

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, October 12, 2023

Reeve: Leonard Junop
Councilors

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

Superintendent Loewen entered the meeting at 9:00 am to discuss general municipal maintenance operations

Reeve Leonard Junop called the meeting to order at 9:00 am C.S.T.

Conflict of Interest Declaration

Councilor Harvey advised of a potential conflict of interest regarding section 9.c(i) update on road closure CJ5899.

Agenda

04-10-2023 Larson: That the agenda be accepted as presented.

Carried

Approval of Minutes

05-10-2023 Little: That the minutes of the Regular Meeting of Council held on Thursday, September 12, 2023 be approved as presented.

Carried

Approval of Special Meeting Minutes

06-10-2023 Harvey: That the minutes of the Special Meeting of Council held on October 3, 2023 be approved as presented.

Carried

Jodi Henares & Chad Watson entered the meeting at 9:29 am To present the September Planning & Development Report

Proposed Road Work Agreement

07-10-2023 Little: That Council approve the Road Work Agreement with the suggested amendments to section 5.b.

Carried

Proposed Irrigation Project

08-10-2023 Harvey: That Council has no objections to the proposed irrigation development located NE 03/NW 02-34-06 W3 and will allow the applicant to place the pipeline in the RM road allowance subject to the following conditions:

- i. The applicant enter into a road work agreement; and
- ii. Required permits be obtained from all approving authorities.

Carried

Purchase of Land for Wildrose Cemetery Expansion

Tabled

Suspend Meeting

09-10-2023 Little: That Council suspend the regular council meeting for the purpose of opening the public hearings at 9:45 am.

Carried

Public Hearing for Proposed Bylaw 18-2023

Reeve Junop formally opened the Public Hearing at 9:45 am to receive any comments and submissions regarding proposed Bylaw 18-2023, 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 the Application: Proposed Bylaw No. 18-2023 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 LSD 1, SE 18-36-09-W3 from A – Agricultural District to AR – Agricultural Residential District.

Administrator Leanne Mack presented the written report regarding the proposed Bylaw, as submitted by Community Planner Jodi Henares

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

Public Hearing for Proposed Bylaw 19-2023

Reeve Junop formally opened the Public Hearing at 9:46 am to receive any comments and submissions regarding proposed Bylaw 19-2023, 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 the Application: Proposed Bylaw No. 19-2023 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 from AR – Agricultural Residential District to A – Agriculture District, that portion of LSD 16 in NE-26-35-08-W3.



Administrator Leanne Mack presented the written report regarding the proposed Bylaw, as submitted by Community Planner Jodi Henares

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

Reeve Junop closed this Public Hearing at 9:47 am

Public Hearing Discretionary Use – Home based business Parcel D SW 34-36-07 W3

Reeve Junop formally opened the Discretionary Use Hearing at 9:47 am C.S.T. to receive any comments and submissions relating to the application submitted by the property owners to operate a home-based business consisting of a wedding reception hall.

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

Intent of Application: The applicant has submitted an application to operate a wedding reception hall as a home based business from a new barn building on Parcel D Plan 101511289 Ext 45 SW 34-36-07 W3. The new building will primarily be used for personal use, but the applicants propose to use the building to host wedding events on weekends throughout May to October. The subject property is located a ¼ mile north of Highway 14. Therefore, the additional traffic will be primarily seen on that stretch of road. The applicants expect the increased traffic to see a maximum of 50 vehicles on Saturdays.

Community Planner Jodi Henares presented the written report regarding this application to have a home based business.

Public Comments: Seven Public Notices were sent out to property owners within a 75 metre radius of the affected parcel. No written or verbal comments or telephone calls from the public were received at the municipal office.

Reeve Junop closed the Discretionary Use Hearing at 9:50 am

Public Hearing Discretionary Use – Home based business Parcel C SE 33-36-08 W3

Reeve Junop formally opened the Discretionary Use Hearing at 9:50 am C.S.T. to receive any comments and submissions relating to the application submitted by the property owners to operate a home based business consisting of an automotive repair shop.

Attendees from the Public: Michael Jewsbury

Intent of Application: The applicant has submitted an application to operate an auto repair shop as a home-based business from an existing building on Parcel C, SE-33-36-08 W3. On April 14, 2022, Council approved the Discretionary Use application for the home-based business and set one of the permit conditions restricting outdoor vehicle storage to a maximum of two vehicles. The business is now seeking a new permit to revise this condition and allow for the storage of up to twelve vehicles on the premises. The business is a full-time operation that would run all year round, with their business hours as Monday-Friday 8 am to 5 pm.

JD - jm

Community Planner Jodi Henares presented the written report regarding this application to have a home based business.

Public Comments: Seven Public Notices were sent out to property owners within a 75 metre radius of the affected parcel, three responses were received with no concerns and one response added that the business is "clean, orderly, and an asset to the community". No other written or verbal comments or telephone calls from the public were received at the municipal office.

Michael Jewsbury spoke to his request for an increase of vehicles on site, he should be able to manage between 6-8 vehicles however he would like to grow the business and hire an apprentice in the future. Michael took the month of September to clean up the yard and he was not booking appointments so he could get caught up. Michael will be managing his appointments better so vehicles are not sitting for long periods of time on the property. Michael would be open to adding a fence to screen the property from range road 3083. Michael would be open to a vehicle limit without a fence and a limit with a fence.

Reeve Junop closed the Discretionary Use Hearing at 9:59 am

Reconvene Meeting

10-10-2023 Larson: That the Regular Meeting of Council reconvene at 9:59 am.

Carried

Jill Cook entered the meeting at 9:57 am during the Discretionary use public hearing.

Bylaw No. 18-2023 – Zoning Bylaw Amendment - 2nd Reading

11-10-2023 Harvey: That Bylaw No. 18-2023 being a Bylaw to amend the RM of Vanscoy Zoning Bylaw No. 3/18, be given second reading.

Carried

Bylaw No.18-2023 – Zoning Bylaw Amendment- 3rd Reading & Adoption

12-10-2023 Kielo: That Bylaw No. 18-2023 being a Bylaw to amend the RM of Vanscoy Zoning Bylaw No. 3/18, be read a third time and adopted.

Carried

Bylaw No. 19-2023 – Zoning Bylaw Amendment - 2nd Reading

13-10-2023 Gregory: That Bylaw No. 19-2023 being a Bylaw to amend the RM of Vanscoy Zoning Bylaw No. 3/18, be given second reading.

Carried

Bylaw No.19-2023 – Zoning Bylaw Amendment- 3rd Reading & Adoption

14-10-2023 Little: That Bylaw No. 19-2023 being a Bylaw to amend the RM of Vanscoy Zoning Bylaw No. 3/18, be read a third time and adopted.

Carried

Discretionary Use Application- Home Based Business Parcel D SW 34-36-07 W3

15-10-2023 Little: That the application submitted by the property owners to operate a home-based business consisting of a wedding reception hall be APPROVED subject to the following conditions:

- I. Proper development and building permits be issued for the brand-new building;
- II. The wedding reception hall only operates on weekends throughout May to October;
- III. No outdoor music or amplification after 10 pm;
- IV. A copy of an Environmental Protection Plan approval from Ministry of Environment be submitted to the R.M. office for the use of the incinerator for waste disposal; and

- V. The permit may be revoked at any time if, in the opinion of Council the above conditions are no longer met.

Carried

Discretionary Use Application – Home Based Business Parcel C SE 33-36-08 W3

16-10-2023 Larson: That the application submitted by the property owners to operate a home-based business consisting of an automotive repair shop on Blk/Par C-Plan 101917469, SE-33-36-08-3 be APPROVED subject to the following conditions:

- I. The hours of operation are to be Monday - Friday 8 am. to 5 pm;
- II. Excluding vehicles within the confines of the auto repair shop, the Council has established the allowable upper limit for vehicles not owned by the applicants that can be stored on the premises simultaneously as eight (8) vehicles without a fence and twelve (12) vehicles with a fence;
- III. The storage of 'junked' vehicles on the property shall not be permitted; and
- IV. The permit may be revoked at any time if, in the opinion of Council the above conditions are no longer met.

Carried

Jill Cook addressed Council regarding Airbnb's, why are they not allowed in the RM, gave a history of her property. The dwelling was built in 1987 with 2 separate living areas right now using for family and friends to stay in. Leonard explained that the past reason was due to fire coverage concerns. Currently Council is looking at reviewing short term rentals in the RM.

Jill Cook exited the meeting at 10:09 am

Regulation of Short Term Rentals

17-10-2023 Kielo: That Public Notice be given that the Council of the Rural Municipality of Vanscoy No. 345 intends to review a policy to allow for short-term rentals (STRs), on Thursday, November 16, 2023 at 9:45 am CST.

Carried

Discretionary Use Application – NW 05-35-07 W3

18-10-2023 Junop: That the application of submitted by the property owners to develop a Place of Worship on NW 05-35-07 W3 Ext 1 be considered at the November 16th, 2023 Council meeting and that a copy of a notice of the application be mailed to each assessed owner of property within 75 metres of the subject property.

Carried

Chad Watson exited the meeting at 10:48 am

Jodi Henares exited the meeting at 10:54 am

Statement of Financial Activities

19-10-2023 Little: That the Statement of Financial Activities for the month of September 2023 be accepted as presented.

Carried

List of Accounts for Approval



20-10-2023 Harvey: That the accounts submitted for payment totaling \$4,227,108.13 as per attached listing of voucher Nos.11019-11053 and electronic transfer Nos. 671-707;
AND FURTHER THAT the September 1-30 & September 4-October 1, 2023 payroll \$60,471.19 and July 1-August 31, 2023 Council Indemnity \$7,298.12 transferred by direct deposit through Paymate, as attached here to and forming a part of these minutes, be approved for payment.

Carried

Monthly Bank Reconciliations

21-10-2023 Gregory: That the Bank Reconciliation for the month of August 2023 be approved as presented.

Carried

Recess

22-10-2023 Junop: That this meeting recess at 12:04 pm for 30 minutes.

Carried

Reconvene meeting

Reeve Junop called the meeting to order at 12:35 pm.

Christmas Party 2023

23-10-2023 Kiolo: That Council approve a Christmas party for all Council, commission member's, employee's and spouses to be held at The Barry Barn on December 8, 2023 at 5:00 pm, at a quoted estimated price of \$36.99 per person.

Carried

Desk Name Plates

24-10-2023 Junop: That Council approve the desk name plate holders for each councilor in the amount of \$167.06 including taxes.

Carried

Ratepayer Correspondence – NW 22-36-08 W3 LSD 11 & 14

25-10-2023 Harvey: That Council deny the request submitted by the property owners, NW 22-36-08 W3 LSD 11 & 14, requesting a 50% one-time tax abatement on their property. Council does encourage and foster business development in the RM of Vanscoy and understands that the business located on the above property increases employment opportunities; however taxes can't be appealed. If a property owner does not agree with their assessed value on the property an appeal must be filed with Saskatchewan Assessment Management Agency (SAMA) when the assessment roll is open to the public. Unfortunately the Business Tax Incentive Bylaw 17-2022 was passed on July 14, 2022 after the property owners were already operational and would not be applicable.

Carried

Ratepayer Correspondence – SE 01-35-07 W3

26-10-2023 Kiolo: That Council approve the request submitted by the property owner to abate one (1) \$200 minimum tax on the SE 01-35-07 W3 parcels #146846466 & #146843488 as the parcels are tied; however the property owner must re-apply to the municipal office yearly by June 30, in order to confirm that the parcels are still tied, as long as the minimum tax bylaw is in effect.

Carried

Quote for three hard drives – Office

27-10-2023 : That Council approve the quote submitted by Munisoft for one (1) non dedicated server and two (2) workstations plus software and setup in the amount of \$5,645.00

Carried

List of Lands in Arrears/Remove Lands

28-10-2023 Little: That the lands of which the amount of taxes in arrears does not exceed one half of the

2022 tax levy be removed from the List of Lands in Arrears in accordance with Policy Manual 01-2022 section 200.15.

Carried

List of Lands in Arrears

29-10-2023 Harvey: That the list of land in arrears, as attached and forming part of these minutes, be accepted as presented, and that the listing of any unpaid arrears as of October 31, 2023 be advertised in the November 9, 2023 publication of The Clark's Crossing Gazette, and that unless arrears and advertising fees are paid in full within 60 days of advertising, that the Treasurer proceed to register a tax lien, as legislated in *The Tax Enforcement Act*.

Carried

Tax Abatements – September Receipts

30-10-2023 Harvey: That Council approve the tax abatements on the following properties due to an office error:

| ROLL NO. | LEGAL LAND DESCRIPTION | MUNICIPAL TAX LEVY | PRAIRIE SCHOOL TAX LEVY | TOTAL |
|----------|--------------------------|--------------------|-------------------------|---------|
| 1400 | NE 19-36-07 W3 | \$4.31 | \$2.35 | \$6.66 |
| 1401 | NE 19-36-07 W3 | \$1.46 | \$0.01 | \$1.47 |
| 1291 | SE 19-36-09 W3 | \$2.40 | \$0.76 | \$3.16 |
| 1292 100 | SW 19-36-09 W3 | \$1.64 | \$0.28 | \$1.92 |
| 413 | NE 18-36-07 W3 | \$14.43 | \$8.21 | \$23.12 |
| 485 200 | SW 35-36-07 W3 PARCEL B | \$16.40 | \$9.55 | \$25.95 |
| 484 100 | SE 35-35-07 w3 | \$15.42 | \$9.22 | \$24.64 |
| 1772 | NE 24-35-07 W3 | \$10.35 | \$5.82 | \$16.17 |
| 2054 | SE 34-36-08 W3 | \$10.84 | \$6.83 | \$17.67 |
| 2054 100 | SE 34-36-08 W3 | \$1.13 | \$0.71 | \$1.84 |
| 2278 | SW 18-34-08 W3 PARCEL C | \$9.27 | \$5.85 | \$15.12 |
| 1596 200 | SW 17-34-06 W3 PARCEL BB | \$3.99 | \$2.51 | \$6.50 |
| 1675 | NW 04-4-07 W3 | \$3.30 | \$1.59 | \$4.89 |
| 1034 | NW 30-34-09 W3 PARCEL A | \$11.97 | \$6.35 | \$18.32 |
| 970 | SW 14-34-09 W3 | \$2.52 | \$1.46 | \$3.98 |
| 1535 | SE 06-34-06 W3 PARCEL F | \$11.18 | \$7.05 | \$18.23 |
| 2423 | NE 36-36-07 W3 PARCEL A | \$9.34 | \$5.56 | \$14.90 |

Carried

Online Credit Card Payments

31-10-2023 Larson: That Council authorize administration to accept credit card online only payments by Option Pay. Option Pay is a third party service provider that provides a secure, convenient, online option to pay any amount owing to the municipality, including taxes, accounts receivable, development permits & building permits. The service fee is a tiered schedule with a minimum fee of \$2.00 and is calculated automatically by Option Pay and applied to the payment total. These fees are charged by and collected on behalf of Option Pay – the RM does not receive any part of the service fee.

Carried

RoaData September Activity Report

32-10-2023 Junop: That the Overweight Permit Reports from September submitted by RoaData be accepted as presented.

Carried

Pike Lake Transfer Station

33-10-2023 Little: That Council approve the request from the transfer station attendant for a second 40 yard recycle bin at the Pike Lake transfer station with a rental fee of \$67.50.

Carried

Building Appraisal Project

34-10-2023 Kielo: That Council acknowledge the building appraisal report completed by B.R.Gaffney & Associates as at September 22, 2023; AND FURTHER THAT Council authorize Saskatchewan Association of Rural Municipalities (SARM) to adjust the RM of Vanscoy's building values based on replacement cost, for a total cost insured of \$2,020,000.00.

Carried

Communications

35-10-2023 Gregory: That all communications be accepted as presented and filed as received.

Carried

Reports of Administration

36-10-2023 Kielo: That the Reports of Administration and Council Committees and other Bodies, be accepted as submitted or as verbally presented.

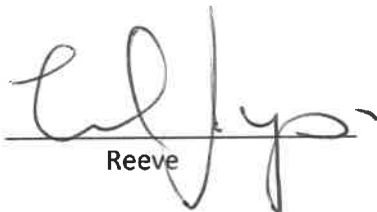
Carried

Adjournment

37-10-2023 Larson: That this meeting adjourned at 2:15 pm.

Carried

Minutes adopted by resolution of Council on the 16th day of November, 2023



Reeve



Administrator