

**MINUTES OF A REGULAR MEETING OF THE TOWN OF VONDA HELD IN COUNCIL
CHAMBERS THIS 18TH DAY OF FEBRUARY, 2026**

PRESENT: Mayor Brenda Willman, Councillors Brian Florizone, Dianne Addley, Terry Nahorniak and Administrator Linda Denis.

MISSING: Councillor Jesse Lefebvre was away.

CALL TO ORDER: Mayor Brenda Willman called the meeting to order at 6:30 pm.

AGENDA:

27/2026 Nahorniak/Florizone: To adopt the agenda.

Carried

MINUTES:

28/2026 Florizone/Addley: To approve the minutes of a special meeting held on January 28, 2026, with the amendment to resolution 25/2026 which states a signed liability waiver by all participants, including public skaters will be required before starting any duties.

Carried

FINANCIALS & BANK REC:

29/2026 Nahorniak/Addley: To approve the bank reconciliation and financial statements.

Carried

ACCOUNTS PAYABLE:

30/2026 Florizone/Addley: To approve and pay the list of accounts payable in the amount of \$82,184.74.

Carried

HOMEBOUND VOTING:

31/2026 Florizone/Addley: That the Returning Officer establishes the provisions for homebound voting for the advanced poll, Saturday, March 21, 2026.

Carried

BW

PAGE 2 OF THE REGULAR MEETING MINUTES HELD ON FEBRURY 18, 2026

POLICIES:

32/2026 **Nahorniak/Florizone: That the Town of Vonda adopts the current Occupational Health and Safety Harassment Policy, and Violence in the Workplace Policy, which are attached to these minutes.**

Carried

CODE OF ETHICS:

33/2026 **Addley/Nahorniak: That the Administrator draft a new Code of Ethics Bylaw for council's review.**

Carried

DELEGATIONS:

Andrew Scanlon, Fire Chief presented his Fire Department report and a request to purchase a pumper from a Fire Department in Crossfield Alberta for the purchase price of \$15,000.00 plus GST.

FIRE TRUCK PURCHASE:

34/2026 **Florizone/Nahorniak: That the Town of Vonda denies the purchase of this Fire truck because the truck is over 20 years old, and council would prefer to purchase a truck that is at least 15 years old or newer.**

Mayor Willman requested a recorded vote:

Brian Florizone:	For
Terry Nahorniak:	For
Dianne Addley:	For
Brenda Willman:	Against

Defeated

Bw

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PUBLIC FORUM:

***Gisele DeHart spoke about the request of the purchase of the fire truck, and about home insurance.**

***Debby King asked if the witness statements which she had presented to council had been signed. Councilor Florizone, and Councilor Addley refused to sign the witness statement as they did not want to be involved.**

WEBSITE:

35/2026 Nahorniak/Florizone: That all Town of Vonda correspondence will only be posted on the TOV website.

Carried

ADJOURNMENT:

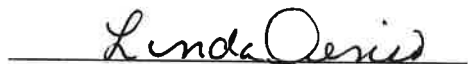
36/2026 Addley/Nahorniak: To adjourn at 8:45 pm.

Carried

The next regular meeting of council will be held on Wednesday, March 18, 2026 at 6:30 at the Vonda Town Office.



Mayor



Administrator



Town of Vonda Bank Reconciliation - Summary

Cash Account For Statement Date 02/28/2026

110-110-120 - Cash - Bank - Demand

Previous GL Balance (01/31/2026):	518,927.00
Debits:	70,818.14
Credits:	-88,184.09

GL Balance to 02/28/2026: **501,561.05**

Service Charge:	0.00
Interest Charge:	0.00
Interest Revenue:	0.00

Adjusted Book Balance **501,561.05**

Previous Statement Balance (01/31/2026):	521,399.75
Transactions in statement period:	15,236.27

Bank Statement Balance: **536,636.02**

Deposits in Transit:	65,286.14
Outstanding Payments:	-100,361.11
Total Uncleared:	-35,074.97

Adjusted Bank Balance **501,561.05**

Notes

JW

Town of Vonda
Statement of Financial Activities - Condensed

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End date: 2026-02-28 Start Date: 2026-02-01

	Current Month	Year to Date	Budget	Variance	%
Revenue					
Taxation					
Discount on Municipal Tax - Property	670.93	670.93	0.00	-670.93	0.00
Discount on RCMP	88.76	88.76	0.00	-88.76	0.00
Total Net Municipal Taxes:	759.69	759.69	0.00	-759.69	
Potash Tax Share	0.00	0.00	0.00	0.00	0.00
Pentaly on Taxes	-597.38	-597.38	0.00	-597.38	0.00
Other Taxation	0.00	0.00	0.00	0.00	0.00
Total Taxation:	162.31	162.31	0.00	-1,357.07	
Fees and Charges					
Custom Work	300.00	300.00	0.00	300.00	0.00
Sale of Supplies	0.00	0.00	0.00	0.00	0.00
Policing and Fire Fees	0.00	0.00	0.00	0.00	0.00
Cemetery Fees	0.00	0.00	0.00	0.00	0.00
Recreation Fees	5,000.00	5,000.00	0.00	5,000.00	0.00
License and Permits	0.00	0.00	0.00	0.00	0.00
General Office Services	0.00	0.00	0.00	0.00	0.00
Landfill Waste Colleciton	55.00	55.00	0.00	55.00	0.00
Total Fees and Charges:	5,355.00	5,355.00	0.00	5,355.00	
Utility Revenue					
Water Revenue	48,346.00	48,346.00	0.00	48,346.00	0.00
Total Utility Revenue:	48,346.00	48,346.00	0.00	48,346.00	
Conditional Grants					
Federal Conditional Grants	0.00	0.00	0.00	0.00	0.00
Provincial Conditional Grants	0.00	0.00	0.00	0.00	0.00
Total Conditional Grants:	0.00	0.00	0.00	0.00	
Grants in Lieu of Taxes					
Federal Grants in Lieu	0.00	0.00	0.00	0.00	0.00
Provincial Grants in Lieu	0.00	0.00	0.00	0.00	0.00
Total Grants in Lieu of Taxes:	0.00	0.00	0.00	0.00	
Other Revenues					
Total Other Revenues:	0.00	0.00	0.00	0.00	
Total Revenue:	53,863.31	53,863.31	0.00	52,343.93	
Expenditures					
General Government Services					
GG Wages	4,867.00	4,867.00	0.00	-4,867.00	0.00
GG Benefits	848.56	848.56	0.00	-848.56	0.00
GG Professional/Contractual Services	834.91	834.91	0.00	-834.91	0.00
GG Utilities	395.30	395.30	0.00	-395.30	0.00

BW

Town of Vonda
Statement of Financial Activities - Condensed

Printed: 04/21/2026 3:55:21 PM

End date: 2026-02-28 Start Date: 2026-02-01

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	Current Month	Year to Date	Budget	Variance	%
GG Maintenance, Materials & Supplies	1,236.41	1,236.41	0.00	-1,236.41	0.00
GG Other	0.00	0.00	0.00	0.00	0.00
Total General Government Services:	8,182.18	8,182.18	0.00	-8,182.18	
Protective Services					
Fire Services					
Fire Wages & Benefits	450.00	450.00	0.00	-450.00	0.00
Fire Professional/Contractual Services	1,682.64	1,682.64	0.00	-1,682.64	0.00
Fire Maintenance, Materials & Supplies	0.00	0.00	0.00	0.00	0.00
Fire Grants & Contributions	0.00	0.00	0.00	0.00	0.00
Fire Capital Expenditures	0.00	0.00	0.00	0.00	0.00
Total Fire Services:	2,132.64	2,132.64	0.00	-2,132.64	
Total Protective Services:	2,132.64	2,132.64	0.00	-2,132.64	
Planning and Development Services					
PD Professional/Contractual Services	0.00	0.00	0.00	0.00	0.00
PD Maintenance, Materials & Supplies	0.00	0.00	0.00	0.00	0.00
Total Planning and Development Services:	0.00	0.00	0.00	0.00	
Recreation and Cultural Services					
RC Wages & Benefits	3,900.00	3,900.00	0.00	-3,900.00	0.00
RC Professional/Contractual Services	0.00	0.00	0.00	0.00	0.00
RC Maintenance, Materials & Supplies	636.00	636.00	0.00	-636.00	0.00
RC Grants & Contributions	0.00	0.00	0.00	0.00	0.00
Total Recreation and Cultural Services:	4,536.00	4,536.00	0.00	-4,536.00	
Utility Expenses					
Water Expenses					
Water Wages & Benefits	2,000.00	2,000.00	0.00	-2,000.00	0.00
Water Professional/Contractual Service	1,430.53	1,430.53	0.00	-1,430.53	0.00
Water Utilities	1,156.99	1,156.99	0.00	-1,156.99	0.00
Water Maintenance, Materials & Supplies	1,031.38	1,031.38	0.00	-1,031.38	0.00
Water Capital Expenditures	0.00	0.00	0.00	0.00	0.00
Total Water Expenses:	5,618.90	5,618.90	0.00	-5,618.90	
Sewer Expenses					
Sewer Professional/Contractual Service	17,685.21	17,685.21	0.00	-17,685.21	0.00
Sewer Utilities	4.16	4.16	0.00	-4.16	0.00
Sewer Maintenance, Materials & Supplies	0.00	0.00	0.00	0.00	0.00
Sewer Capital Expenditures	0.00	0.00	0.00	0.00	0.00
Total Sewer Expenses:	17,689.37	17,689.37	0.00	-17,689.37	
Total Utility Expenses:	23,308.27	23,308.27	0.00	-23,308.27	
Total Expenditures:	38,159.09	38,159.09	0.00	-38,159.09	
Change in Net Financial Assets					
Total Revenue:	58,343.41	58,343.41	0.00	56,824.03	0.00

Town of Vonda
Statement of Financial Activities - Condensed

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End date: 2026-02-28 Start Date: 2026-02-01

	Current Month	Year to Date	Budget	Variance	%
Total Expenditures	75,614.78	75,614.78	0.00	-75,614.78	0.00

Certified correct and in accordance with the records. Presented to Council on Feb. 18. 2026
(Date)

Linda Qenu
Administrator

Bruce Weber
Mayor

BW

Town of Vonda
List Of Accounts for Approval
Batch: 2026-00009 to 2026-00009

Bank Code - AP - GENERAL PAYABLES

COMPUTER CHEQUE

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
5561	02/02/2026	Sasktel Cmr 7211	Rink	135.17	135.17
5562	02/02/2026	Scott Rouault 0126	casual January	983.14	983.14
5563	02/05/2026	Ed Both 226	Rink wages	1,225.00	1,225.00
5564	02/10/2026	Government of Saskatchewan 226.	Police Levy	5,000.00	5,000.00
5565	02/10/2026	Minister of Finance 120	Prairie Spirit January 26	10,772.35	10,772.35
5566	02/10/2026	Municipal Employee's 266.	January remittance	1,875.06	1,875.06
5567	02/10/2026	Receiver General For Canada 12666	Remit for January	3,261.64	3,261.64
5568	02/10/2026	St. Paul's R.C.S.S.D. #20 266.	School remittance January	81.09	81.09
5569	02/10/2026	Suma 54.	monthly remittance January	491.71	491.71
5570	02/12/2026	Ed Both 211.	Feb. rink wages	1,356.25	1,356.25
5571	02/19/2026	372 Truck Solutions 1296	water hose for rink	666.00	666.00
5572	02/19/2026	Andrew Scanlon 215 2026-001	Fire chief salary bylaw officer services	225.00 60.00	285.00
5573	02/19/2026	Axis Water Service 160	Water testing	1,218.03	1,218.03
5574	02/19/2026	Brenda Willman 128	2 January council meetings	300.00	300.00
5575	02/19/2026	Brian Florizone 126	Jan meeting	100.00	100.00
5576	02/19/2026	Bullee Consulting Ltd 01000818	lagoon assessment	18,519.42	18,519.42
5577	02/19/2026	Collabria 233 tt56	green line hose FD and emergency supplies	1,178.69 716.10	1,894.79
5578	02/19/2026	Dianne Addley 126	2 January meetings	200.00	200.00
5579	02/19/2026	Earthworks Equipment Corp. 57962 57349 7350	Repairs for bobcat Repairs for bobcat Repairs for bobcat	329.75 2,043.05 120.40	2,493.20
5580	02/19/2026	Earthworks Equipment Corp. 58389	hoses for bobcat	284.95	284.95
5581	02/19/2026	Enviroway Detergent Mfg. 84872	Water treatment chemical	1,080.03	1,080.03
5582	02/19/2026	Government of Saskatchewan			

Mayor

Town of Vonda
List Of Accounts for Approval
Batch: 2026-00009 to 2026-00009

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
5583	02/19/2026	Government of Saskatchewan	226	Police levy	5,000.00	5,000.00
5584	02/19/2026	Home Depot Credit Services	2047725263	annual license and portable billing	1,047.84	1,047.84
5585	02/19/2026	Information Services Corporati	3627355	Light for office	168.50	168.50
5586	02/19/2026	Jesse Lefebvre	2166	information sevices	500.00	500.00
5587	02/19/2026	JR & Company Roofing Contractors In	126	Jan meeting	100.00	100.00
5588	02/19/2026	Linda Denis	4829	repair flashing at shop	707.63	707.63
5589	02/19/2026	Loraas Disposal	226	February	3,025.36	3,025.36
5590	02/19/2026	Princess Auto	41955	Recycle fees	1,841.41	
			41954	disposal fees	1,953.05	3,794.46
5591	02/19/2026	Reed Security	6527631	shop supplies	62.11	62.11
5592	02/19/2026	R.M. Of Grant #372	1760652	Shop security	310.91	310.91
5593	02/19/2026	Ryan Hawryliw	95774	half expense at landfill	1,177.70	1,177.70
5594	02/19/2026	Saskenergy Incorporated	2266	Landfill Feb.	642.98	642.98
			0451	shop	847.79	
			6067	water treatment plant	214.73	
5595	02/19/2026	Saskatoon Co-Op Assoc. Ltd.	9363	Rink	800.27	1,862.79
			116810	hardware	14.58	
			2408	fuel for bobcat	78.01	
			3247..	hardware	9.20	
			493619	fuel for bobcat	179.87	
			3830.	fuel for truck	92.78	
			93619	fuel for bobcat	171.84	
			4728..	fuel for truck	73.24	
			3619.	fuel for bobcat	159.53	
			5391.	hardware	10.63	
			5551	fuel for truck	88.75	
			3619...	fuel for bobcat	78.84	
5596	02/19/2026	Saskpower	3126	cleaning supplies	39.52	996.79
			2261	gazebo	65.86	
			8333	berezuk shop	42.72	
			3717	shop	242.28	
			0583	Rink	752.03	
			0558	office	4.16	
			9760	street lights	791.19	
			8717	water treatment plant	1,000.12	2,898.36

Mayor

BW

Town of Vonda
List Of Accounts for Approval
Batch: 2026-00009 to 2026-00009

COMPUTER CHEQUE

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
5597	02/19/2026	Sasktel Cmr 8800	FD and cell	212.92	
		qb	Rink	135.17	348.09
5598	02/19/2026	Tanner Petrie 226	Town Foreman Feb.	4,264.37	4,264.37
5599	02/19/2026	Byron Saxinger 226	Fire chief wages	225.00	225.00
5600	02/19/2026	Canada Post 2335	stamps	260.40	260.40
5601	02/25/2026	Scott Rouault 227	February casual	1,037.37	1,037.37
5602	02/26/2026	Ed Both 3466	Rink wages	1,318.75	
		we34	water testing	212.50	1,531.25
				Total Computer Cheque:	<u>82,184.74</u>
					Total AP: <u>82,184.74</u>

Certified Correct This 18th day of February, 2026



Mayor



Administrator

BW



TOWN OF VONDA

Incorporated May 6, 1907

Box 308, Vonda Saskatchewan, S0K 4N0

Phone: 306-258-2035 Email: office@thetownofvonda.com

February 11, 2026

RM of Grant No. 372

Box 190

Vonda, Sask. S0K 4N0

Re: Development Permit Application -107 Railway Ave.

Dear Reeve and Members of Council:

The Town of Vonda writes to provide an update respecting the Development Permit Application for 107 Railway Avenue, submitted by the Grant Fire & Rescue Organization, which proposes a change in use to a Fire & Rescue Fraternal Lodge.

This application is being reviewed pursuant to the Town of Vonda Zoning Bylaw and applicable Development Regulations enacted under The Planning and Development Act, 2007. The Town has retained legal counsel to review the documentation and information provided to date. Council will refrain from making any determination regarding this application and any other correspondence connected to this application until legal review has been completed and appropriate advice has been received.

In addition, Council has received written inquiries from a ratepayer concerning this proposed development. As these questions relate directly to the Grant Fire & Rescue Organization and the proposed use of the property, Council requests that the RM of Grant and/or the Grant Fire & Rescue Organization provide a written response to the attached questions.

A timely response would be appreciated to assist Council in addressing community concerns ensuing a thorough, transparent and procedurally compliant review process.

Should you wish to discuss this matter further please contact the undersigned.

Sincerely,

Brenda Willman/Mayor

U

Hello everyone below I have some very important and crucial questions that need to be answered prior to a vote for a change of use for address of 107 Railway Ave. in Vonda. These are questions that I feel council should have asked at the January 2025 meeting when Travis, Mark, and Dion we're all present yet not one of you had any questions to ask.

This is a very important decision, which you hold you all accountable, for it will impact our current OCP economic development and growth, as well as the sustainability of this community. I want this in the minutes for the community to see.

At our public meeting Jordan Florizone stated that GFR is 24/7 service. Question, who will be responsible to clear the snow in winter for them to get out of town at 3 AM? Vonda's Town foreman or RM of Grant?

Will Grant fire rescue department, support town, events, and volunteer as part of this community such as town cleanup volunteering at the Vonda Rink kitchen?

The chip seal costed the town close to \$200,000. With the Rural municipality utilizing this street of railway 24/7 who will pay for future maintenance? will this cost become the responsibility of the town taxpayers? This is a touchy subject because for years the town has asked the RM for help with maintenance cost of Lerew Street due to heavy industrial and agricultural equipment, only to be denied every time for financial assistance. How will you address the road damage for heavy fire department vehicles and how will you contribute to road maintenance and upgrades?

If the town of Vonda approves this change of use, it sets precedence to other people in this community, who perhaps want to start up a mechanic shop in a residential zone. Would the town of Vonda allow it because they have already broken their own bylaw to allow it for the RM grant?

Has anyone contacted the CN Railway to let them know that the commercial zone has now changed to an emergency service zone?

How do you know that property values in the town of Vonda will not be impacted by having two fire departments and a loss of business?

300

Are there plans in place for designated emergency vehicle routes? Especially if the train is blocking both entrances east and west of the town of Vonda?

Has council gone to look at the building to see if the water meter is operable? who will be responsible for repairs and water usage?

How does the RM of Grant plan to work with our existing town of Vonda's fire department to improve services?

What benefit will Grant fire rescue bring to the town of Vonda that wasn't already available?

Personal question to do you have written proof and documentation that the residents fire insurance rates will go down because GFR is now stationed in our community? Please provide something in black-and-white for us to consider insurance rates being lower?

Is GFR trained for train derailments which could contain hazardous materials? Do they have the proper equipment which requires special training considering they would be situated across the street from the main rail line?

In the event the town needs to be evacuated due to a major emergency, what protocol will be followed? Would it be the protocol made by GFR or the Vonda fire department? Will this not cause confusion with the emergency measures organization? Will the two departments organize an evacuation plan together?

Are there agreements in place to offset lost commercial revenue that would have been generated if the property was developed for personal enterprise?

Has there been an economic impact analysis conducted to assess the long-term financial implications of this decision?

Can you please answer these questions as it would help us concerned rate payers, and help clarify whether the purchase was legally sound, physically responsible, and actually beneficial to this community?

BW

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Who is to pay for any emergency lights to stop traffic on railway as well as on the Lerew Street when the fire department and equipment is coming or going from the building. This should definitely be in place to avoid any motor vehicle accidents at that location or children being hit.

Has anyone spoke to the neighbouring homeowners about the potential change and noise of alarms and equipment that could be 24/7 etc.

Will the shrubs be removed at the intersection to enable better viewing from drivers and volunteers for safety?

Who is to pay for upgraded fire hydrants if the RM of Grant says our current ones are not sufficient for their own use (As stated by Jordan Florizone at the public meeting). Does the RM of Grant pay for this? Or will the town rate payers be responsible for this cost?

Where will the Grant fire department keep their SGI salvage vehicles that they use for practice? Will it be on the property at 107 Railway? Would that not be extremely aesthetically unpleasing?

What happens to that building if one day the Grant fire rescue no longer can operate due to lack of volunteers or funding?

Will the water meter that is currently in the building be monitored and will GFR pay for their water usage?

What happens when the infrastructure fails at the property line of the building and lot line? Who pays for it the town or RM of Grant?

If anyone of this town council or RM council cannot answer and justify these questions to make a proper decision, you could be challenged in a court of law.

Thank you, Santana.

Santana Moldenhauer

PW

Outstanding Maintenance List - February 2026

Date	Description
P1 (High) - need to be completed in a timely manner, will become larger or more critical over time	
Oct-25	Distribution pump DP#3 failed (comms issue)
Oct-25	MTU1 booster pump VFD fault (intermittent)
Jan-26	SE heater intake/exhaust requires replacment
P2 (Medium) - time sensitive but not urgent, could pose a risk in near future	
~2013	power conditioner not functioning/disabled
Apr-21	leaking valve between trains
Aug-24	raw water isolation valve at well house not functional
Feb-26	Schneider ending old app support - new app will require upgraded HMI
P3 (Low) - often regular maintenance that can wait until a later time, unlikely to get worse or cause a safety concern	
Aug-22	raw water usage for MTU1 not recording correctly
Apr-24	ceiling fans in water treatment plant not working
Sep-24	lights in south reservoir building require replacement
Feb-25	monitor bulk fill valve/module for errors - BUV-205 has since failed, required reset
Mar-25	monitor distribution pressure sensor/module for errors - no further issues noted to date

JW

Vonda Water Treatment Plant

Yearly Summary

2026		Total Vol. (m3)	Daily Vol. (m3)	PH	NaOH Use	Cl Free (mg/L)	Cl Total (mg/L)	NaClO Use	Turbidity (NTU)	Raw Turb. (NTU)	Fe (mg/L)	Raw Fe (mg/L)	Mn (mg/L)	Raw Mn (mg/L)
January	Low		68.5	7.20		0.51	0.60		0.12	0.09	0.01	3.86	0.010	0.890
	Average	3134.9	101.1	7.42	173	0.76	0.83	39	0.17	0.11	0.10	3.94	0.036	0.939
	High		170.1	7.87		0.91	1.01		0.36	0.13	0.17	4.10	0.071	0.980
February	Low		59.5	7.30		0.50	0.53		0.10	0.09	0.00	3.46	0.001	0.874
	Average	2966.3	105.9	7.74	153	0.70	0.77	41	0.17	0.13	0.09	3.72	0.032	0.887
	High		182.6	8.46		1.00	1.07		0.22	0.15	0.15	3.88	0.059	0.898
March	Low		80.8	6.96		0.70	0.89		0.09	0.10	0.00	0.01	0.000	0.776
	Average	4031.9	130.1	7.35	208	0.96	1.11	54	0.14	0.12	0.06	3.00	0.019	0.847
	High		187.7	7.74		1.24	1.25		0.19	0.14	0.16	3.68	0.067	0.964
April	Low		77.8	6.89		0.72	0.85		0.10	0.11	0.00	3.48	0.004	0.804
	Average	3882.6	129.4	7.19	196	0.97	1.11	49	0.14	0.12	0.06	3.65	0.026	0.829
	High		178.7	7.83		1.23	1.39		0.19	0.13	0.10	3.80	0.081	0.870
May	Low		6.2	6.70		0.64	0.97		0.09	0.11	0.00	3.52	0.000	0.814
	Average	5884.6	189.8	7.40	293	0.92	1.13	57	0.13	0.19	0.05	4.33	0.017	0.831
	High		356.8	8.67		1.11	1.28		0.18	0.24	0.11	6.54	0.036	0.846
June	Low		106.8	7.57		0.72	1.00		0.10	0.11	0.00	3.60	0.000	0.816
	Average	6478.9	216.0	7.78	318	1.04	1.16	57	0.13	0.12	0.07	3.67	0.019	0.845
	High		383.3	7.94		1.34	1.37		0.15	0.14	0.13	3.76	0.076	0.880
July	Low		99.1	7.15		0.77	0.96		0.11	0.12	0.00	3.60	0.000	0.850
	Average	5320.8	171.6	7.57	276	1.02	1.24	53	0.13	0.13	0.05	3.76	0.021	0.852
	High		274.0	7.90		1.36	1.50		0.16	0.13	0.10	3.84	0.062	0.854
August	Low		67.7	7.03		0.59	0.49		0.12	0.16	0.00	3.84	0.006	0.798
	Average	5059.1	163.2	7.67	263	0.96	1.10	58	0.15	0.18	0.06	3.85	0.023	0.843
	High		256.6	8.24		1.18	1.46		0.18	0.19	0.14	3.86	0.046	0.892
September	Low		88.3	7.59		0.75	0.77		0.15	0.12	0.00	3.50	0.012	0.886
	Average	4340.2	144.7	7.96	235	1.02	1.13	49	0.19	0.14	0.05	3.67	0.029	0.909
	High		201.3	8.64		1.30	1.48		0.30	0.16	0.14	3.76	0.056	0.928
October	Low		55.6	7.57		0.69	0.74		0.14	0.12	0.00	3.56	0.005	0.838
	Average	2838.4	91.6	8.12	156	0.96	1.04	32	0.19	0.16	0.09	3.68	0.027	0.877
	High		148.5	8.79		1.15	1.19		0.26	0.21	0.16	3.78	0.050	0.912
November	Low		64.7	7.53		0.55	0.61		0.13	0.11	0.00	3.70	0.003	0.806
	Average	2862.5	95.4	7.99	135	0.82	0.88	30	0.19	0.13	0.08	3.76	0.025	0.834
	High		146.7	8.33		1.02	1.08		0.26	0.16	0.13	3.84	0.043	0.860
December	Low		36.5	6.46		0.71	0.93		0.08	0.10	0.00	3.50	0.000	0.824
	Average	3516.2	113.4	6.84	140	0.97	1.21	43	0.14	0.18	0.03	3.61	0.015	0.872
	High		175.7	7.25		1.18	1.34		0.25	0.27	0.11	3.74	0.059	0.916
Totals	Low	2838.4	6.2	6.46	135	0.50	0.49	30	0.08	0.09	0.00	0.01	0.000	0.776
	Average	4193.0	137.7	7.59	212	0.92	1.06	47	0.16	0.14	0.07	3.72	0.024	0.864
	High	6478.9	383.3	8.79	318	1.36	1.50	58	0.36	0.27	0.17	6.54	0.081	0.980
	Total	50316.4			2544			562						

Targets	Low			7.6		0.10			0.00		0.00		0.000	
	High			8.3		2.00	4.00		0.30/1.00		0.30		0.05/0.12	

Bw

Waterworks Maintenance Plan - February 2026

Bacteriological Testing:

Sample #1 Operator: TP
 Location: 204 Main St
 Date: Feb. 4
 Results: Free cl 0.64 Total cl 0.69 Turbidity 0.14 Mn 0.033

Sample #2 Operator: EB TP
 Location: 315 Lerew Street
 Date: Feb 19
 Results: Free cl 0.54 Total cl 0.59 Turbidity 0.18 Mn /

Train Readings:	Cf1	Cf2	Cf3	Cfc	Cp1	Cp2	Cp3	Cp4	Cpc
Date: <u>8</u> MTU1:	<u>1985</u>	<u>2961</u>	<u>3930</u>	<u>5250</u>	<u>61.2</u>	<u>68.4</u>	<u>104.7</u>	<u>179.3</u>	<u>81.2</u>
<u>Feb 22</u> MTU2:	<u>1998</u>	<u>3060</u>	<u>4040</u>	<u>5760</u>	<u>56.9</u>	<u>56.4</u>	<u>95.0</u>	<u>107.5</u>	<u>72.3</u>

Bulk Fill Station: Income Dispensed (igal.)
 Date: 205 x \$1 = \$ 205 Current: 479297
Mar 1/26 349 x \$2 = \$ 698 Previous: 4736740
 Total: \$ 903 / Total: 29720
 ① X 1000 = \$ 30.38 / 1000 igal.

Cl Meter: Reading Acceptable Variation: OK:
 Std 1: 0.25 0.25 ± 0.09 0.00
 Std 2: 0.89 0.90 ± 0.10 -0.01
 Std 3: 1.56 1.56 ± 0.14 0.00
 Date: February 10, 2026 Initial: 8

Regular Maintenance: (Initial and date)

- TP Inspect reservoir: Feb 5
- TP Inspect & run generator: Feb 5
- TP Run DP#2: Feb 6
- TP Inspect wellhouse: Feb 4
- EB Clean lab: FEB 28/26
- EB Clean washroom: FEB 28/26
- EB Sweep plant floor: FEB 27/26
- TP Inspect lagoon: Feb 13

Planned Maintenance: (Initial and date)

- TP Test backflow preventers: Troy, Feb 10th (deferred from December)
- EB Wash MTU pre-filters: FEB 28/26
- TP Service well check valve: Feb 4
- TP Test function of fresh air louvres: Feb 5
-
-
-
-
-
-

Unplanned Maintenance:

Saskpower installed smart meter Feb 5
Sasktel removed static IP Feb 10

Comments:

① Estimated 51,000g used by Kelsey Pipelines

BW



TOWN OF VONDA

Box 308
Vonda, SK
S0K 4N0

Well Site Inspection

Employee: Tom

Date: FEB 4/26

ACCESS, SECURITY, EXTERIOR

<input checked="" type="checkbox"/> Road condition acceptable	<input checked="" type="checkbox"/> Grass cut/snow cleared	<input type="checkbox"/> Door secure and in good condition
<input checked="" type="checkbox"/> Lock functioning properly	<input checked="" type="checkbox"/> Roof condition acceptable	<input type="checkbox"/> Siding/exterior condition acceptable
<input checked="" type="checkbox"/> Valves/cleanouts in good repair	<input checked="" type="checkbox"/> Power lines/poles undamaged	<input type="checkbox"/>

INTERIOR

<input type="checkbox"/> Interior temperature acceptable	<input checked="" type="checkbox"/> Lighting acceptable	<input checked="" type="checkbox"/> Free of vermin/wildlife
<input type="checkbox"/> Piping/fittings in good repair	<input checked="" type="checkbox"/> Pump operation normal	<input checked="" type="checkbox"/> Pressure gauge functioning properly
<input checked="" type="checkbox"/> Check-valve functioning properly	<input type="checkbox"/> Record static and draw well depths	

HARDWARE AND COMMUNICATIONS

<input checked="" type="checkbox"/> Input line voltages acceptable	<input checked="" type="checkbox"/> Communication with WTP active	<input checked="" type="checkbox"/> Cooling fans operating properly
<input checked="" type="checkbox"/> Pressure and temperature communicated properly to WTP		

Static well depth (in): 11

Draw well depth (in): 9

NOTES:

Lagoon Inspection

Employee: Tom

Date: FEB 13/26

ACCESS and SECURITY

<input checked="" type="checkbox"/> Road condition acceptable	<input checked="" type="checkbox"/> Vegetation cut/snow cleared	<input type="checkbox"/> Warning signage in good condition
<input checked="" type="checkbox"/> Gate secure and functional	<input checked="" type="checkbox"/> Fence in good condition	<input checked="" type="checkbox"/> High level alarm operational
<input checked="" type="checkbox"/> Valves accessible/operational	<input type="checkbox"/>	<input type="checkbox"/>

Cell 1 (Primary)

<input checked="" type="checkbox"/> Berm not leaking	<input checked="" type="checkbox"/> Berm free of rodents	<input checked="" type="checkbox"/> Colour: <u>Frozen</u>
<input checked="" type="checkbox"/> Berm erosion acceptable	<input checked="" type="checkbox"/> Sludge visible	<input checked="" type="checkbox"/> Odour: <u>Frozen</u>
<input checked="" type="checkbox"/> No floating debris	<input type="checkbox"/> Water level: <u>In Franchise</u>	<input type="checkbox"/> Exercise transfer valve

Cell 2 (Secondary)

<input checked="" type="checkbox"/> Berm not leaking	<input checked="" type="checkbox"/> Berm free of rodents	<input checked="" type="checkbox"/> Colour: <u>Frozen</u>
<input checked="" type="checkbox"/> Berm erosion acceptable	<input checked="" type="checkbox"/> Sludge visible	<input checked="" type="checkbox"/> Odour: <u>Frozen</u>
<input checked="" type="checkbox"/> No floating debris	<input type="checkbox"/> Water level: <u>In Franchise</u>	<input type="checkbox"/> Exercise discharge valve

NOTES:

Kelsoy pipeline is working @ the lagoon, keeping the road clear + passing through gate during construction of new lagoon

BW



VONDA FIRE AND RESCUE

Box 308
Vonda, SK
S0K 4N0

Monthly Report

Date – Incident – Members

Time

February 2026 – New to us truck

February 23rd – Training – TBD

1900-

Zw



VONDA FIRE AND RESCUE

Box 308
Vonda, SK
S0K 4N0

Dear Mayor and Members of Council,

As Fire Chief for the Town of Vonda, I am writing to request Council's approval for \$15,000 to purchase a fire truck currently available from the Town of Crossfield, Alberta. This is the same apparatus I referenced in my email to Council in early December.

I have spoken directly with the Fire Chief from Crossfield regarding this unit. He was very clear in his assessment, stating that it is a reliable and well-maintained truck and that he would continue to operate it himself if he had adequate space in his fire hall. His recommendation provides strong confidence in both the condition and value of this apparatus.

The truck is equipped with new tires valued at approximately \$5,000, which represents a significant cost savings and helps reduce immediate and near-term maintenance expenses for our department. The pump was also last tested and certified in spring of 2025, which it passed all tests performed.

From an operational standpoint, this purchase would strengthen our ability to protect the Town of Vonda while also positioning our fire department to participate in province-wide fire suppression efforts. These deployments generate revenue for the town, revenue that can be reinvested directly into improving our fire apparatus and equipment **without increasing the financial burden on local ratepayers.**

In 2025, the Town of Vonda received approximately \$33,000 in auction revenue from the sale of previous apparatuses. Even after this proposed purchase, more than half of those funds would remain available for future use, **making this a financially responsible and sustainable investment.**

Additionally, to further minimize costs, myself and other members of the Vonda Fire Department will retrieve the truck ourselves at our own expense, with the exception of diesel required for the return trip. This approach avoids transportation or contractor fees and represents additional savings that would otherwise be covered by the ratepayer.

I believe this opportunity reflects a practical and responsible use of existing funds, **while demonstrating our department's ongoing commitment to fiscal responsibility and public service.** I respectfully ask Council to consider this request favourably.

I am available to answer any questions or provide further information as needed.

Respectfully,

Andrew Scanlon
Fire Chief
Vonda Fire & Rescue

AS

Debby King

TOV REG MTG FEB 18, 2026

Today I AM **MAKING A STATEMENT** to call out the Three Amigos Voting Block (or just Three Amigos). I name them together this way because it is Quicker & Easier to say, as well as Appropriately Descriptive. When used, it refers to elected **Councilors Dianne Addley, Terry Nahorniak, and Brian Florizone.**

When I speak of the **RM OF GRANT, or the RM, PLEASE NOTE: I am referring ONLY TO THE CURRENT COUNCIL & other DECISION MAKERS.. NOT the RM AS A WHOLE! RM RATEPAYERS** may or may not agree with this Council and the Decisions it makes regarding VONDA.

I am submitting a copy of the **Questions recently sent to the TOV lawyer** on the Council's behalf, as well as a copy of a **GFR Minutes and an RM Minutes from 2024.. Special Note: JUST BEFORE The Regular TOV TERM NOMINATIONS & ELECTION THAT OCT/NOV 2024.** I will refer to them in my statement.

I BELIEVE, after researching, attending meetings, and your voting history and objections, that the Three Amigos ALL know, consciously and with intention, what they are doing. That THEY know who encouraged them to run for Council and turned out to get them their Majority Seats on Council.

Yet the Three Amigos want to **FORCE** the Town to **PROVE** their Conflicts and Ethics violations. I have done my due diligence. I am satisfied in my convictions. If necessary, I will make them public once I have cataloged them.

Dianne is always acting as a Disruptor, asking for Proof, sheltering Brian, usually Voting with Brian & Terry **AGAINST** the other Councilors, asking questions she should know the answer to if she was listening and even then trying to stall Decisions by "kicking the Can Down the Road another month. She goes so far as to interrupt a Counselor being questioned by

BD

DK

the Public about **Conflict of Interest Concerns** by asking " **Why is Brian being picked on?**" and then walking that back when pointed out that these questions by prior others and myself over the past year, were Valid and Unresolved since Brian's answer has always been "**Take it to the Ombudsman**" rather than have any meaningful discussion or explanation.

If you read what I've said or listen to tapes, you'll find that I ASK questions and LOOK for ANSWERS. By trying to hold you, all Three Amigos, accountable, I and others have **given you tons of Information** and ROOM to decide for yourselves. I have tried very hard NOT to be directly critical. **Over the past year and several months**, since the last election, the Three Amigos have acted as Disruptors, Biased Voters in favor of RM decisions, and in favor and support of each other, but not the rest of the Council (UNLESS it doesn't matter much.. READ NOT INVOLVING RM)

Terry is in Conflict as a CURRENT Employee of an RM Councilor and agent of Your Three Amigos Voting Block.

Dianne is more subtle, except under close public scrutiny. Her loyalty to the Council is questionable, her role as a Disruptor is evident both in her comments and as party to the Three Amigos Voting Block. Terry & Dianne's ties to Brian's agendas reveal themselves in their coordinated voting (Brian for Terry, Terry for Brian, and Dianne almost always). Who, besides the RM as a unit, is behind this is something else I am investigating.

Let me not mince words: I really truly believe you 3 Amigos are doing a / job and a disservice to this Town. You delay and filibuster over extraneous decisions that normally would not take 2-3 months to resolve. Brian likes to to interject and ASSERT himself by "schooling" everyone at length about procedural details (usually wrong).. while denying his own accountability. His tactics are bullying and he loves a good confusing "blind-siding". No handouts or discussions amongst his co-council. **No.** A public moment to try to embarrass or intimidate is his **MO**.

BW

2 DK

There WAS a time when things ran fairly smoothly through Council. There was a **unity of purpose and mutual respect**. Since you Three Amigos have decided to get a WIN for the RM, your motives become clearer and clearer while the Council becomes a **Toxic Workplace**. Remember.. **Councillors are VOLUNTEERS!! They often have very busy lives!! They DON'T NEED this** *STUFF*

Example A: (attached) **Questions to the Lawyer** where ALL of the Three Amigos Initials as the Enquiries are Noted. ALL of the ANSWERS to the Questions are ALREADY Explained in the Community Planning Procedures and are Noted as UPON APPROVAL BY COUNCIL in Accordance with the Plan.

However, The 3 Amigos CHOSE to WORD all their IDENTICAL YES/NO Questions, so that a Yes answer MIGHT be used in favor of an argument FOR an RM decision that has been long rejected multiple times by Council voting, and is currently before the Council once again.

I've said, and will continue to say, that many of the things you are doing are NOT with the BEST Interests of Vonda in mind and Favor the RM at every opportunity.

Example B: (attached) **GFR NOV 6th, 2024 Minutes** saying it will wait for ANOTHER Change of Use Zone Change UNTIL AFTER THE NEXT ELECTION & Permit Approval (note: a done deal) (in which Terry, Brian and Dianne were already on the Candidates list the month before for the regular TOV Term Elections.

Example C: (attached) **Minutes of Regular RM Council meeting Aug 23, 2024** where Brian Florizone was GFR Chief, came with a Delegation from the GFR to talk about Future Fire Hall options & usage of the J2 Auto building (AFTER the BUILDING was already purchased and permit applications repeatedly refused AND JUST BEFORE NOMINATIONS)

FW

Once he was Elected, as a Town Counselor, Brian resigned from the GFR and did NOT DECLARE his association as a potential conflict on his

③DK

Disclosure Statement at time of nominations nor when Taking his Office Oath.

Spreading his Public Dissatisfaction, Feeding the Gossip Mill by Asserting that the Public is being allowed to Harrass and Bully Councilors is Misleading and Suppression of the Critique and Close Public Scrutiny Encouraged from the Prime Minister's Legislation down through the Saskatchewan Municipalities Act.

Everyone sitting at Home WONDERS, "WHO is holding Council Accountable?"

It is WE, The People, who watch and learn and speak out! It may not be Comfortable or Popular, but if you are not Part of the Solution, You are Part of the Problem. VOTE, PARTICIPATE, USE YOUR VOICE, BECOME A VOLUNTEER!!

Accountability is part of being Elected. The TOV Position is NOT for the Enrichment or Benefit of the RM of Grant or its RatePayers. They can take care of themselves. The TOV operates on a smaller tax base and needs people in Council who don't want to see decisions made that would have benefitted Vonda now or in the future, but be pushed through by an agenda for the RM.

I have a **Protected** RIGHT under the Freedom of Information Act to criticize you **without fear of the consequences**. You are **Elected Officials**. That MEANS something! Telling others and having YOUR words expressed by **non-attendants to meetings** IS intimidation and causing Public concern and personal intimidation.

This is a common tactic for Brian, to incite to anger and divide the Public, which I am also researching and compiling.

BE CLEAR: Close Public Scrutiny is the Level you are held to. I am neither BULLYING, NOR HARRASSING YOU by calling out what APPEARS TO BE your OBVIOUS Conflicts into Question. These kinds of accusations are

Feb

OK

intended to inflame and cause public division. THEY ARE NOT A DEFENSE, nor are they TRUE. Those comments, leached out into the Public, are libelous and slander.

It's MY Council, Madam Mayor & Councilors. You see the possessive pronoun I'm using? MY Council. It's YOUR Council because you're a citizen of VONDA, NOT because you're an official.

You Three Amigos, together with the Mayor, the other Councilors and including the Public, are supposed to be working TOGETHER for VONDA. The Council works for me and every other VONDA RATEPAYER. You swore OATHS. The people of VONDA elected ALL of you to do your jobs, NOT JUST THE 3 AMIGOS .. and that doesn't including spreading misinformation, negative commentary or trying to intimidate other members of Council or the Public. from Speaking out.

Please include this Statement with the Minutes of today's meeting.

NOTE: ADDING THIS LAST MINUTE!

I just saw that the RM COUNCIL is trying for MORE seats at the TOV TABLE!

NOMINATIONS POSTED LAST MINUTE ARE:

Brenda Skakun- current RM Admin Contractor/Mentor (as of yesterday)

Aime Bussier- current GFR Executive (as of yesterday) & (5 month TOV mayor in 2016/17)

MORE CONFLICT? MORE RM COUNCIL INTERESTS & DRAMA!

VOTE your heart!

Bed

(5) 12

Harassment Policy

Purpose

To create an environment of respect for human rights and helps people in the organization understand their rights and responsibilities.

Policy

Definition section 3-1(1)(l) of The Saskatchewan Employment Act

“harassment” means:

- (i) any inappropriate conduct, comment, display, action or gesture by a person towards a worker:
 - (A) that either:
 - (I) is based on any prohibited ground as defined in The Saskatchewan Human Rights Code, 2018 or on physical size or weight; or
 - (II) subject to subsections (4) and (5), adversely affects the worker’s psychological or physical well-being and that the person knows or ought reasonably to know would cause the worker to be humiliated or intimidated; and
 - (B) that constitutes a threat to the health or safety of the worker; or
- (ii) any conduct, comment, display, action or gesture by a person towards a worker that:
 - (A) is of a sexual nature; and
 - (B) the person knows or ought reasonably to know is unwelcome;

3-1(5) For the purposes of subparagraph (1)(l)(i)(A)(II), harassment does not include any reasonable action that is taken by an employer, or a manager or supervisor employed or engaged by an employer, relating to the management and direction of the employer’s workers or the place of employment.

The Town of Vonda acknowledges that **every worker** is entitled to a working environment that is free of harassment. The Town of Vonda is committed to ensuring that every reasonably practicable effort is made to ensure that no Worker is subjected to harassment at this place of employment. The Town of Vonda will take corrective action respecting any person under our direction who subjects another employee to harassment.

Responsibilities:

Employer

- The Town of Vonda acknowledges that every worker is entitled to a working environment that is free of harassment.
- The Town of Vonda is committed to ensuring that every reasonably practicable effort is made to ensure that no Worker is subjected to harassment at this place of employment.
- The Town of Vonda will take corrective action respecting any person under our direction who subjects another employee to harassment.

BW

- **Worker**
- No Worker shall cause or participate in the harassment of another Worker

Procedure:

All complaints will be taken seriously. The rights of all concerned will be respected. Workers are encouraged to use these steps to address incidents of alleged harassment internally.

- A Worker who believes that he or she has been subjected to harassment is encouraged to first clearly and firmly make known to the alleged harasser that the harassment is objectionable and must stop.
- Where this cannot be done, or is unsuccessful, the Worker should report the alleged harassment to the employer or to one of the following persons designated by the employer to receive complaints of harassment;
- Designates are:
 - Mayor/Deputy Mayor
 - Administrator
- Once a person designated by the employer to receive complaints of harassment receives a complaint, that person shall immediately bring the complaint to the attention of the employer.
- The employer will: notify the alleged harasser of the complaint; provide the alleged harasser with information concerning the circumstances of the complaint; and undertake a confidential investigation.
- Following the conclusion of the investigation, the employer will inform the complainant and the alleged harasser of the results of the investigation.

Resolution and corrective action

Where harassment has been substantiated, the employer will take appropriate corrective action to resolve the complaint. Where harassment has not been substantiated, no action will be taken against a Worker who has made a complaint in good faith.

Confidentiality

This employer will not disclose the identity of the Worker or the circumstances of the complaint, except where disclosure is necessary for the purposes of investigating or taking disciplinary action in relation to the complaint, or where such disclosure is required by law.

External complaints

Nothing in this policy prevents or discourages a Worker from exercising their right to request assistance on a harassment complaint from the Occupational Health and Safety Division under: The Occupational Health and Safety Act, particularly sections 4 and 5; and The Occupational Health and Safety Regulations, 2020; particularly section 3-25(1).

A Worker may also file a complaint with the Saskatchewan Human Rights Commission under The Saskatchewan Human Rights Code, particularly sections 16, 17, 18 and 27. A Worker retains the right to exercise any other legal avenues available.

SIGNATURE:

DATE:

This policy must be posted in a conspicuous place that is readily available for reference by Workers as stated in 3-25(2)(b) of the Saskatchewan Occupational Health and Safety Regulations, 2020.

BW

Violence in the Workplace

Purpose

Violence can occur quickly and unexpectedly. The Town of Vonda is committed to preventing violent occurrences where possible and give the employees tools, training, and awareness to prepare them, and reduce the impact of violence occurrences in the workplace.

Policy

The Town of Vonda is committed to providing a safe work environment that is free from violence.

The Town of Vonda recognizes that workplace violence is a health and safety concern, and will take all reasonable precautions to prevent workplace violence to protect employees at the workplace including, but not limited to:

- a. Consulting with the OHC/Representative/ employees on sources and occurrences of violence they might perceive in the workplace.
- b. Assessment of the risk of violence at all Town of Vonda premises and reviewing it annually/every 3 years with the OHC/Representative/ Workers, or when new risks of violence are identified within our scope of work, as well as when new concerns are brought to our attention.
- c. A training program that includes:
 - o Notification of the risks of violence and situations that could become violent.
 - o Review of the **Violence Risk Assessment**
 - o Awareness training on how to recognize potential violent situations and how to react should they occur.
 - o Creation of, and annual OHC/ Representative review of safe job procedures, safe work practices, & emergency procedures regarding conflict resolution and what to do if aggression escalates to physical violence.
 - o Communication of safe job procedures, safe work practices, emergency procedures administrative arrangements and controls that have been developed to minimize or eliminate risk of violence.

The Town of Vonda does not require employees of any level to intervene with a violent situation occurring inside or outside of the workplace, or when a criminal act, such as theft or vandalism is witnessed. In these circumstances, report it to the supervisor, or contact the local police service.

BW

Definitions

Section 3-26 of the Occupational Health and Safety Regulations defines Violence as:

3-26(1) In this section, "**violence**" means the attempted, threatened or actual conduct of a person that causes or is likely to cause injury, and includes any threatening statement or behavior that gives a worker reasonable cause to believe that the worker is at risk of injury.

Responsibilities

Employer:

- Must not participate, encourage, or tolerate any acts of violence in the workplace.
- Take all complaints of workplace violence seriously.
- Commit to implement and continually review policies, rules, procedures, and practices to eliminate the occurrences of workplace violence.
- Enforce these rules in line with this policy and Saskatchewan Legislation
- Ensure that workers are not exposed to violence with respect to any matter or circumstance arising out of the workers' employment.
- Cooperate with an investigation of violence complaints.

Supervisor:

- Must not participate, encourage, or tolerate any acts of violence.
- Take all complaints of workplace violence seriously.
- Ensure that that all workers under their direct supervision and direction are not exposed to violence at the place of employment.
- Ensure workers have received training on workplace violence.
- Enforce policy, procedure, practices, and rules in line with this policy and Saskatchewan Legislation.
- Cooperate with an investigation of violence complaints.
- **Never approach a person committing a crime, theft, or vandalism as they can become violent.**

Worker:

- Must not participate, encourage, or tolerate any acts of violence.
- Report violence/ violent acts occurring to others to your supervisor.
- Cooperate with an investigation of violence complaints.
- **Never approach a person committing a crime, theft, or vandalism as they can become violent.**

BW

Risk Areas

In the Town of Vonda workplaces, specific areas or positions may pose a risk of violent or aggressive behavior. These areas and positions were identified as a part of the **Violence Risk Assessment**. Violence can however occur in other areas. Should that occur, new precautions will be taken for those scenarios.

Areas Identified as Having a Risk of Violence:	Positions that Work in Those Areas:
Public entering the building	Administrator
Public entering work shop	Town Foreman/Assistant
Public entering Rink	Rink Caretaker

Complaint Procedure

All complaints of Violence will be taken seriously. Employees victimized by violence, and witnesses of these occurrences are encouraged to report the alleged perpetrator. The rights of all concerned will be respected and shall remain confidential. Workers are encouraged to use these steps to address incidents of alleged violence internally.

1. A worker who believes that he or she has been subjected to violence should immediately report the violence to their employer, supervisor, or one of the following persons designated by the employer to receive complaints of violence.
 - a. People designated to receive complaints:
 - i. Mayor/Deputy Mayor
 - ii. Administrator
2. Once a person designated by the employer to receive complaints of violence receives a complaint, that person shall document it immediately using the violent incident report form, and bring the complaint to the attention of the employer.
3. The employer will: notify the alleged perpetrator of the complaint; provide the alleged perpetrator with information concerning the circumstances of the complaint; and undertake a confidential investigation.
4. Following the conclusion of the investigation, the employer will inform the complainant and the alleged perpetrator of the results of the investigation.

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Resolution and Corrective action

If violence is confirmed, reasonable corrective action will be taken by the employer. If a complaint is unsubstantiated, no adverse actions will be taken against the worker who made the report in good-faith.

The employer commits to preserving the confidentiality of investigations, except where disclosure is necessary for the purpose of conducting an investigation, implementing corrective action or required by law. Furthermore, if a worker undergoes medical treatment, counseling due to a violent incident, or receives training related to violence, the Town of Vonda guarantees no loss in pay or benefits.

External Complaints

This policy **does not prevent** workers from reporting violence complaints to the Occupational Health and Safety Division under The Saskatchewan Employment Act-Part III: Occupational Health and Safety, sections 4 and 5, and The Occupational Health and Safety Regulations, 2020, section 3-26.

Workers have the right to file complaints with the Saskatchewan Human Rights Commission under The Saskatchewan Human Rights Code, including sections 16, 17, 18, and 27. Workers may exercise any other available legal avenues.

Violence Risk Assessment

Potential Risk Factors (These are examples only, Ensure you review this and Add your own risk factors your employees might face)	
<ul style="list-style-type: none"> • Working in remote locations • Working alone 	Potential controls: <ul style="list-style-type: none"> • Lighting, fencing, security monitoring, signage • Not allowing lone workers during opening/closing • Working alone procedures • Training on violence awareness These areas should be well lit.
<ul style="list-style-type: none"> • Service calls in remote locations. • Service calls in high crime rate areas. 	Potential Controls: <ul style="list-style-type: none"> • Working alone policy with manager/supervisor check-ins • Training in conflict resolution • Develop procedure for working with difficult customers. • Develop procedures on handling money.
<ul style="list-style-type: none"> • Worksites in high crime rate areas within larger centers. • Worksites with visible (and valuable) tools, equipment, materials • Working early or late shift rotations. Theft/ attempt of theft with a high risk of conflict if workers come into contact with these individuals 	Potential Controls: <ul style="list-style-type: none"> • Jobsite fencing • 3rd party security when required. • Signage • Well lit access & egress points • Locking doors when working • Locking up tools and equipment in hard to see locations. • Training on violence awareness for workers and supervisors <ul style="list-style-type: none"> ○ Including avoiding conflict and removing oneself from the situation • Procedures on dealing with trespassers/thieves/ violent members of the public. <ul style="list-style-type: none"> ○ Communicating these with workers effectively

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<ul style="list-style-type: none"> • Interpersonal worksite conflict <ul style="list-style-type: none"> ○ Conflict with deadlines <ul style="list-style-type: none"> ▪ Unrealistic deadlines ▪ Too many contractors in the same area ○ Unsafe & unsanitary workplace conditions <ul style="list-style-type: none"> ▪ Poor housekeeping practices of one or more contractors causing friction between trades ○ Harassment of any kind including: <ul style="list-style-type: none"> ▪ Conflict over perceived slights ▪ Hazing ▪ Bullying ▪ Practical jokes/ pranks intended to cause harm ▪ Other situations discussed in • Isolation/ working in remote areas for extended periods of time 	<p>Potential Controls:</p> <ul style="list-style-type: none"> • Work to ensure workplace deadlines are reasonable. • Ensure qualified contractors are selected for work • Plan work efficiently and organize work so that multiple trades/ contractors are not working against each other in tight areas • Maintain and enforce a safety program that includes housekeeping practices. • Ensure all work receives adequate and competent Supervision <ul style="list-style-type: none"> ○ Train supervisors on conflict resolution ○ Ensure supervisors do not tolerate harassment on site ○ Enforce company policy fairly across all positions and contractors on site. • Provide awareness on company wellness programs. Promote mental health and take psychosocial concerns seriously.
<ul style="list-style-type: none"> • Upset customer entering the building 	<p>Potential controls:</p> <ul style="list-style-type: none"> • Keep calm • Ask the customer to leave • Call for help (there are offices near by) • Leave the area
<p>Comments:</p>	

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Violence Checklist

Jobsite Appearance, Lighting, Organization and Signage	Yes	No	N/A
Is there fencing surrounding the jobsite?			
Is there adequate security personnel/ cameras/ motion sensing lighting/ security signage for jobsites?			
Are workers visible to potential witnesses?			
Are entrances, exits, parking lot areas, and garbage areas well lit?			
Is work conducted at night?			
Is signage to let the public know about restricted access to the worksite posted?			
Is public access to washrooms controlled?			
Are tools, materials, and equipment placed, locked, or secured in a way that would take them out of view?			
Is access to worksite locked when required?			
Is there a procedure in place for locking the jobsite?			
Are emergency numbers and contact information close to where workers are present?			
Comments:			

Workplace Bullying/Harassment	Yes	No	N/A
Has there been any recent reports of harassment/ bullying? (last 3 years)			
Has the harassment policy been reviewed within the past 12 months? (OHC & Management review)			
Have there been conflicts observed or reported that involve your workers or workers of companies at the same workplace?			
Are supervisors and other management personnel trained in conflict resolution?			
Comments:			

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Employees Working Alone	Yes	No	N/A
Is there a working alone policy that has been recently reviewed?			
Have workers who work alone been trained to do so?			
Do workers who work alone collect payment?			
Does someone contact workers at regular intervals to ensure they are okay?			
Is there a check-in and check-out procedure?			
Are late night workers at least 19 years of age?			
Comments:			

Handling Money Payment Taking	Yes	No	N/A
Do employees collect payment, or deliver invoices?			
Is it standard practice to keep as little cash on their person?			
Are large bills put into a drop box or locked container out of sight?			
Do workers transport cash in a bag that has the company logo or otherwise makes it obvious that they are carrying cash?			
Comments:			

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Training	Yes	No	N/A
Are all workers trained in violence prevention?			
Do company orientations go over violence prevention strategy?			
Are all supervisors trained in violence prevention?			
Have violence prevention strategies been reviewed with workers during safety meetings/toolbox meetings within the last 12 months?			
Is there a rule in place to not intervene with theft, vandalism, or severe violent circumstances involving the public?			
Is there a policy in place for contacting proper authorities?			
Have workers been trained on what to do if a violent situation occurs? I.e. guns, bomb threat, arson threat, etc.			
Has a drill been ran in accordance with these scenarios?			
If a drill has been ran, was the result satisfactory?			
Comments:			

Regular Checks of Policy	Yes	No	N/A
Do you conduct risk assessments for violence every three years and revise your policy accordingly?			
Do you revise your policy when there are significant changes to the workplace design and work procedures?			
Do you investigate violent incidents?			
Do you accept recommendations from the OHC, representative and/or workers, take corrective action and update your policy accordingly?			
Do you provide workers with an up-to-date copy of the policy and retrain them on its revised elements?			
Do you retrain workers on the revised elements in the policy?			
Comments:			

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Violence Risk Areas

Using the checklist above, define areas that could be at risk. Consider situations not identified by the checklist, but that have had occurrences of violence recently.

#	Area risk is present	Occupation at risk	RISK PROBABILITY
1	Town Office	Administrator	2D
2	Town work shop	Town Foreman	2D
3	Town Arena	Caretaker	2D
4			
5			
6			
7			

Violence risk must be determined. Use the risk matrix below to determine the risk level. The Town of Vonda has determined these places and occupations are at risk of violence.

Note: some tasks may appear to have a lesser risk probability but may have experienced violence before and be listed here.

How often are workers exposed?	Risk Severity				
	Catastrophic (A)	Hazardous (B)	Major (C)	Minor (D)	Negligible (E)
Frequent (1) (Daily)	1A	1B	1C	1D	1E
Occasional (2) (Weekly)	2A	2B	2C	2D	2E
Remote (3)	3A	3B	3C	3D	3E
Improbable (4)	4A	4B	4C	4D	4E
Extremely Improbable (5)	5A	5B	5C	5D	5E

Red= High Risk

Yellow= Moderate Risk

Green= Low Risk

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Town of Vonda Violence Report Form Template

Name of person reporting incident:			
Date & time incident reported:			
Date & time Incident occurred:			
Incident Reported to:			
Location of incident:			
Direct Supervisor Name:			
Victim's Name:			
Your Contact Information:			
Alleged Violent Perpetrator:			
Additional Witnesses	Name		Contact Information:
Questions	Yes		No
Was there injuries & or damage?			
Was Medical attention or First Aid Administered/ obtained?			
Was 911/ emergency services required? (Police/Fire/Paramedic)			
If the answer to any of the above questions is yes, please provide details here:			

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Description of the Incident:

In your own words, provide detailed information of the incident based on what you experienced.
Please provide all pertinent information.

Describe the immediate actions taken: (I.e. conflict resolution, told violent person to stop, called 911 etc.)

Your recommendations for corrective actions: (If applicable)

Incident Reporter name:

Incident Reporter Signature:

Supervisor/ Manager/ Designated Person name:

Supervisor/ Manager/ Designated Person Signature:

BCD

Town of Vonda Worker Violence Survey Template (anonymous)

General Information:		
Have you ever been a victim of violence in this workplace?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, what was the nature of the incident (e.g., verbal threats, hitting, offensive correspondence)?		
Who was the offender (e.g., a customer, co-worker, contractor)?		
Provide a name if known:		
Do you feel safe from violence at work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, why?		
Likelihood of Violence		
Do you think violence is more likely to occur on certain days?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, why and which days?		
Do you think violence is more likely to occur at certain times of the day?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you think violence is more likely to occur in certain places?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, why and where?		

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Violence Prevention

What do you think could be done to minimize the risk of violence?

Yes

No

Are there any situations on the job where you feel particularly vulnerable?

Yes

No

If yes, what are they?

Violence Prevention Training

Have you received workplace violence prevention training?

Yes

No

If yes, what kind of training did you receive?

Submit this survey to your employer or supervisor.

Bob