS**

The report to be delivered by WE, if this proposal is accepted, will be for sole use by the Client. The reports may not be relied upon by any other party without the express written consent of WE, which may be withheld at WE's discretion.

The following assumptions and limitations were considered in the preparation of this proposal:

- ◆ Field work will be conducted within standard business works of 8:00 am and 5:00 pm, unless otherwise requested.
- ◆ Information regarding policy and practices utilized within the water treatment system will be supplied to WE upon project approval.
- ◆ Laboratory analysis is planned to be completed at standard turnaround times (i.e. 5-7 business days).
- ◆ The Client will arrange for WE to have clear site entry and access throughout the subject building(s), including all spaces.



## **CLOSING**

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WE has proposed the aforementioned Scope of Work and Opinion of Probable Costs to reflect the waterworks assessment. Should any part of this proposal require to be changed or adjusted, we would be happy to discuss the options.

The opportunity to submit this proposal to the Village of Buena Vista is sincerely appreciated, and the approval of this proposal is respectfully requested. Please do not hesitate to contact the undersigned with any questions or concerns.

Regards,

WYATT ENGINEERING LTD.



---

Ashley Wyatt, P.Eng., PMP  
Director of Civil Engineering  
Phone: (306) 519-3951  
[awyatt@wyattengineering.ca](mailto:awyatt@wyattengineering.ca)

## **6.1 AGREEMENT**

By signing this document, the CLIENT authorizes WE to proceed with the SERVICES described. The CLIENT also accepts the attached Professional Services Terms and Conditions presented in Appendix A.

Company:

Village of Buena Vista  
Contact: Andrew Hickey, Waterworks Consultant

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





## **APPENDIX A**

## **PROFESSIONAL SERVICES TERMS AND CONDITIONS**

## Professional Services Terms and Conditions

The following Terms and Conditions are attached to and form part of a proposal for services to be performed by WYATT ENGINEERING LTD. and together, constitute the AGREEMENT between WYATT ENGINEERING LTD. and the CLIENT.

**Scope of Services.** WYATT ENGINEERING LTD. shall perform the work and services described in the attached proposal, including any services performed prior to the date of this AGREEMENT, subsequent changes to such services, or additional services related to the project, that WYATT ENGINEERING LTD. agrees to perform for the CLIENT (collectively, the "Services").

**Description of the CLIENT.** The CLIENT confirms their authority to enter into this AGREEMENT on its behalf and on behalf of the parties related to the CLIENT who may have an interest in the SERVICES.

**Professional Responsibility / Standard of Care.** WYATT ENGINEERING LTD. will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices normally provided in the performance of the SERVICES at the time and location in which the SERVICES were performed.

**Compensation.** The CLIENT shall pay WYATT ENGINEERING LTD. the fees for the SERVICES described in the attached proposal, or in absence of specified consideration, on a time and materials basis in accordance with WYATT ENGINEERING LTD.'S current rates at the time that the SERVICES were performed. Payment is due to WYATT ENGINEERING LTD. upon receipt of invoice. Failure to make payment when due is a material breach of this AGREEMENT and will entitle WYATT ENGINEERING LTD., at its option, to suspend or terminate this AGREEMENT and the provision of SERVICES. Interest will accrue on accounts overdue by 30 days at the maximum legal rate of interest. Unless otherwise noted, the fees in this AGREEMENT do not include applicable taxes. Such taxes will be added to all invoices as required.

**Changes and Additional Services.** The CLIENT may request a modification to the SERVICES or request services in addition to the SERVICES. Unless otherwise agreed upon, the fees for any Changes will be rendered on a time and materials basis based on WYATT ENGINEERING LTD.'S current rate, in addition to any budget or lump sum amount provided for the SERVICES, and an equitable adjustment will be made to the work schedule, as required. If during the course of performance of the SERVICES, conditions or circumstances are discovered which were not contemplated by WYATT ENGINEERING LTD. at the commencement of this AGREEMENT, WYATT ENGINEERING LTD. shall notify the CLIENT of any newly discovered conditions or circumstances and their impact on this AGREEMENT. The CLIENT and WYATT ENGINEERING LTD. agree to negotiate in good faith any changes to the price, terms and conditions, or schedule of this AGREEMENT as a result of such conditions or circumstances.

**Limitation of Liability.** The CLIENT releases WYATT ENGINEERING LTD. from any liability and agrees to defend, indemnify and hold WYATT ENGINEERING LTD. harmless from any and all claims, damages, losses, and/or expenses, direct and indirect, or consequential damages arising out of, or claimed to arise out of, the performance of the SERVICES, excepting liability arising from the sole negligence of WYATT ENGINEERING LTD. It is further agreed that the total amount of all claims the CLIENT may have against WYATT ENGINEERING LTD. under this AGREEMENT, including but not limited to claims for negligence, negligent misrepresentation and/or breach of contract, shall be

## Professional Services Terms and Conditions

strictly limited to the lesser of professional fees paid to WYATT ENGINEERING LTD. for the SERVICES or \$50,000. No claim may be brought against WYATT ENGINEERING LTD. for SERVICES provided greater than 2 years old. WYATT ENGINEERING LTD.'S liability with respect to any claims arising out of this AGREEMENT shall be absolutely limited to direct damages arising out of the SERVICES and WYATT ENGINEERING LTD. shall bear no liability whatsoever for any consequential loss, injury or damage incurred by the CLIENT, including but not limited to claims for loss of use, loss of profits and/or loss of markets.

**Project Information.** The CLIENT shall provide WYATT ENGINEERING LTD. with all relevant information or data pertaining to the SERVICES. WYATT ENGINEERING LTD. shall rely upon the accuracy and completeness of such information.

**Estimates.** The CLIENT agrees and acknowledges that any cost and schedule estimates provided by WYATT ENGINEERING LTD. with respect to the SERVICES are estimates based on experience, but actual costs and schedules are subject to change and are contingent on factors beyond WYATT ENGINEERING LTD.'S control.

**Dispute Resolution.** WYATT ENGINEERING LTD. and the CLIENT shall attempt to resolve any dispute arising out of or in connection with this AGREEMENT by entering into structured non-binding negotiations with the assistance of a mediator. If the dispute cannot be settled within a period of thirty calendar days with a mediator, the dispute shall be referred to arbitration pursuant to laws of the jurisdiction.

**Field Services.** WYATT ENGINEERING LTD. is not responsible for any contractor's failure to completed the work in accordance with the contract documents and shall not be responsible for construction methods, techniques, sequences, or techniques. WYATT ENGINEERING LTD. will not be the prime contractor or similar under any occupational health and safety legislation.

**Documents.** WYATT ENGINEERING LTD. retains copyright and ownership on all documents generated during the completion of the SERVICES. In the event these documents are reused or modified without written consent of WYATT ENGINEERING LTD., the CLIENT agrees to defend, hold harmless and indemnify WYATT ENGINEERING LTD. from any claim advanced on account of said reuse or modification.

All documents prepared by WYATT ENGINEERING LTD. is intended for the sole use of the CLIENT. The documents may not be relied upon by any other party without written consent of WYATT ENGINEERING LTD., which may be withheld. Consent, if provided, will provide no greater assurance than provided to the CLIENT and will only be authorized in writing using a standard company reliance letter.



## VILLAGE OF BUENA VISTA

### Briefing Note

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<b>To:</b>	Mayor and Council
<b>Date:</b>	January 14, 2025
<b>Subject:</b>	<b>Notice of Planned Procurement</b> <b>Group Municipality Declaration of Participation in a Buying Group</b>

**BACKGROUND:** *As a compliancy requirement, SUMA members need to publicly state their intent to participate with a buying group. This is not a competition or opportunity to sell.*

*The Canadian Free Trade Agreement (CFTA) requires the following from a procurement entity related to its participation with a buying group:*

*“A procurement entity shall publish a notice of its participation with the buying group at least annually on one of the tendering websites or systems designated by its Party. That notice shall direct potential suppliers to the buying group tender notices website if it is different from its Party’s tendering website or systems.”*

*SUMA on behalf of its member municipalities is writing to inform of the intent of its members to participate in one or more procurement opportunities offered through Kinetic GPO and the CentralSource buying group purchasing program between January 1, 2025 and December 31, 2025.*

**ACTION:** *Council to approve signing and publishing this notice annually, in order to submit a Request for Proposal (RFP) for contracted services annually. Or Council may choose to have this come back to Council every year instead. Mayor (or Deputy Mayor in Mayor’s absence) and CAO to sign the Notice.*

**MOTION:**

THAT Council approve and authorize the Mayor and Chief Administrative Officer to annually sign the Notice of Planned Procurement; and FURTHER that administration publish the notice as required annually.



**Village of Buena Vista**

1050 Grand Avenue

Buena Vista, SK

S2V 1A2

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

Email: [admin@buenavista.ca](mailto:admin@buenavista.ca)

**NOTICE OF PLANNED PROCUREMENT**

The Village of Buena Vista intends to participate in one or more procurements offered through the Saskatchewan Urban Municipalities Association (SUMA) between January 1, 2025 and December 31, 2025. For further information and access to SUMA's Request for Proposal (RFP) notices, please review the Government of Saskatchewan website at <https://sasktenders.ca/content/public/search.aspx>

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Mayor

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Chief Administrative Officer

Dated this 14<sup>th</sup> day of January 2025



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*Request for Proposals*

*For*

*Village of Buena Vista*

*Curb Stop & Water Line Repairs and/or Maintenance*

---

Request for Proposals No.: VBV2025-001

Issued: January 15, 2025

Submission Deadline: February 14, 2025

## PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

### 1.1 INVITATION TO PROPONENTS

This Request for Proposals (the RFP) is an invitation by the Village to prospective Proponents to submit proposals for the provision of Repairs and Maintenance of Curb Stop Valves and Water Lines as required.

Deliverables to include, equipment and manpower to complete repairs to infrastructure as required or as scheduled by the Public Works department.

The Village is located 38 minutes (50.7 km) via SK-11S and SK-54S on the shore of Last Mountain Lake. The Village office is located at 1050 Grand Avenue, Buena Vista, Saskatchewan

### 1.2 RFP CONTACT

For the purpose of this procurement process, the “RFP Contact” will be:

Melissa Pollock  
Chief Administrative Officer  
Email Address: [cao@buenavista.ca](mailto:cao@buenavista.ca)

Proponents and their representative are not permitted to contact any employees, elected or appointed officials or other representative of the Village, other than the “RFP Contact”, concerning matters regarding the RFP. Failure to adhere to this rule may result in the disqualification of the Proponent and the rejection of the Proponent’s proposal.

### 1.3 TYPE OF CONTRACT FOR DELIVERABLES

The selected Proponent(s) will be requested to enter into direct contract negotiations to finalize an agreement with the Village for the provision of the Deliverables. The Village expects the terms and conditions set out in the Form of Agreement in Appendix C to be included in the final negotiated agreement with the selected Proponent(s). Proponents choosing to participate in the RFP process should be prepared to accept those terms and conditions, subject only to minor changes that may be mutually agreed upon in the negotiation process. The term of the agreement is to be for a period of 1 year.

### 1.4 RFP TIMETABLE

Issue Date of RFP	January 15, 2025
Deadline for Questions	January 23, 2025
Deadline for Issuing Addenda	January 30, 2025
Submission Deadline	February 14, 2025 4:00 p.m. Sask Time
Rectification Period	3 business days
Anticipated Initial Evaluation and Commencement of Concurrent Negotiations	February 26, 2025
Anticipated Deadline for Submission of Best and Final Offers	March 6, 2025
Anticipated Final Evaluation	March 11, 2025
Contract Negotiation Period	5 days
Anticipated Execution of Agreement	March 26, 2025

The RFP timetable is tentative only, and may be changed by the Village at any time. For greater clarity, business days means all days that the Village is open for business.

### 1.5 Submission of proposals

Proposals should be submitted via email to the RFP Contact email address by no later than the Submission Deadline date listed in the “RFP Timetable “or the proposal can be submitted by hand in a sealed envelope to the Village office location listed in Section 1.1

Proposals must be received by or before the Submission Deadline. Proposals received after the Submission Deadline will not be accepted. Onus and responsibility rests solely with the Proponent to deliver its proposal to the exact location indicated in this RFP on or before the Submission Deadline. The Village does not accept any responsibility for submissions delivered to any other

location by the Proponent(s) or its delivery agents. Proponent(s) are advised to make submissions well before the deadline. Proponents making submission near the deadline do so at their own risk.

#### 1.5.1 Prescribed format

Proponents should submit one (1) copy only of their proposal either by hand delivery or electronically by email. Proponents should not submit their proposals via both methods of delivery. In the event that proposals are received via both methods of delivery, the hard copy will prevail in the event of conflict or inconsistency between the hard copy and the digital copy. Proposals should be prominently marked with the RFP title and number (see RFP Cover), with the full legal name and return address of the Proponent.

#### 1.5.2 Amendment of proposals

Proponents may amend their proposals prior to the Submission Deadline by submitting the amendment in a sealed package or via email, prominently marked with the RFP title and number and the full legal name and return address of the Proponent to the location set out above. Any amendment should clearly indicate which part of the proposal the amendment is intended to amend or replace.

#### 1.5.3 Withdrawal of proposals

At any time prior to the execution of a written agreement for provision of the Deliverables, a Proponent may withdraw a submitted proposal. To withdraw a proposal, a notice of withdrawal must be received by the RFP Contact and should be signed by an authorized representative of the Proponent. The Village is under no obligation to return withdrawn proposals.

[End of Part 1]

## PART 2 – EVALUATION AND NEGOTIATION

### 2.1 Stages of evaluation and negotiation

The Village will conduct the evaluation of proposals and negotiations in the following stages:

#### Stage I – Mandatory Requirements

Stage 1 is expected to consist of a review to determine which proposals comply with all of the mandatory requirements. If a proposal fails to satisfy any mandatory requirement, the Village may choose, in its sole discretion, to not evaluate such proposals further. The mandatory requirements are detailed in Appendix A.

#### 2.1.1 Submission form (Appendix C)

Each proposal should include a Submission Form (Appendix C), or a document containing the information requested by the Submission Form, completed and signed by an authorized representative of the Proponent.

#### 2.1.2 Pricing form (Appendix B)



Each proposal should include a Pricing Form (Appendix B), or a document containing the information requested by the Pricing Form, completed in accordance with the instructions contained in the form.

## 2.2 Stage II – Evaluation

The Village will evaluate each proposal privately.

The Village will take into consideration the following evaluation criteria.

- (a) qualifications, experience and capacity of the Proponent to provide and successfully complete the services required by the Village as well as any optional services offered by the Proponent, in a timely, safe, efficient and quality manner.
- (b) Proponent's overall fee proposal;
- (c) terms of the agreement that the Proponent is prepared to accept;
- (d) the completeness of a Proponent's proposal; and
- (e) such other criteria as the Village considers relevant.

The Village has not predetermined the relative importance of the above evaluation criteria. The Village expects to select the Proponent that provides the best overall value, as determined by the Village in its sole discretion, having regard to the evaluation criteria referred to above.

Proposals will be evaluated on the basis of the information provided in response to these instructions to Proponents. In addition, in assessing the Proponent's qualifications, experience and capacity, the Village may also consider the following:

- (a) Clarifications and/or additional information that may be supplied pursuant to requests from the Village;
- (b) Interviews and/or reference checks that may be conducted at the Village's discretion;
- (c) Previous experience of the Village in working with the Proponent; and
- (d) Information received from any source that the Village considers reliable.

The Village may, in its sole discretion, request clarification from a Proponent during the evaluation process.

Proponents are advised that the evaluation process is subjective in nature and the Village's intention is to consider, in its sole discretion, each proposal on its merits.

## 2.3. STAGE IV – CONCURRENT NEGOTIATIONS AND BAFO (Best and Final Offers)

### 2.3.1 Concurrent negotiations and BAFO process

The Village intends to invite Proponents to enter into concurrent negotiations. During these concurrent negotiations, the Village will provide each Proponent with any additional information and will seek further information and proposal improvements from each Proponent. After the expiration of the concurrent negotiation period, each Proponent will be invited to revise its initial proposal and submit its BAFO to the Village.

An invitation to interview or to negotiate does not obligate the Village to conclude the Agreement with that Proponent. The Village may interview or may negotiate any aspect of any proposal with one or more Proponents at any time.

The Village will notify all unsuccessful Proponents after entering into a definitive agreement with the successful Proponent. Unsuccessful Proponents may request a debriefing interview to obtain feedback on their proposal after receiving this notification.

## 2.4 EVALUATION OF BAFO AND FINAL RANKING OF PROPONENTS

Each BAFO will be evaluated against the criteria set out in Section 2.2. The top-ranked Proponent based on the evaluation of the BAFO's will receive a written invitation to enter into a final round of negotiations to finalize the agreement with the Village.

### 2.4.1 Option not to engage in BAFO

The Village may choose not to engage in the concurrent negotiations and BAFO process and may proceed directly to contract negotiations with the top-ranked Proponent.

## 2.5 STAGE V – CONTRACT NEGOTIATIONS

### 2.5.1 Contract negotiations process

Any negotiations will be subject to the process rules contained in the Terms and Conditions of the RFP Process (Part 3) and will not constitute a legally binding offer to enter into a contract on the part of the Village or the Proponent and there will be no legally binding relationship created with any Proponent prior to the execution of a written agreement. The terms and conditions in the Form of Agreement in Appendix D are intended to be included in the final negotiated agreement with the selected Proponent.

### 2.5.2 TIME PERIOD FOR NEGOTIATIONS

The Village intends to conclude negotiations and finalize the agreement with the top-ranking Proponent(s) during the negotiations period listed in the RFP Timetable, commencing on the date the Village invites the top-ranked Proponent to enter negotiations. A Proponent invited to enter into direct contract negotiations should therefore be prepared to provide requested information in a timely fashion and to conduct its negotiations expeditiously.

### 2.5.3 Failure to enter into agreement

If the parties cannot conclude negotiations and finalize the agreement for the Deliverables within or after the Contract Negotiation Period, the Village may at its sole discretion, discontinue negotiations with the top-ranked Proponent and may invite the next-best-ranked Proponent to enter into negotiations. This process will continue until an agreement is finalized, until there are no more Proponents remaining that are eligible for negotiations or until the Village elects to cancel the RFP process.

## 2.6.4 NOTIFICATION TO OTHER PROPONENTS

Other Proponents that may become eligible for contract negotiations will be so notified at the commencement of the negotiation process with the top-ranked Proponent. Once an agreement is finalized and executed by the Village and a Proponent, the other Proponents will be notified in accordance with the Terms and Conditions of the RFP Process (Part 3).

[End of Part 2]

## PART 3-TERMS AND CONDITIONS OF THE RFP PROCESS

### 3.1 GENERAL INFORMATION AND INSTRUCTIONS

#### 3.1.1 Proponents To Follow Instructions

Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable section numbers of this RFP.

#### 3.1.2 Preferred Language

All proposals are to be submitted in English.

#### 3.1.3 No Incorporation By Reference

The entire content of the Proponent's proposal should be submitted in a fixed form, and the content of the websites or other external documents referred to in the Proponent's proposal but not attached may not be considered to form part of its proposal. If Proponents wish to reference website or external documents, they should obtain the approval of the RFP Contact prior to the Submission Date. Proponents are responsible for ensuring that all external content that is referenced is accurate and are to provide notice to the Village of any changes that may arise after submission. The Village may, at any time, require a Proponent to provide a hard copy of some or all of the external content referenced.

#### 3.1.4 References And Past Performance

In the evaluation process, the Village may consider information provided by the Proponent's references listed on Appendix D, and may also consider information independently obtained by the Village about the Proponent or its proposal in the course of the Village's own due diligence, including any previous dealings or experience, if any, with a Proponent. The Village may contact any of the Proponent's customers who the Village believes may be able to provide information about the Proponent that would be pertinent to this RFP.

#### 3.1.5 Information In RFP Only An Estimate

The Village and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to Proponents the general scale and scope of the Deliverables. It is the

Proponent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

#### 3.1.6 Proponents To Bear Their Own Costs

The Proponent will bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or demonstrations.

#### 3.1.7 Retention of Proposal

The Village will not return the proposal or any accompanying documentation submitted by a Proponent.

#### 3.1.8 Trade Agreements

Proponents should note that procurements falling within the scope of one or more of:

- The *New West Partnership Trade Agreement*;
- The *World Trade Organization Agreement on Government Procurement*;
- Chapter 19 of the *Canada – European Union Comprehensive Economic and Trade Agreement*, including its incorporation by reference into the *Agreement on Trade Continuity between the United Kingdom of Great Britain and Northern Ireland and Canada*;
- Chapter 15 of the *Comprehensive and Progressive Agreement for Trans-Pacific Partnership*;
- or
- Chapter 5 of the *Canadian Free Trade Agreement*;

are subject to those trade agreements, but that the rights and obligations of the parties will be governed by the specific terms of this “RFP.

#### 3.1.9 No Guarantee of Volume of Work or Exclusivity of Contract

The Village makes no guarantee of the value or volume of work to be assigned to the successful Proponent. The agreement to be negotiated with the selected Proponent will not be an exclusive contract for the provision of the described Deliverables. The Village may contract with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

### 3.2 COMMUNICATION AFTER ISSUANCE OF RFP

#### 3.2.1 Proponent to Review RFP

Proponents should promptly examine all of the documents comprising this RFP, and may direct questions or seek additional information to the RFP Contact on or before the Deadline for Questions listed in the RFP Timetable. No such communications are to be directed to anyone other than the RFP Contact. The Village is under no obligation to provide additional information, and the Village is not responsible for any information provided by or obtained from any source other than the RFP Contact. It is the responsibility of the Proponent to seek clarification from the RFP Contact on any matter it considers to be unclear. The Village is not responsible for any misunderstanding on the part of the Proponent concerning this RFP or its process.

### 3.2.2 All New Information to Proponents by Way of Addenda

This RFP may be amended only by addendum in accordance with this section. If the Village, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all Proponents by addendum. Any information obtained in a method other than an addendum should not be relied upon. Each addendum forms an integral part of this RFP and may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by the Village.

### 3.2.3 Post-Deadline Addenda and Extension of Submission Deadline

If the Village determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the Village may extend the Submission Deadline for a reasonable period of time.

### 3.2.4 Verify, Clarify and Supplement

When evaluating proposals, the Village may at its sole discretion request further information from the Proponent or third parties in order to verify, clarify or supplement the information provided in a proposal. The response received by the Village shall, if accepted by the Village, form an integral part of the Proponent's proposal.

The Village may consider information independently obtained by the Village about the Proponent or its proposal in the course of the Village's own due diligence, including any previous dealings or experience by it or others, if any, with a Proponent.

### 3.2.5 Time Disputes

In the event of a dispute regarding time, the Village's time clock will govern.

## 3.3 NOTIFICATION AND DEBRIEFING

### 3.3.1 Notification to Other Proponents

Once an agreement is signed by the Village and a Proponent, the other Proponents will be notified. Proponents may be notified by public posting in the same manner that this RFP was originally posted of the outcome of the procurement process.

### 3.3.2 Debriefing

Proponents who submitted a proposal may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to the RFP Contact and must be made within 30 days of such notification. The intent of the debriefing information session is to aid the Proponent in presenting a better proposal in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process or its outcome.

### 3.4 CONFLICT OF INTEREST AND PROHIBITED CONDUCT

#### 3.4.1 Conflict of Interest

The Village may disqualify a Proponent, or take any other action it deems appropriate in its sole discretion, for any conduct, situation or circumstances, determined by the Village, in its sole and absolute discretion, to constitute a Conflict of Interest.

For the purposes of this RFP, "Conflict of Interest" includes any situation or circumstance where, in relation to a Village of Buena Vista procurement competition, a participating Proponent has an unfair advantage, a perception of an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including:

- (a) Having, or having access to, information in the preparation of its proposal that is not available to other Proponents, but such does not include information a Proponent may have obtained in the past performance of a contract with a public entity, including the Village, that is not related to the creation, implementation or evaluation of this or a related procurement competition;
- (b) Communicating with any person with a view to influencing preferred treatment in this procurement competition (including but not limited to the lobbying of decision makers involved in this procurement competition); or
- (c) Engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive procurement competition or renders that competition non-competitive, less competitive, or unfair.
- (d) All Proponents should advise the Village in writing whether it has any actual, potential or perceived Conflict of Interest, and if so, the nature of each Conflict of Interest. A Proponent may, in the sole discretion of the Village, be disqualified from this RFP process if a Proponent is found to have a Conflict of Interest.

#### 3.4.2 Disqualification for Prohibited Conduct

The Village may disqualify a Proponent, rescind an invitation to negotiate or terminate a contract subsequently entered into, or take such other action it may deem appropriate if the Village, in its sole and absolute discretion, determines that the Proponent has engage in any conduct prohibit by this RFP.

#### 3.4.3 Prohibited Proponent Communications

Proponents should not engage in any communication that could constitute a Conflict of Interest.

#### 3.4.4 Proponent Not to Communicate with Media

Proponents should not at any time directly or indirectly communicate with the media, including social media applications, in relation to this RFP or any agreement entered into pursuant to this RFP without first obtaining the written permission of the RFP Contact.



### 3.4.5 Lobbying

Proponents should not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful Proponent(s).

### 3.4.6 Illegal or Unethical Conduct

Proponents are not to engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion or collusion. Proponents are not to engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials or other representative of the Village; deceitfulness; submitting proposals containing misrepresentation or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

### 3.4.7 Past Performance or Past Conduct

The Village may prohibit a Proponent from participating in this or future procurement processes based on past performance or based on inappropriate conduct in a prior procurement process, including but not limited to the following:

- (a) Illegal or unethical conduct as described above;
- (b) the refusal of the Proponent to honour its submitted pricing or other commitments; or
- (c) any conduct, situation or circumstance determined by the Village, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

## 3.5 CONFIDENTIAL INFORMATION

### 3.5.1 Confidential Information of Purchasing Entity

All information provided by or obtained from the Village in any form in connection with this RFP either before or after the issuance of this RFP.

- (a) Is the sole property of the Village and must be treated as confidential;
- (b) Is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract for the Deliverables;
- (c) Must not be disclosed without prior written authorization from the Village; and
- (d) Must be returned by the Proponent to the Village immediately upon the request of the Village.

### 3.5.2 Confidential Information of Proponent

Proposals will be accepted in confidence, as they contain financial, commercial, scientific, technical and/or labour relations information, except as may be otherwise provided herein. The confidentiality of such information will be maintained by the Village, except as otherwise required by law or by order of a court or tribunal, or by regulatory order of the Government of Saskatchewan, including but not limited to, the Crown Investment Corporation of Saskatchewan and other agencies or ministries of government including its boards,

commissions or panels. Proponents are particularly advised that the Village is subject to legal requirements that may require disclosure of proposal information including, without limitation, under *The Freedom of Information and Protection of Privacy Act (Saskatchewan)*.

Notwithstanding the foregoing, the Village reporting requirement may result in the public disclosure of dollars paid to the successful vendor from any contract awarded.

Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advises retained by the Village, and/or to Crown corporations (as defined in the *The Crown Corporations Act, 1993*) and Government of Saskatchewan agencies or ministries, including its boards, commissions or panels, to advise or assist with the RFP process, including the evaluation of proposals. If a Proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

### 3.6 PROCUREMENT PROCESS NON-BINDING

#### 3.6.1 No Contract and No Claims

This procurement process is not intended to create and will not create a formal, legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

- (a) This RFP will not give rise to any Contract – based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
- (b) neither the Proponent nor the Village will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a proposal submitted in response to this RFP.

#### 3.6.2 No Contract until Execution of Written Agreement

This RFP process is intended to identify prospective Proponents for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any good or service will be created between a Proponent and the Village by this RFP process. A legal relationship will not arise until the successful negotiation and execution of a written agreement.

#### 3.6.3 Non-binding Price Estimates

While the pricing information provided in proposals will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the proposals and the ranking of the Proponents. Any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation or ranking or the decision of the Village to enter into an agreement for the Deliverables.



### 3.6.4 Effect of this RFP

This RFP process does not in any way restrict or limit the Village's pre-existing rights to engage in commercial negotiations with any vendor or to procure the Deliverables from any vendor through any other process. Without limiting the generality of the foregoing, the Village may:

- (a) choose whether to evaluate any proposal.
- (b) modify this RFP or RFP process, including any technical, commercial or contractual terms.
- (c) re-issue this RFP, either in the same form, or with modifications.
- (d) begin or end negotiations with any Proponent for some or all of the Deliverables.
- (e) reject any proposal.
- (f) abandon its plans to obtain any of the Deliverables.
- (g) invite anyone (including any Proponent) to give it an offer to provide some or all of the Deliverables under any terms.
- (h) At any time before awarding the contract, the Village may do the following:
  - i. Require the Proponent to submit further information not requested in this RFP to verify the Proponent's ability to perform the contract, including financial data, references to support assertions of past relevant experience, information about the Deliverables, and proof of the Proponent's legal capacity to perform the contract.
  - ii. Inspect the Proponent's equipment and facilities that will be used to perform the contract to verify the bidder's technical or commercial capacity to perform the contract.
  - iii. Cancel the RFP process without liability at any time.

### 3.7 GOVERNING LAW AND INTERPRETATION

These Terms and Conditions of the RFP Process (Part 3):

- (a) Are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- (b) Are non-exhaustive and must not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and
- (c) Are to be governed by and construed in accordance with the laws of the Province of Saskatchewan and the federal laws of Canada applicable therein.

[End of Part 3]

## APPENDIX A – RFP PARTICULARS

### A. THE DELIVERABLES

The Village, is inviting interested and competent companies to submit a proposal(s) for the supply of equipment, materials and manpower to complete as required when situations present, servicing, repairs, maintenance of infrastructure components such as, but not limited to;

- i. Excavate &/or Hydro-excavate to locate, service and or replace curb stop valve(s) (water main shut off valve)
- ii. “Daylighting” and excavation &/or Hydro-excavation to locate and repair broken water service lines
- iii. Excavate & /or Hydro-excavate to locate and open culverts
- iv. Provide necessary aggregate products to return excavation site to original

### B. MATERIAL DISCLOSURES

#### **Proponent’s Responsibility for Assessing Local Conditions**

Proponents are responsible to visit the site(s) of the proposed work and ensure they are aware of all local conditions, including the Village’s weather conditions, and ensure allowances in their proposals for conditions and limitations as they affect the carrying out of the services. The Proponent’s failure to make all necessary examinations will not be accepted as a basis for any claims for extra compensation, extension of time or relieve the Proponent of any of their obligations to carry out the provisions of the Agreement.

#### **Innovation**

The Village encourages Proponents to identify any value-added services that may be provided or in addition to their own standard business practices that would compliment the Village’s requirements under this RFP. Proponents are encouraged to provide details of any innovative ideas, suggestions, recommendations, creative ideas, or opportunities for improvement that would enhance the required services.

#### **Proposal Evaluation Results**

Proposal evaluation results are the property of the Village. The Village does not intend to disclose the detailed evaluation results, either before, during or after the RFP process. By submitting your proposal to this RFP, Proponents acknowledge that the Village will provide feedback on their proposal but not detailed evaluation results during any debriefing requested by the Proponent in accordance with section 3.3.2

## C. MANDATORY SUBMISSION REQUIREMENTS

### 1. Submission Form (Appendix C)

Each proposal must include a Submission Form (Appendix C) completed and signed by an authorized representative of the Proponent.

### 2. Pricing (Appendix B)

Each proposal must include pricing information that complies with the instructions contained in Pricing (Appendix B).

### 3. Other Mandatory Submission Requirements

#### **Certificate of Insurance**

The Village expects the Proponents to furnish documentary evidence, satisfactory to the Village, of the Liability Insurance and automobile insurance policies each in an amount of not less than \$5,000,000.00 per occurrence. Provide certificates of insurance outlining the amounts of commercial general liability and automobile insurance that is carried.

#### **Relevant Experience**

A description of Proponent's experience in performing similar work, including two (2) references of work performed for municipalities or other government bodies or agencies in the previous (5) years, and appropriate contact information for reference. References should be listed with all appropriate contact information on (Appendix D).

#### **Clearance Certificate WCB (Workers' Compensation board of Saskatchewan)**

The Proponent agrees that should their bid be considered for award, proof of good standing with the Saskatchewan Workers Compensation Board.

#### **Safety**

The Proponent must have safety Policy and Procedures in place in accordance with Occupational Health and Safety regulations. Should the Proponents be considered for award, copy of the company Safety Program, Policies and Procedures, evidence that the Proponent promotes workplace health and safety, can be requested by the Village.

#### **Environmental Mitigation**

The Proponent should discuss any environmental mitigations or benefits that will occur if the Proponent is successful. These environmental considerations should focus on the organization's environmental practices (reduction of emissions, reuse/recycling of materials, etc.) as well as any reduced emission equipment that will be used during the project.

## APPENDIX B – PRICING FORM

### 1. INSTRUCTIONS TO COMPLETE THE PRICING FORM

- (a) Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for applicable sales taxes, which should be itemized separately.
- (b) Employee or Operator charges should be listed per position
- (c) Each piece of equipment should be listed separately with individual specific rates
- (d) Details such as (year, make, model etc.,) of each piece of equipment should be listed for comparable.
- (e) Fuel surcharge formulas should be indicated
- (f) Anticipated service fees (i.e. landfill, lagoon fees) should be listed for each service
- (g) UOM (Unit of Measure) for every item should be indicated (i.e. daily, hourly)
- (h) Payment terms should be indicated to include payment methods and interest rates.
- (i) Price guarantee terms must be indicated for each item
- (j) Include prices for all equipment/operators/materials not listed on table.

DESCRIPTION (include specific details for equipment)	RATE	UOM OR FORMULA	TAX S=gst/pst G= gst only P=pst only
Hydrovac Unit			
Excavator			
Dump Truck			
Crew Truck			
Support Vehicle			
Trailer(s)			
Trailer(s)			
Trench Box			
Safety Equipment			
Signage			
Aggregate (provide specifics)			
Fuel Surcharges			
Service Fees			
Operator (define position)			
Operator (define position)			
Operator (define position)			
Operator (define position)			
¾" AquaPex Tubing			
Materials (provide specifics)			
Materials (provide specifics)			
Materials (provide specifics)			

Comments: Provide any additional information relevant to the prices provided

## 2. Payment Terms and Conditions

Provide payment terms, interest rates, and payment submission method options.

## APPENDIX C – SUBMISSION FORM

### 1. Proponent Information

Please fill out the following form, naming one person to be the Proponent's contact for the RFP process and for any clarifications or communication that might be necessary.	
Full Legal Name of Proponent:	
Any other relevant Name under which Proponent carries on business:	
Address:	
City, Province:	
Postal Code:	
Phone Number:	
Fax Number:	
Website (if applicable)	
Proponent Contact Name and Title:	
Proponent Contact Phone:	
Proponent Contact Email:	
NWPTA Resident (if yes, list province)	Y=Yes N=N

NWPTA region supplier must meet on of the following criteria.

1. A person who is resident in the NWPTA region;
2. A business that is constituted, established, or organized under the laws of British Columbia, Alberta, Manitoba or Saskatchewan; or
3. A business that both maintains a location and employs staff with the NWPTA region.

The Proponent acknowledges the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between the Village and the Proponent unless and until the Village and Proponent execute a written agreement for Deliverables.

\_\_\_\_\_  
Signature of Proponent Representative

\_\_\_\_\_  
Title of Proponent Representative

\_\_\_\_\_  
Name of Proponent Representative

\_\_\_\_\_  
Date

APPENDIX D  
PROPONENT REFERENCES

Two References are required:

---

#1 Reference Name and Position

---

#1 Reference Type (Commercial, Municipal, Private)

---

#1 Reference Contact Name and Email Address

---

#1 Reference Phone Number

---

#2 Reference Name and Position

---

#2 Reference Type (Commercial, Municipal, Private)

---

#2 Reference Contact Name and Email Address

---

#2 Reference Phone Number





# DUDLEY & COMPANY LLP

*Chartered Professional Accountants*

Regina, Saskatchewan  
Suite 100-2255 13th Avenue  
S4P 0V6

**Phone:** 306-757-5555  
**Fax:** 306-525-3236

Carlyle, Saskatchewan  
PO Box 970, 215 Main St  
S0C 0R0

**Phone:** 306-453-5555  
**Fax:** 306-453-0101

Client Number: 2344

Village of Buena Vista  
1050 Grand Avenue  
Buena Vista Saskatchewan S2V 1A2

Attention: Melissa Pollock, Administrator

Dear Melissa:

Re: Engagement letter

## **The Objective and Scope of the Audit**

You have requested that we audit the financial statements of Village of Buena Vista, which comprise the balance sheet as at December 31, 2024 and the statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements (including a summary of significant accounting policies), as well as a summary (synopsis) of the above financial statements.

We are pleased to confirm our acceptance and our understanding of the nature, scope and terms of this audit engagement and all services related thereto, by means of this letter (the "Engagement").

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement (whether due to fraud or error) and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

## **The Responsibilities of the Auditor**

We will conduct our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- a. Identify and assess the risks of material misstatement of the financial statements (whether due to fraud or error), design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.
- b. Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.

\* **Richard M. LeGrand**  
Managing Partner, CPA, CA

\* **Darren G. Schaan**  
Partner, CPA, CA

\* **Christopher W. Pollon**  
Partner, CPA, CA

\* **Grant D. Wirth**  
Partner, CPA, CA

\* **Colin A. Wirth**  
Partner, CPA, CA

\* **Brent D. McLean**  
Partner, CPA, CA

\* Denotes Professional Corporation

- c. Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- d. Conclude on the appropriateness of management's use of the going-concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- e. Evaluate the overall presentation, structure and content of the financial statements (including the disclosures) and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

### **Form and Content of Audit Opinion**

Unless unanticipated difficulties are encountered, our report will be substantially in the following form:

To the council of Village of Buena Vista

#### *Opinion*

We have audited the financial statements of Village of Buena Vista (the Municipality), which comprise the statement of financial position as at December 31, 2024 and the statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Municipality as at December 31, 2024 and the results of its operations and its cash flow for the year then ended in accordance with Canadian Public Sector Accounting Standards.

#### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Municipality's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Municipality or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Municipality's financial reporting process.

#### *Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that

includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

If we conclude that a modification to our opinion on the financial statements is necessary, we will discuss the reasons with you in advance.

### **The Responsibilities of Management**

Our audit will be conducted on the basis that management and, where appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with the Canadian Public Sector Accounting Standards;
- b. For the design and implementation of such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; and
- c. To provide us with timely:
  - i. Access to all the information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation and other matters;
  - ii. Information about all known or suspected fraud, any allegations of fraud or suspected fraud and any known or probable instances of non-compliance with legislative or regulatory requirements;
  - iii. Unrestricted access to persons within Village of Buena Vista from whom we determine it necessary to obtain audit evidence.

- iv. Additional information that we may request from management for the purpose of the audit, including but not limited to:
  - A. Copies of all minutes of meetings of council and committees;
  - B. Information relating to any known or probable instances of non-compliance with legislative or regulatory requirements, including financial reporting requirements;
  - C. Information relating to any illegal or possibly illegal acts, and all facts related thereto;
  - D. A listing of all related parties and related-party transactions and information pertaining to the measurement and disclosure of transactions with those related parties;
  - E. An assessment of the reasonableness of significant assumptions underlying fair value measurements and disclosures in the financial statements;
  - F. Any plans or intentions that may affect the carrying value or classification of assets or liabilities;
  - G. Information relating to claims and possible claims, whether or not they have been discussed with the municipal legal counsel;
  - H. Information relating to other liabilities and contingent gains or losses, including those associated with guarantees, whether written or oral, under which the municipality is contingently liable;
  - I. Information on whether the municipality has satisfactory title to assets, whether liens or encumbrances on assets exist, and whether assets are pledged as collateral;
  - J. Information relating to compliance with aspects of contractual agreements that may affect the financial statements; and
  - K. Information concerning subsequent events.

As part of the audit process:

- a. We will make inquiries of management about the representations contained in the financial statements. At the conclusion of the audit, we will request from management [and, where appropriate, those charged with governance] written confirmation concerning those representations. If such representations are not provided in writing, management acknowledges and understands that we would be required to disclaim an audit opinion.
- b. We will communicate any misstatements identified during the audit other than those that are clearly trivial. We request that management correct all the misstatements presented to you via our suggested journal entries.

### **Confidentiality**

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Each practitioner must preserve the secrecy of all confidential information that becomes known during the practice of the profession. Accordingly, we will not provide any third party with confidential information concerning the affairs of Village of Buena Vista unless:

- a. We have been specifically authorized with prior consent;
- b. We have been ordered or expressly required by law or by the *Saskatchewan Code of Professional Conduct/Code of Ethics*; or
- c. The information requested is (or enters into) public domain.

### **Communications**

In performing our services, we will send some messages and documents electronically. As such communications can be intercepted, misdirected, infected by a virus, or otherwise used or communicated by an unintended third party, we cannot guarantee or warrant that communications from us will be properly delivered only to the addressee. Therefore, we specifically disclaim, and you release us from any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by us in connection with the performance of this Engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from such communications, including any that are consequential, incidental, direct, indirect, punitive, exemplary or special damages (such as loss of data, revenues, or anticipated profits).

If you do not consent to our use of electronic communications, please notify us in writing.

### **Use of Information**

It is acknowledged that we will have access to all information about identified individuals ("personal information") in your custody that we require to complete our Engagement. Our services are provided on the basis that:

- a. You represent to us that management has obtained any required consents for our collection, use, disclosure, storage, transfer and process of personal information required under applicable privacy legislation and professional regulation; and
- b. We will hold all personal information in compliance with our Privacy Statement.

### **Use and Distribution of Our Report**

The examination of the financial statements and the issuance of our audit report are solely for the use of Village of Buena Vista and the applicable Ministry of the Province of Saskatchewan. We make no representations or warranties of any kind to any other third party in respect of these financial statements or our audit report, and we accept no responsibility for their use by any third party or any liability to anyone other than Village of Buena Vista.

You agree that our name may be used only with our prior written consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to by us in writing.

If you require our consent in this regard, management agrees to provide, on a timely basis, a draft of the other information for our review prior to the issuance of the audit report.

### **Reproduction of Auditor's Report**

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review and approval in writing before the publication or posting process begins.

Management is responsible for the accurate reproduction of the financial statements, the auditor's report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either full or summarized financial statements that we have audited.

We are not required to read the information contained in your website or to consider the consistency of other information on the electronic site with the original document.

### **Preparation of Schedules**

We understand that you will prepare certain schedules and locate specified documents for our use before our Engagement is planned to commence.

This assistance will facilitate our work and help to minimize our costs. Conversely, failure to provide these working papers or documents on a timely basis may impede our services, causing timing delays and/or increased costs.

### **Ownership**

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the Engagement are the property of our firm, constitute our confidential information and will be retained by us in accordance with our firm's policies and procedures.

### **File Inspections**

In accordance with professional regulations (and by our firm policy), our client files may be periodically reviewed by practice inspectors and by other engagement file reviewers to ensure that we are adhering to our professional and firm standards. File reviewers are required to maintain confidentiality of client information.

### **Accounting Advice**

Except as outlined in this letter, this Engagement does not contemplate the provision of specific accounting advice or opinions or the issuance of a written report on the application of accounting standards to specific transactions and to the facts and circumstances of the entity. Such services, if requested, would be provided under a separate engagement.

## **Governing Legislation**

This engagement letter is subject to, and governed by, the laws of the Province of Saskatchewan. The Province of Saskatchewan will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts to claim that the action has been brought in an inappropriate forum or to claim that those courts do not have jurisdiction.

## **Indemnity**

Village of Buena Vista hereby agrees to indemnify, defend (by counsel retained and instructed by us) and hold harmless our firm (and its partners, agents and employees) from and against any and all losses, costs (including solicitors' fees), damages, expenses, claims, demands and liabilities arising out of (or in consequence of):

- a. The breach by Village of Buena Vista, or its council, officers, agents or employees, of any of the covenants or obligations of Village of Buena Vista herein, including, without restricting the generality of the foregoing, the misuse of, or the unauthorized dissemination of, our engagement report or the financial statements in reference to which the engagement report is issued, or any other work product made available to you by our firm.
- b. A misrepresentation by a member of your management or council.

## **Time Frames**

We will use all reasonable efforts to complete the Engagement as described in this letter within the Ministry-required time frames.

However, we shall not be liable for failures or delays in performance that arise from causes beyond our reasonable control, including any delays in the performance by Village of Buena Vista of its obligations.

## **Concerns**

If at any time you would like to discuss our services or make a complaint, please contact your engagement partner or Richard Legrand 306-757-5555. We will listen to your concerns and investigate any complaint on a timely basis.

## **Fees at Regular Billing Rate**

Our professional fees will be based on our regular billing rates, plus direct out-of-pocket expenses and applicable GST and PST, and are due when rendered. Fees for any additional services will be established separately.

## **Billing**

Our fees and costs will be billed monthly and are payable upon receipt. Invoices unpaid 30 days past the billing date may be deemed delinquent and are subject to an interest charge of 2.00% per month or 26.82% (APR) per annum. We reserve the right to suspend our services or to withdraw from this Engagement in the event that any of our invoices are deemed delinquent. In the event that any collection action is required to collect unpaid balances due to us, you agree to reimburse us for our costs of collection, including lawyers' fees.

## **Termination**

Management acknowledges and understands that failure to fulfill its obligations as set out in this engagement letter will result, upon written notice, in the termination of the Engagement.

Either party may terminate this agreement for any reason upon providing written notice to the other party [*not less than 30 calendar days before the effective date of termination*]. If early termination takes place, Village of Buena Vista shall be responsible for all time and expenses incurred up to the termination date.

## **Survival of Terms**

This engagement letter will continue in force for subsequent audits unless terminated by either party by written notice prior to the commencement of the subsequent audit.

## **Conclusion**

This engagement letter includes the relevant terms that will govern the Engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements, and if the above terms are acceptable to you, please sign the attached copy of this letter in the space provided and return it to us.

We appreciate the opportunity of continuing to be of service to your municipality.

Yours truly,



Dudley & Company LLP

Chartered Professional Accountants

Acknowledged and agreed to on behalf of Village of Buena Vista by:



\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Date signed

## **PRIVACY NOTICE TO CLIENTS**

Dudley & Company LLP recognizes that the privacy of your personal information is important. This privacy notice is designed to explain to you what personal information the firm collects about you, and the use that information is put to. The notice will also explain how your personal information is kept and is made secure from inappropriate disclosure or use.

### **COLLECTION AND USE OF PERSONAL INFORMATION**

Dudley & Company LLP only uses your personal information to prepare the tax filings or financial information you have requested in the engagement letter you signed, unless you direct us to release your personal information for other purposes.

### **DISCLOSURE OF PERSONAL INFORMATION**

Dudley & Company LLP does not supply any of your personal information to other companies for any purpose without your consent, unless required to do so by law.

We share your personal information internally with those partners and staff of the firm who need it to complete your work. As well, provincial practice inspectors who must periodically review our client files in accordance with professional regulations will also have access to your information. They are required to maintain confidentiality of all client information.

### **RETENTION OF PERSONAL INFORMATION**

In most cases, we are required by law to keep your personal information for a specified period of time. For example, where information is collected for tax purposes we are required to retain this information for six years for audit purposes. We will also normally retain information that may be required to document historical background for transactions that may occur in the future.

### **ACCURACY OF PERSONAL INFORMATION**

We rely on you to notify us of any changes in personal information that we are required to report.

### **PROTECTION OF PERSONAL INFORMATION**

Partners and employees are provided with training and information regarding the proper handling of personal information. All information stored in our computer system is protected from access by unauthorized users. Information that is stored in document form will be securely stored to prevent access by unauthorized persons.

### **ACCESS TO PERSONAL INFORMATION**

Generally, Dudley & Company LLP will provide you with the personal information we have about you on your request.

In some cases, Dudley & Company LLP may not be able to provide you with all the information we have about you. This would occur if provision of the information could lead to disclosure of another individual's personal information, where laws or regulations prevent disclosure, or where it would simply be too costly to provide the information. If we decide not to disclose some or all of your personal information to you, we will advise you of the reason.

In order to ensure compliance, Dudley & Company LLP has appointed a Privacy Officer to oversee all aspects of its privacy policies and practices. If you wish to know what information Dudley & Company LLP currently has about you, you should send a written request to:

Darren Rumpel, Privacy Officer	E-mail: <a href="mailto:darren.rumpel@dudleyllp.ca">darren.rumpel@dudleyllp.ca</a>
100 – 2255 13 <sup>th</sup> Avenue	
Regina, Saskatchewan, S4P 0V6	

Our Privacy Officer will respond to your request within 30 days. If you become aware that the information we have about you is incorrect, you should notify the Privacy Officer, who will ensure the information is updated.

### **FILING A COMPLAINT**

If you are dissatisfied with Dudley & Company's privacy policies or practices, you should make a written complaint to our Privacy Officer, Darren Rumpel. The Privacy Officer will investigate the matter and take corrective action where necessary. The Privacy Officer will then report back to you and advise you of any steps taken to correct the problem. If you are still unsatisfied with the response, you may be entitled to make a written complaint to the Federal or Provincial Privacy Commissioner (where applicable).



**Dudley & Company LLP, Chartered Professional Accountants**  
**2255 13th Avenue, Regina, Saskatchewan**

December 6, 2024

Village of Buena Vista  
1050 Grand Avenue  
Buena Vista, Saskatchewan  
S2V 1A2

To the Council

We have been engaged to audit the financial statements of Village of Buena Vista for the year ending December 31, 2024. Canadian auditing standards require that we communicate the following information with you in relation to your audit.

Management is responsible for establishing and maintaining an adequate internal control structure and procedures for financial reporting. This includes the design and maintenance of accounting records, recording transactions, selecting and applying accounting policies, safeguarding of assets and preventing and detecting fraud and error.

**Our Responsibility as Auditors**

As stated in the engagement letter signed by the administrator, our responsibility as auditors of your village is to express an opinion on whether the financial statements present fairly, in all material respects, the financial position, results of operations and cash flows of the village in accordance with Canadian public sector accounting standards.

An audit is performed to obtain reasonable but not absolute assurance as to whether the financial statements are free of material misstatement. Due to the inherent limitations of an audit, there is an unavoidable risk that some misstatements of the financial statements will not be detected (particularly intentional misstatements concealed through collusion), even though the audit is properly planned and performed.

Our audit includes:

- Assessing the risk that the financial statements may contain misstatements that, individually or in the aggregate, are material to the financial statements taken as a whole; and
- Examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements.

As part of our audit, we will obtain a sufficient understanding of the operations and the internal control structure of the Village of Buena Vista to plan the audit. This will include management's assessment of:

- The risk that the financial statements may be materially misstated as a result of fraud and error; and,
- The internal controls put in place by management to address such risks.

**Council Members' Responsibilities**

The Council's role is to act in an objective, independent capacity as a liaison between the auditors, and management, to ensure the auditors have a facility to consider and discuss governance and audit issues with parties not directly responsible for operations.

The Council's responsibilities include:

- Being available to assist and provide direction in the audit planning process when and where appropriate;
- If deemed necessary, meeting or otherwise discussing with the auditors and prior to release and approval of financial statements to review audit, disclosure and compliance issues;

- Where necessary, reviewing matters raised by the auditors with appropriate levels of management, and reporting back to the auditors their findings;
- Making known to the auditors any issues of disclosure, corporate governance, fraud or illegal acts, non-compliance with laws or regulatory requirements that are known to them, where such matters may impact the financial statements or auditor's report;
- Providing guidance and direction to the auditors on any additional work they feel should be undertaken in response to issues raised or concerns expressed;
- Making such enquiries as appropriate into the findings of the auditors with respect to corporate governance, management conduct, cooperation, information flow and systems of internal controls;
- Reviewing the draft financial statements, including the presentation, disclosures and supporting notes and schedules, for accuracy, completeness and appropriateness;

### **Audit Approach**

Outlined below are certain aspects of our audit approach which are intended to help you in discharging your oversight responsibilities. Our general approach to the audit of Village of Buena Vista is to assess the risks of material misstatement in the financial statements and then respond by designing audit procedures.

### **Illegal Acts, Fraud, Intentional Misstatements and Errors**

Our auditing procedures, including tests of your accounting records, are limited to those considered necessary in the circumstances and would not necessarily disclose all illegal acts, fraud, intentional misstatements or errors should any exist. We will conduct the audit under Canadian auditing standards (CAS), which include procedures to consider (based on the control environment, governance structure and circumstances encountered during the audit), the potential likelihood of fraud and illegal acts occurring.

These procedures are not designed to test for fraudulent or illegal acts, nor would they necessarily detect such acts or recognize them as such, even if the effect of their consequences on the financial statements is material. However, should we become aware that an illegal or possible illegal act or an act of fraud may have occurred, other than one considered clearly inconsequential, we will communicate this information directly to the Council.

It is management's responsibility to detect and prevent illegal actions. If such acts are discovered or Council members become aware of circumstances under which the village may have been involved in fraudulent, illegal or regulatory non-compliance situations, such circumstances must be disclosed to us. Management, including Council, should assess the risk of fraud and complete the brief fraud risk questionnaire attached as an appendix to this letter.

### **Related Party Transactions**

During our audit, we conduct various tests and procedures to identify transactions considered to involve related parties. Related parties exist when one party has the ability to exercise, directly or indirectly, control, joint control or significant influence over the other. Two or more parties are related when they are subject to common control, joint control or common significant influence. Related parties also include management, council members and their immediate family members and companies with which these individuals have an economic interest.

We will ensure that all related party transactions that were identified during the audit have been represented by management to have been disclosed in the notes to financial statements, in accordance with Canadian Public Sector Accounting Standards section PS 2200, and have been reviewed with you. Management is to advise whether any other related party transactions have occurred that have not been disclosed to us. The Council is also required to advise us if they are aware of or suspect any other related party transactions which have occurred at values different from that which would be arrived at if the parties were unrelated and which have not been disclosed in the financial statements.

#### **Risk-based**

Our risk-based approach focuses on obtaining sufficient appropriate audit evidence to reduce the risk of material misstatement in the financial statements to an appropriately low level. This means that we focus our audit work on higher risk areas that have a higher risk of being materially misstated.

#### **Audit Procedures**

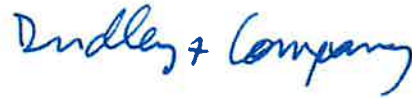
In responding to our risk assessment, we will use a combination of tests of controls, tests of details and substantive analytical procedures. The objective of the tests of controls is to evaluate whether certain controls operated effectively. The objective of the tests of details is to detect material misstatements in the account balances and transaction streams. Substantive analytical procedures are used to identify differences between recorded amounts and predictable expectations in larger volumes of transactions over time.

#### **Independence**

Firm policies on independence require that we communicate with you regarding all relationships between the village and our firm that, in our professional judgement, may reasonably be thought to bear on our independence in the context of the Rules of Professional Conduct of the Institute of Chartered Professional Accountants of Saskatchewan. Making journal entries required to prepare the financial statements and the preparation of the financial statements are the only relationships that in our professional judgement may be thought to bear on our independence. The journal entries were based on information provided by the administrator, or were based on independent third party information, and the entries were approved by the administrator prior to entry into the accounting system by the administrator. The financial statements were reviewed and approved by the administrator and council prior to finalization and release. This eliminates any management decision-making involved in our services and limits any impact on our independence. Accordingly, we hereby confirm that we are independent with respect to the village within the meaning of the Rules of Professional Conduct of the Institute of Chartered Professional Accountants of Saskatchewan for the period ending December 6, 2024.

This communication is prepared solely for the information of the Council and is not intended for any other purpose. We accept no responsibility to a third party who uses this communication.

Yours truly,



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Dudley & Company LLP  
Chartered Professional Accountants

**ACKNOWLEDGED BY COUNCIL:**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Appendix - Risk of Fraud:

1. Is management, including Council, aware of any instances of:

- Fraud perpetrated against the village by any of its employees? ☐ YES ☐ NO

- Fraud perpetrated by the village? ☐ YES ☐ NO

2. Are there subsidiary locations, business segments, types of transactions, accounts balances, or financial statement categories where fraud risk exists or may be more likely to exist? If yes, provide details.

☐ YES ☐ NO

3. Does Council believe there is a high level of risk of fraud being perpetrated against or by the village? If yes, provide details.

☐ YES ☐ NO

4. How is village addressing the risk of fraud? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REVIEWED AND COMPLETED BY COUNCIL:**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_



## VILLAGE OF BUENA VISTA

### Briefing Note

<b>To:</b>	Mayor and Council
<b>Date:</b>	January 14, 2025
<b>Subject:</b>	Tax Enforcement

**BACKGROUND:** *TAXervice manages the property tax arrears recovery for the Village. Once taxes become arrears, they manage the process by taking care of the entire process until the property is redeemed, sold or the Village takes title. There is no cost to the Village. Instead the cost of their services is paid by those ratepayers in arrears. The costs incurred, including their fees, are charged against the property subject to tax enforcement.*

*For six properties, the 6-month waiting period following registration of tax lien will expire January 26, 2025. The Tax Enforcement Act provides that Council, by resolution, authorize proceedings for any title. Best practice is to continue with proceedings against all properties to maintain an even hand among all owners with arrears.*

**ACTION:** *Council to authorize proceeding with Tax Enforcement Steps for the below six properties and make a resolution to allow this to happen.*

*Upon the resolution, TAXervice will proceed with the next phase of tax enforcement, service of the 6-month-notice to all registered owners by registered mail.*

#### **MOTION:**

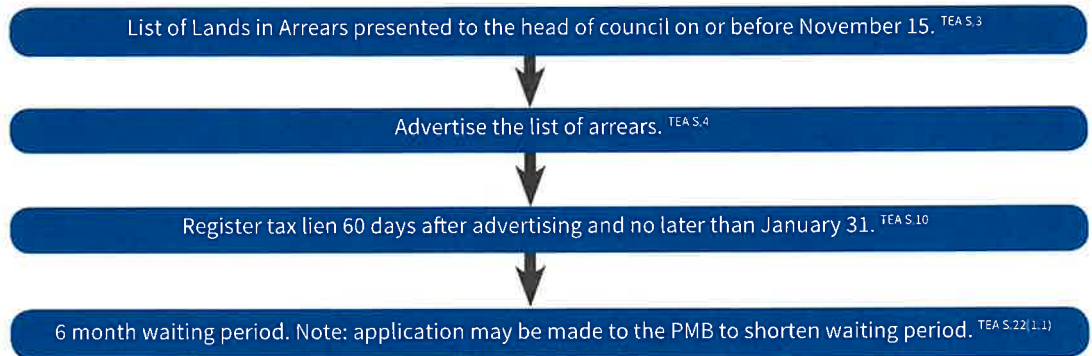
THAT Council authorize TAXervice under s22(1) of *The Tax Enforcement Act*, on or after January 26, 2025, to commence proceedings to request title with respect to the following described lands:

LOT 2-BLK/PAR 2-PLAN 63R13489 EXT 3  
BLK/PAR 18-PLAN CI627 EXT 29  
LOT 1-BLK/PAR 22-PLAN CI627 EXT 0  
LOT 1-BLK/PAR 29-PLAN 84R18410 EXT 0  
LOT 15-BLK/PAR 2-PLAN 62R07755 EXT 0

# Tax Enforcement Flowchart

## Appendix B

### Phase 1



### Phase 2

