

**RURAL MUNICIPALITY OF VANSCOY NO. 345**

*Minutes of the Regular Meeting of Council for the Rural Municipality of Vanscoy No. 345 held in the RM of Vanscoy Council Chambers, #300 Main Street  
Vanscoy, Saskatchewan  
Thursday, December 14, 2023*

Reeve: Leonard Junop  
Councillors

Division 1: James Harvey  
Division 2: Jeff Colborn ABSENT  
Division 3: Jeff Kielo

Division 4: Brandon Little  
Division 5: Liana Larson  
Division 6: Dean Gregory

Administrator Leanne Mack  
Assistant Administrator Heather Fantie

Reeve Junop called the meeting to order at 9:02 am C.S.T.

**Conflict of Interest Declaration**

Councillor Harvey advised of a potential conflict regarding the discussion of the irrigation project.

**Agenda**

01-12-2023 Little: That the agenda be accepted as presented.

*Carried*

**Reimbursement to Reeve Junop – Plaques**

02-12-2023 Harvey: That Council approve payment to Leonard Junop for \$90.00 for the plaques that were presented to the Administrator and Assistant Administrator for completion of their Rural “A” and “C” Certifications.

*Carried*

**Approval of Minute**

03-12-2023 Kielo: That the minutes of the Regular Meeting of Council held on November 16, 2023 be approved as presented.

*Carried*

**Approval of Minutes**

04-12-2023 Harvey: That the minutes of the Special Meeting of Council held on November 23, 2023 be approved as presented.

*Carried*

**Statement of Financial Activities**

05-12-2023 Gregory: That the Statement of Financial Activities for the month of November 2023 be accepted as presented.

*Carried*

**List of Accounts for Approval**

06-12-2023 Kielo: That the accounts submitted for payment totaling \$486,572.12 as per attached listing of voucher Nos.11085-11122 and electronic transfer Nos. 742-777;

AND FURTHER THAT the November 1-30 & October 30-November 26, 2023 payroll \$60,294.94 and October 1-31, 2023 Council Indemnity \$8,601.20 transferred by direct deposit through Paymate, as attached here to and forming a part of these minutes, be approved for payment.

*Carried*



**Monthly Bank Reconciliation**

07-12-2023 Little: That the Bank Reconciliation for the month of November be approved as presented.

*Carried*

*Jodi Henares – Planner entered the meeting at 9:17 am  
Chad Watson -Urban Systems entered the meeting at 9:22 am  
to present the December Planning & Development Report*

**Discretionary Use Notification – Public Consultation**

08-12-2023 Little: That Council instruct Jodi Henares to research possible protocols for discretionary use notifications in cases where prior public consultations from the developer are required for Council's consideration at the January 11, 2024 regular meeting.

*Carried*

**Correspondence from Ratepayer - Place of Worship**

09-12-2023 Kiolo: That council instruct Jodi Henares to reply to the letter dated November 9, 2023 submitted by a ratepayer regarding the discretionary use application for Place of Worship located on the NW 05-35-07 W3 as they relate to *The Municipalities Act*, the Zoning Bylaw & Official Community Plan.

*Carried*

**Discretionary Use Notification**

10-12-2023 Little: That Council instruct Jodi Henares to draft an amendment to the Zoning Bylaw increasing the required distance for public notifications of all discretionary use applications based on Zoning Districts for Council's consideration at the January 11, 2024 regular meeting.

*Carried*

**Suspend Meeting**

11-12-2023 Junop: That Council suspend the regular meeting for the purpose of opening the public hearing at 9:45 am

*Carried*

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**Public Hearing for Proposed Bylaw 20-2023**

*Reeve Junop formally opened the Public Hearing at 9:45 am  
to receive any comments and submissions regarding Proposed Bylaw 20-2023, being a Bylaw to amend  
Bylaw No. 3/18, known as The Zoning Bylaw.*

**Attendees from the Public:** There were no attendees from the public.

**Intent of Application:** Proposed Bylaw No. 20-2023 will amend the Zoning Bylaw No. 3/18 to accommodate the following changes:

1. Section 13 – Maps, The Zoning District Map, is amended by rezoning Blk/Par C-Plan 101617017 Ext 146 in SW 36-36-08-W3 from A – Agricultural to AR – Agricultural Residential.

*Administrator Leanne Mack presented the written report regarding this application to rezone.*

**Public Comments:** No written or verbal comments or telephone calls from the public were received.

*Reeve Junop closed this Public Hearing at 9:46 am*

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**Reconvene Meeting**

12-12-2023 Larson: That the regular meeting of Council reconvene at 9:46 am

*Carried*

**Bylaw No. 20-2023 – Zoning Bylaw Amendment - 2<sup>nd</sup> Reading**

13-12-2023 Harvey: That Bylaw No. 20-2023 being a Bylaw to amend the RM of Vanscoy Zoning Bylaw No. 3/18, be given second reading.

*Carried*

**Bylaw No.20-2023 – Zoning Bylaw Amendment- 3<sup>rd</sup> Reading & Adoption**

14-12-2023 Kielo: That Bylaw No. 20-2023 being a Bylaw to amend the RM of Vanscoy Zoning Bylaw No. 3/18, be read a third time and adopted.

*Carried*

**Liquor Store Retail Permit**

15-12-2023 Harvey: That, according to the letter received from the Saskatchewan Liquor and Gaming Authority, dated October 13<sup>th</sup>, 2023, Council passes a resolution on its intention to:

- i. Support the concept of a liquor retail store in the R.M. of Vanscoy.

*Carried*

**Order to Remedy NW 34-34-07 W3 LSD 14**

16-12-2023 Harvey: In accordance with Nuisance Abatement Policy 14-2022, the Council hereby declares the property located at NW 34-34-07 W3 LSD 14 to be in contravention of the home-based business permit issued on August 11, 2023, for the following reasons:

- The number of “junked” vehicles that can be stored on the premises simultaneously as three (3); and
- Excluding vehicles within the confines of the auto repair shop, the Council has established the allowable upper limit for non-owned vehicles that can be stored on the premises simultaneously as five (5).

That the Administrator, is hereby authorized to issue an order to remedy to the owner(s) or occupant(s) of the said property requiring them to undertake the following work:

- To remove all junked vehicles and non-owned vehicles that do not conform with the above issued approval; and
- Said work to be completed on or before January 15, 2023.

*Carried*

**Correspondence from Ratepayer - Amending Zoning Bylaw**

17-12-2023 Little: That Correspondence be forwarded to Evan Pederson responding to his undated letter submitted to Council, that Council has discussed his request to remove Place of Worship from the Agricultural District of the Zoning Bylaw and have decided not to proceed with the proposed request.

*Carried*

**Short-term Rentals proposed amendment to Zoning Bylaw**

18-12-2023 Kielo: That Council instruct Jodi Henares to prepare an amendment to the Zoning Bylaw to regulate Short-term rentals within the Rural Municipality for Council’s consideration at the January 11, 2024, regular meeting.

*Carried*

**Subdivision Application Parcel A NW 20-35-07 W3 Ext 0**

19-12-2023 Little: That the application submitted by the property owners to subdivide and create proposed Parcel A on NW-20-35-07-3 Ext 0, as shown on the Plan of Proposed Subdivision prepared by Webb Surveys Inc. dated August 28<sup>th</sup>, 2023, be approved subject to the RM of Vanscoy being responsible for all costs associated with the subdivision.

*Carried*

**Discretionary Use Application NW 22-36-08 W3 LSD 11 & 14**

20-12-2023 Larson: That the application submitted by the property owners to expand the service offerings of Prairie Star Stables on NW-22-36-08-3, LSD 11 & LSD 14, be considered at the January 11<sup>th</sup>, 2024, Council meeting and that a copy of a notice of the application be mailed to each assessed owner of property within 75 meters of the subject property.

*Carried*

*Superintendent Loewen entered the meeting at 10:15 am  
To discuss general municipal maintenance operations*

*Chad Watson & Jodi Henares exited the meeting at 10:22 am*

21-12-2023 Little: That Council authorize the Administrator to explore the feasibility and advisability of selling the property located on Parcel A Plan 99MW18907 Ext1 NE 25-36-10 W3 2.023 hectares (5 acres). Currently the property is being used as a gravel storage pit for the RM.

*Carried*

*Ken Colborn – Colborn Farms entered the meeting at 10:50 am  
Shawn Colborn – Colborn Farms entered the meeting at 10:55 am  
Minister Jim Reiter entered the meeting at 11:00 am  
Shaun Jaques – Water Security Agency via Teams  
entered the meeting at 11:03 am*

*To discuss irrigation in the RM & the Province*

*General discussion around the Lake Diefenbaker Project, Pike Lake and standardizing the process of applying for an irrigation project with WSA, RM's and the Province.*

*Herman Michael entered the meeting at 11:24 am*

*Ken Colborn, Shawn Colborn, Shaun Jaques & Minister Jim Reiter exited the meeting at 11:54 am  
Council expressed their appreciation to everyone for attending the meeting.*

*Herman Michel presented his yearly report on pest & weed control at 11:58 am*

*Herman Michael exited the meeting at 12:07 pm*

**Recess**

22-12-2023 Junop: That this meeting recess at 12:07 pm for 30 minutes.

*Carried*

**Reconvene meeting**

Reeve Junop called the meeting to order at 12:36 pm

*Police Chief Mochoruk entered the meeting at 12:36 pm*

*Reeve Junop exited the meeting at 1:05 pm and relinquished the chair to Deputy Reeve Harvey*

*Deputy Reeve Harvey assumed the chair at 1: 06 pm*

**Capital Purchase Approval – Police Department**

23-12-2023 Gregory: That Council approve the purchase of a new police vehicle to be ordered in 2024 for the fiscal year of 2025, as presented in the proposed 2025 Vanscoy RM Police Commission budget.

*Carried*

**Fitness Equipment Loan**

*Tabled*

*Police chief Mochoruk exited the meeting 1:29 pm*

**Capital Budget Meeting**

24-12-2023 Little: That a special meeting of Council be held on February 7, 2024, at 9:00 am in council chambers located at 300 Main Street, Vanscoy SK, to discuss the three (3) year capital budget.

*Carried*

**Administrator Holidays**

25-12-2023 Little: That Council approve the holiday request submitted by the Administrator for December 12 (1/2 day) & December 15, 2023.

*Carried*

**Reports of Administration**

26-12-2023 Larson: That the Reports of Administration and Council Committees and other Bodies, be accepted as submitted or as verbally presented.

*Carried*

**2024 RM Arrears Penalty Rate**

27-12-2023 Gregory: That in accordance with Bylaw No. 07-2023, the penalty rate for Outstanding Tax Arrears in 2024 remains at 2% per month.

*Carried*

**2023 Outstanding Invoices**

28-12-2023 Kiolo: That as per *The Municipalities Act* any outstanding applicable invoices unpaid as of December 31, 2023, be added to the tax roll as arrears on January 1, 2024.

*Carried*

**Closed Session**

29-12-2023 Little: That this meeting be closed to the public as per *The Local Authority Freedom of Information and Protection of Privacy Act* Part III for discussion of Employee Matters at 1:47 pm

*Carried*

*Leanne Mack & Heather Fantie exited the meeting at 1:47 pm*

Names of parties present during closed session: James Harvey, Jeff Kiolo, Brandon Little, Liana Larson, Dean Gregory.

*JH LM*

*Leanne Mack & Heather Fantie entered the meeting at 2:07 pm*

**Closed Session Ends**

30-12-2023 Little: That Council move out of closed session and that the Public Meeting resume at 2:11 pm.

*Carried*

**2024 Annual Salary Out of Scope Employees**

31-12-2023 Larson: That the annual out of scope employee wages effective January 1, 2024 be paid as follows:

- Superintendent, Scott Loewen \$104,000, and in recognition of service 8 weeks vacation;
- Assistant Administrator, Heather Fantie \$73,549 plus a \$35.00/month cell phone allowance;
- Community Planner, Jodi Henares \$68,000; and
- Office Assistant, Morginn Kennedy \$55,908

AND FURTHER THAT the Administrator, Leanne Mack receives a salary increase to \$130,000 effective January 1, 2024 in recognition of receiving her Rural "A" Certificate from the Rural Board of Examiners; AND FURTHER THAT Council approve the payment of \$941.60 to the University of Regina for her final course towards her Advanced Certificate in Local Government Administration.

*Carried*

**Employee Agreements**

32-12-2023 Little: That Council approve the employee agreements between the Rural Municipality of Vanscoy No. 345 and Scott Loewen, Jodi Henares and Leanne Mack.

*Carried*

**2024 Janitorial Wages**

33-12-2023 Kielo: That the 2024 Office and Shop Office Janitorial Wages be paid as follows:

- Office Janitorial – Teryn McBain: \$541/month
- Shop Janitorial – Lori Wilson: \$379/month

*Carried*

**2024 Waste Transfer Site Attendants Annual Wages**

34-12-2023: That the 2024 Transfer Station Attendants wages be paid as follows:

- Marjorie Crockett - \$2,482/month
- Toni Chorney - \$2,317/month

*Carried*

**Municipal Revenue Sharing Grant – Declaration of Eligibility**

35-12-2023 Harvey: The Council of the Rural Municipality of Vanscoy No. 345 confirms the Municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- Submission of the 2022 Audited Financial Statement to the Ministry of Government Relations;
- The municipality does not run a Municipal Waterworks System;
- 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

That we authorize the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

*Carried*

*off 4/11*

**RoaData November Activity Report**

36-12-2023 Gregory: That the Overweight Permit Reports from November submitted by RoaData be accepted as presented.

*Carried*

**Delisle Library Annual Donation**

37-12-2023 Little: That the Delisle Library be forwarded the Annual Donation of \$1,500.00 in accordance with the Grants and Contributions Policy No. 3-2023.

*Carried*

**Contract for Weed Control Services**

38-12-2023 Gregory: That Council renew the contract for weed control services with Phil's Lawn Service for the duration of January 1, 2024 – December 31, 2026; AND FURTHER THAT the Administrator is authorized to sign the contract on behalf of the municipality.

*Carried*

**Amendment to Tangible Capital Asset Policy No. 10-2022**

39-12-2023 Little: That Council approve the amendment as presented to the Tangible Capital Asset Policy No. 10-2022.

*Carried*

**Communications**

40-12-2023 Larson: That all communications be accepted as presented and filed as received.

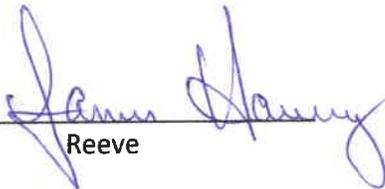
*Carried*

**Adjournment**

41-12-2023 Larson: That this meeting adjourned at 2:29 pm.

*Carried*

Minutes adopted by resolution of Council on the 11<sup>th</sup> day of January, 2024

  
Reeve

  
\_\_\_\_\_  
Administrator