

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, September 14, 2023

Reeve: Leonard Junop
Councilors

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

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

Administrator Leanne Mack
Assistant Administrator Heather Fantie

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

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

Conflict of Interest Declaration

Councilor Harvey advised of a potential conflict of interest regarding section 5.k (iv) update on road closure & 9.e Draft Gravel Pile Agreement - Signage

Agenda

01-09-2023 Little: That the agenda be accepted as presented.

Carried

Approval of Minutes

02-09-2023 Harvey: That the minutes of the Regular Meeting of Council held on Thursday, August 10, 2023 be approved as presented.

Carried

Councilor Kielo entered the meeting at 9:12 am

CN Closed Crossing 3071 & 364

03-09-2023 Little: That the Administrator send a letter of support to Bill Nichols supporting his request to CN Rail to cease the use of the train whistle at a closed crossing. Council understands the importance of the train whistle is to alert the public of an approaching train at all railroad crossings, however the crossing at range road 3071 and township 364 is a closed crossing.

Carried

Reverse Osmosis System (RO) – Municipal Shop

04-09-2023 Kielo: That Council approve the purchase of the RO system at the municipal shop in the amount of \$1,100.

Carried

Superintendent Loewen exited the meeting at 9:28 am

Michael Jewsbury entered the meeting at 9:28 am To discuss his discretionary use application for a home based business

Jodi Henares entered the meeting at 9:28 am

*Chad Watson & Brock Katz - Urban Systems entered the meeting at 9:30 am
To discuss the August Planning & Development Report*

Michael Jewsbury exited the meeting at 9:42 am

Suspend Meeting

05-09-2023 Larson: That Council suspend the regular council meeting for the purpose of opening the Public Hearings at 9:48 am.

Carried

Public Hearing for Proposed Bylaw 14-2023

*Reeve Junop formally opened the Public Hearing at 9:48 am
to receive any comments and submissions regarding proposed Bylaw 14-2023, 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. 14-2023 will amend the Zoning Bylaw No. 3/18 to accommodate the following changes:

1. Removing the wording "(1) Accessory Farm Buildings and Structures" from Section 3.3 - Developments Not Requiring Permit and renumbering the remaining subsections accordingly.

Administrator Leanne Mack presented the written report regarding the proposed Bylaw.

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

Reeve Junop closed this Public Hearing at 9:49 am

Public Hearing for Proposed Bylaw 15-2023

*Reeve Junop formally opened the Public Hearing at 9:49 am
to receive any comments and submissions regarding proposed Bylaw 15-2023, 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. 15-2023 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 Parcel B, Plan 101617006 Ext 145 in SW 36-36-08-W3 shown on the map which is attached to this bylaw as Schedule A.

Administrator Leanne Mack presented the written report regarding the proposed Bylaw.

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

Reeve Junop closed this Public Hearing at 9:50 am

Reconvene Meeting

06-09-2023 Kiello: That the Regular Meeting of Council reconvene at 9:50 am.

Carried

Bylaw No. 14-2023 – Zoning Bylaw Amendment - 2nd Reading

07-09-2023 Little: That Bylaw No. 14-2023 being a Bylaw to amend the RM of Vanscoy Zoning Bylaw No. 3/18, be given second reading.

Carried

Bylaw No.14-2023 – Zoning Bylaw Amendment- 3rd Reading & Adoption

08-09-2023 Larson: That Bylaw No. 14-2023 being a Bylaw to amend the RM of Vanscoy Zoning Bylaw No. 3/18, be read a third time and adopted.

Carried

Bylaw No. 15-2023 – Zoning Bylaw Amendment - 2nd Reading

09-09-2023 Harvey: That Bylaw No. 15-2023 being a Bylaw to amend the RM of Vanscoy Zoning Bylaw No. 3/18, be given second reading.

Carried

Bylaw No.15-2023 – Zoning Bylaw Amendment- 3rd Reading & Adoption

10-09-2023 Colborn: That Bylaw No. 15-2023 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 SE 33-36-08 W3

11-09-2023 Larson: That the application submitted by the property owners to operate a home-based business consisting of an automotive repair shop on Parcel C, SE-33-36-08-3 be considered at the October 12th, 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

Engineering Services Procurement Support – Urban Systems

12-09-2023 Harvey: That Council approve the Engineering Services Procurement Support contract between the RM of Vanscoy No. 345 and Urban Systems in the amount of \$5,500 plus tax. The procurement support contract is to assist the RM in developing terms of reference, preparing draft procurement documents and finalizing the procurement documents for the Rural Integrated Roads for Growth project; AND FURTHER THAT Council authorize the Administrator to execute the agreement on behalf of the municipality.

Carried

Rural Integrated Roads for Growth (RIRG) Procurement Documents

13-09-2023 Kiello: That Council authorize the Administrator and Superintendent to coordinate with Urban Systems on the creation of the procurement documents for the Rural Integrated Roads for Growth project.

Carried

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Rezone Application SE 18-36-09 W3

14-09-2023 Gregory: That the application submitted by the property owner to rezone LSD 1 from A – Agriculture District to AR – Agricultural Residential District and remove the tie code between LSD 8 and LSD 1 within SE 18-36-09 W3 shown on the Plan of Proposed Subdivision prepared by Webb Surveys date June 5, 2023 be APPROVED subject to:

- i. The applicant being responsible for all costs of the subdivision and rezoning;
- ii. LSD 7 remaining tied to LSD 8;
- iii. LSD 1 being rezoned from A – Agriculture to AR – Agricultural Residential; and
- iv. Bylaw 18-2023 receiving ministerial approval by the Ministry of Government Relations.

Carried

Bylaw No. 18-2023 - Zoning Bylaw Amendment 1st Reading

15-09-2023 Gregory: That Bylaw No.18-2023, being a bylaw to amend Bylaw No. 3/18, known as the Zoning Bylaw, be introduced and read a first time.

Carried

Public Hearing - Bylaw No. 18-2023

16-09-2023 Gregory: That Public Notice be given that the Council of the Rural Municipality of Vanscoy No. 345 intends to review and make a decision on a Bylaw to amend Bylaw No. 3/18 known as the Zoning Bylaw, on Thursday, October 12, 2023 at 9:45 am CST.

Carried

Rezone Application NE 26-35-08 W3

17-09-2023 Larson: That the application submitted by the property owners to subdivide a 10 acre portion of LSD 16 NE 26-35-08 W3 as shown as Parcel A on the Plan of Proposed Subdivision completed by Webb Surveys dated July 31, 2023, and to rezone the remainder of LSD 16 for AR – Agricultural Residential District to A – Agriculture District be APPROVED subject to:

- i. The applicant being responsible for all costs of the subdivision and rezoning;
- ii. Bylaw 19-2023 receiving ministerial approval by the Ministry of Government Relations; and
- iii. That the remainder of LSD 16 be tied to LSD 15.

Carried

Bylaw No. 19-2023 - Zoning Bylaw Amendment 1st Reading

18-09-2023 Larson: That Bylaw No.19-2023, being a bylaw to amend Bylaw No. 3/18, known as the Zoning Bylaw, be introduced and read a first time.

Carried

Public Hearing - Bylaw No. 19-2023

19-09-2023 Larson: That Public Notice be given that the Council of the Rural Municipality of Vanscoy No. 345 intends to review and make a decision on a Bylaw to amend Bylaw No. 3/18 known as the Zoning Bylaw, on Thursday, October 12, 2023 at 9:45 am CST.

Carried

Consent for Parcel Ties

20-09-2023 Harvey: That Council consent to tie the following lots together:

- Lot 1 Blk/Par 100 Plan 73S24296 Ext 0 Parcel 119764301 SE 17-34-06 W3;
- Lot 2 Blk/Par 100 Plan 73S24296 Ext 0 Parcel 119764299 SE 17-34-06 W3;
- Lot 3 Blk/Par 100 Plan 73S24296 Ext 0 Parcel 119725634 SE 17-34-06 W3

This action is essential to align the existing structures on the property with the setback requirements of the Hamlet District.

Carried

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

21-09-2023 Little: That the application submitted by the property owners to operate a home-based business consisting of a wedding reception hall be considered at the October 12th, 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 & Brock Katz exited the meeting at 10:15 am

RM Logo Update

22-09-2023 Little: That Council instruct Jodi Henares to create several options of potential RM logos for Council's consideration at the October 12, 2023 meeting.

Carried

Statement of Financial Activities

23-09-2023 Kielo: That the Statement of Financial Activities for the month of August 2023 be accepted as presented.

Carried

List of Accounts for Approval

24-09-2023 Harvey: That the accounts submitted for payment totaling \$2,641,986.89 as per attached listing of voucher Nos.10972 -11018 and electronic transfer Nos. 632-670;
AND FURTHER THAT the August 1-31 & August 7-September 3, 2023 payroll \$58,648.23 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

25-09-2023 Little: That the Bank Reconciliations for the month of July 2023 be approved as presented.

Carried

*Kevin Punshon, Steve Abdullah & Shawn Flemming – CIBC entered the meeting via Teams at 11:00 am
To discuss the high interest investment account through SARM & CIBC*

Kevin Punshon, Steve Abdullah & Shawn Flemming exited the meeting at 11:24 am

Fire Commission Mediation Representative Appointment

26-09-2023 Kielo: That Council cannot appoint a member to sit on the non-fire commission committee until early October.

Carried

*Kelly Block & Josh Boyes entered the meeting at 11:30 am
To discuss irrigation within the RM and what support can the federal government offer*

Recess

27-09-2023 Junop: That this meeting recess at 12:02 pm for 30 minutes.

Carried

Reconvene meeting



Reeve Junop called the meeting to order at 12:41 pm

Kelly Block & Josh Boyes exited the meeting at 12:41 pm

Development Fee Reserve – Pike Lake Community Hall

28-09-2023 Kielo: That Council approve the use of the development fee reserve to assist with the project at the pike lake community hall exact value to be determined once a quote is received.

Carried

Councilor Kielo exited the meeting at 1:33 pm

Reports of Administration

29-09-2023 Colborn: That the Reports of Administration and Council Committees and other Bodies, be accepted as submitted or as verbally presented.

Carried

Avondale Plot Layout

30-09-2023 Junop: That Council approve the proposed plot layout as per the plan submitted by Brad Luey Midwest Surveys dated September 11, 2023.

Carried

Avondale Cemetery

31-09-2023 Harvey: That Council authorize Reeve Junop to arrange for the cement border to be installed at the Avondale Cemetery.

Carried

Proposed Reserve Policy 04-2023

32-09-2023 Little That Council approve the Reserve Policy 04-2023 as presented.

Carried

Create the Development Fee Reserve

33-09-2023 Larson: That Council create the Development Fee Reserve for the purpose to alter, expand, or upgrade, in whole or part: sewer, water, drainage or other utility system, municipals roads, park and recreation space and facilities, which may be located within or outside, or directly or indirectly, serve the area being subdivided., not intended for operating; AND FURTHER THAT \$207,500 be transferred from accumulated surplus to balance.

Carried

Close & Transfer Reserves

34-09-2023 Harvey: That Council close the capital purchases, fire protection, recreation & oil surface reserves and transfer the balance of \$377,670 & \$43,492.70 to the Future Capital Reserve.

Carried

Gravel Pile Agreement – Signage

35-09-2023 Colborn: That Council approve the addition of a provision in the Gravel Storage Agreement addressing signage at all the RM owned gravel piles within the municipality.

Carried

Public Notice was provided before Council initially considered the report on the proposed bylaw to close and sell a municipal road in accordance with section 13 The Municipalities Act and Public Notice Policy Bylaw No. 01-2022.

Bylaw No. 16-2023 – Close & Sell Municipal Road 1st Reading

36-09-2023 Harvey: That Bylaw No.16-2023, being a bylaw to provide for the closing and selling of a municipal road, be introduced and read a first time.

Carried



Bylaw No. 16-2023 – Close & Sell Municipal Road - 2nd Reading

37-09-2023 Gregory: That Bylaw No. 16-2023 be given second reading.

Carried

Three Readings at One Meeting

38-09-2023 Colborn: That Bylaw No. 16-2023 being a bylaw to provide for the closing and selling of a municipal road, be given three readings at this meeting.

Carried Unanimously

Bylaw No.16-2023 – Close & Sell Municipal Road- 3rd Reading & Adoption

39-09-2023 Little: That Bylaw No. 16-2023 being a Bylaw to provide for the closing and selling of a municipal road, be read a third time and adopted.

Carried

Declaration of a Disaster Area

40-09-2023 Harvey: That the RM of Vanscoy No. 345 is encountering drought conditions on some crop areas and grasshoppers are also affecting feed supply on pasture lands, that requires prompt action to prevent harm or damage to the safety, health or welfare of persons located within the boundaries, declares that a local emergency exists, in accordance with section 20 of *The Emergency Planning Act* effective September 14, 2023 to October 12, 2023 at such time Council will decide to renew or cancel the declaration.

Carried

Signage Request – 354A

41-09-2023 Little: That Council direct Superintendent Loewen to procure and install a no exit sign on Twp 354 A.

Carried

Office Clerk- New Hire

42-09-2023 Gregory: That Council acknowledge the hiring of Morginn Kennedy as the Office Clerk for the RM of Vanscoy effective September 5, 2023, as per the terms set forward in the letter of employment offer and in accordance with Policy Manual 01-2022; AND FURTHER THAT the wage be set at \$4,659 per month.

Carried

RoaData August Activity Report

43-09-2023 Junop: That the Overweight Permit Reports from August submitted by RoaData be accepted as presented.

Carried

Saskatchewan Professional Planners Institute Invoice

44-09-2023 Gregory: That Council approve the reimbursement of the invoice submitted by Jodi Henares from the Saskatchewan Professional Planners Institute for the yearly membership fee in the amount of \$308.70.

Carried

SARM 2023 Midterm Convention Delegates

45-09-2023 Larson: That Reeve Junop and Councilor Gregory be authorized as designated voting delegates for the 2023 SARM midterm Convention to be held in Regina SK on November 8-9, 2023 on behalf of the RM of Vanscoy No. 345.

Carried

November Regular Meeting of Council

46-09-2023 Little: That Council change the date for the regular meeting of Council in November to be held on November 16, 2023 due to the SARM convention being held one week earlier than normally scheduled.

Carried



Transfer of Cemetery Plot to Columbarium

47-09-2023 Little: That Council approve of the exchange of one (1) plot in the Avondale Cemetery due to the plots being under water for two (2) columbarium's located on the top row south side one (1) west side and one (1) east side.

Carried

Appointment of Treasurer

48-09-2023 Little: That Council appoint the Assistant Administrator as the treasurer under *The Tax Enforcement Act* in accordance with clause 2(j)(ii).

Carried

Ratepayer Correspondence

49-09-2023 Little: That Council acknowledge the correspondence received from a ratepayer and instruct the Administrator to send a reply.

Carried

Communications

50-09-2023 Larson: That all communications be accepted as presented and filed as received.

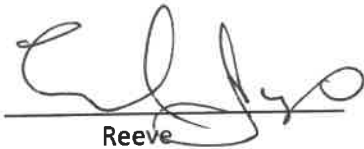
Carried

Adjournment

51-09-2023 Larson: That this meeting adjourned at 2:38 pm.

Carried

Minutes adopted by resolution of Council on the 12th day of October, 2023.



Reeve



Administrator