

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, January 9, 2025*

Reeve: Leonard Junop (via Zoom)
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

Deputy Reeve James Harvey chaired the meeting

Deputy Reeve Harvey called the meeting to order at 9:03 am C.S.T.

Conflict of Interest Declaration

None

Agenda

01-01-2025 Gregory: That the agenda be accepted as presented.

Carried

Approval of Regular Meeting Minutes

02-01-2025 Little: That the minutes of the Regular Meeting of Council held on Thursday, December 12, 2024 be approved as presented.

Carried

Councilor Larson entered the meeting at 9:06 am

Statement of Financial Activities

03-01-2025 Junop: That the Statement of Financial Activities for the month of December 2024 be accepted as presented.

Carried

List of Accounts for Approval

04-01-2025 Larson: That the accounts submitted for payment totaling \$1,724,933.95 as per attached listing of voucher Nos.11557-11590 and online banking Nos. 1156 & 10143-10170; AND FURTHER THAT the December 1-31, 2024 & November 11-December 8, 2024 payroll \$61,512.38 and Council indemnity \$26,925.87 November 1-30, 2024 & December 1-31, 2024, transferred by direct deposit through Paymate, as attached here to and forming a part of these minutes, be approved for payment.

Carried

*Jodi Henares – Planner joined the meeting at 9:12 am
to present the December Planning & Development Report*

Bylaw No. 01-2025 - Zoning Bylaw Amendment 1st Reading

05-01-2025 Kielo: That Bylaw No.01-2025, 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. 01-2025

06-01-2025 Colborn: 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, February 13, 2025 at 9:45 am CST.

Carried

Development Permit Application/Amendment to the Zoning Bylaw – Parcel A SE 35-36-08 W3

07-01-2025 Harvey: That Council instruct Jodi Henares to amend the requirements for setbacks to the centre line of the road for Hamlet-zoned properties whose rear property lines are less than 200 feet in depth from the road to a 75-foot requirement as outlined in Bylaw 02-2025; and That Council approve the following response to the development permit application for an accessory building on Blk/Par A-Plan 101616881 Ext 1 SE-35-36-08-3:

- i. The applicant submits a completed development and building permit application for the dwelling by March 15th, 2025;
- ii. If the development and building permit applications submitted for the dwelling are approved and the setback requirement amended, that approval may be granted for the permit applications of the unauthorized accessory building under the condition that the construction of the dwelling starts by August 30, 2025 and is completed within the 24-months permitted by the Building Bylaw;
- iii. Submit an application for a demolition permit for the dilapidated house and accessory building, ensuring their removal by April 30, 2025; and
- iv. If none of these conditions are met, the unauthorized building must be removed from the property immediately.

Carried

Suspend Meeting

08-01-2025 Larson: That Council suspend the regular meeting for the purpose of opening the public hearing at 9:52 am

Carried

Public Hearing for Proposed Bylaw 24-2024

Deputy Reeve Harvey formally opened the Public Hearing at 9:52 am to receive any comments and submissions regarding Proposed Bylaw 24-2024, 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.

Jodi Henares presented the written report regarding this proposed bylaw.

Intent of Application: Proposed Bylaw No. 24-2024 will amend the Zoning Bylaw No. 3/18 to accommodate the following changes:

1. Section 4.14 Special Standards and Regulations – Home Based Businesses and Farm Based Businesses is amended by replacing the current wording with the following:
 1. *Home-based businesses and farm-based businesses shall be subject to the following development standards:*
 - (a) *The use shall be clearly ancillary to the primary use of the property as an agricultural operation or as a private residence.*
 - (b) *The operator of the business is a resident of the dwelling unit.*
 - (c) *In the case of businesses located on parcels zoned Agricultural or Agricultural Residential District, up to five (5) non-resident employees may be employed on-site, provided they are under the direct hire and management of the operator. Where the business involves building or service contracting, additional employees may be present only at the client's building site.*
 - (d) *No alteration to the residential or residential farm character and appearance of the dwelling, ancillary residential buildings, or land shall be permitted, except for signage as allowed under this bylaw.*
 - (e) *If deemed necessary by Council, a fire safety inspection may be required as a condition of approval for a home-based business.*
 - (f) *The Council may approve a home-based business for a limited time period, at its discretion.*
 - (g) *The operation of a home-based business must not alter the residential nature of the neighbourhood or generate excessive traffic. Should Council determine that the traffic generated is excessive, the operator may be required to implement dust control measures in accordance with RM policies and standards.*
 - (h) *Council may impose restrictions on the amount of space used for storage of goods, materials, vehicles, equipment, trailers, or finished products associated with the business.*
 - (i) *The home-based business shall not occupy more than twenty-five percent (25%) of the floor area of the dwelling unit.*
 - (j) *The business must not create or become a nuisance or conflict with surrounding land uses by reason of noise, vibration, smoke, steam, heat, fumes, glare, dust, refuse, odour, traffic, or the storage or use of hazardous or combustible materials.*
 - (k) *Where parking, waste disposal, and outdoor storage areas are permitted, they shall be situated, landscaped, and screened to minimize impact on adjacent land uses and public roadways.*
 - (l) *A home-based business shall not be permitted on a site that contains a secondary dwelling unit.*
 - (m) *A home-based business will not be permitted if it is found that the business would be better suited in a commercial or industrial zoning district, considering factors such as scale, potential traffic generation, and possible off-site impacts or nuisances.*
 - (n) *Approval of a home-based business does not grant automatic permission for any future expansion of the operation.*

2. Home-Based Business Type I

- (1) A Home-Based Business Type I shall be permitted in all Zoning Districts where residential use is permitted as a principal use:
 - i. Agricultural District
 - ii. Agricultural Residential District
 - iii. Hamlet District
 - iv. Medium Density Country Residential District
 - v. Low Density Country Residential District
- (2) The business may be operated from the principal dwelling and/or one (1) accessory building, provided the accessory building does not exceed 275 square meters in area.
- (3) The business shall not occupy more than forty percent (40%) of the total square footage of all buildings on the site.
- (4) Outdoor storage may be permitted, provided it is kept and stored in a manner that does not create a nuisance for adjacent property owners.
- (5) Up to two (2) non-resident employees are permitted.
- (6) Two (2) parking spots must be provided on-site.
- (7) No more than two (2) clients may be on-site at any one time.
- (8) The maximum number of daily clients may be set at Council's discretion.
- (9) The business must not cause excessive traffic, and all parking shall be restricted to the site.
- (10) The business may be subject to dust control measures if traffic impact is deemed excessive.
- (11) Signage is permitted, subject to Section 4.10 of this bylaw.

3. Home-Based Business Type II

- (a) A Home-Based Business Type II shall only be permitted in the Agricultural and Agricultural Residential Districts where the site is a minimum size of 4.05ha (10.0ac).
- (b) The business may be operated from the principal dwelling and one (1) accessory building.
- (c) The total area of the accessory building used for business shall not exceed 40% of all buildings on the site up to a maximum of 440sqm.
- (d) The business use of the principal dwelling shall not exceed twenty-five percent (25%) of its floor area.
- (e) Outdoor storage related directly to the home-based business shall be permitted and shall be situated, landscaped, and screened to minimize impact on adjacent land uses and public roadways.
- (f) The maximum number of employees may be set at Council's discretion.
- (g) The maximum number of daily clients may be set at Council's discretion.
- (h) A Home-Based Business Type II must not cause excessive traffic. The business may be subject to dust control measures if traffic impact is deemed excessive.
- (i) All parking related to the Home-Based Business Type II shall be restricted to the site.

(j) Signage is permitted, subject to Section 4.10 of this bylaw.

2. Section 6.3.3 A – Agricultural District – Discretionary Uses – Commercial Uses is amended by replacing subsection (16) *Home Based businesses and farm based businesses* with and renumbering the remainder of the list accordingly:

(16) Farm Based Businesses

(17) Home Based Businesses Type I and Type II

3. Section 7.3.1 H – Hamlet District – Discretionary Uses – Commercial Uses is amended by replacing subsection (10) with:

(10) Home Based Businesses Type I

4. Section 8.3.1 CR1 – Low Density Country Residential District – Discretionary Uses – Other Uses is amended by replacing subsection (5) with:

(5) Home Based Businesses Type I

5. Section 9.3.1 CR2 – Medium Density Country Residential District – Discretionary Uses – Other Uses is amended by replacing subsection (5) with:

(5) Home Based Businesses Type I

6. Section 11.3.1 M – Industrial District – Discretionary Uses (Industrial Uses) is amended by adding the following:

(5) General Industrial Use

7. Section 12.3.1 AR – Agricultural Residential District – Discretionary Uses – Other Uses is amended by replacing subsection (6) with:

(6) Home Based Businesses Type I and Type II

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

Deputy Reeve Harvey closed the Public Hearing at 9:54 am

Public Hearing for Proposed Bylaw 28-2024

Deputy Reeve Harvey formally opened the Public Hearing at 9:54 am to receive any comments and submissions regarding Proposed Bylaw 28-2024, 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.

Jodi Henares presented the written report regarding this proposed bylaw.

Intent of Application: Proposed Bylaw No. 28-2024 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 Parcel A of NW-23-34-09-3 from A – Agricultural District to AR – Agricultural Residential District as shown as Parcel A in the Plan of Proposed Subdivision which is attached to this bylaw as Schedule A.

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

Deputy Reeve Harvey closed the Public Hearing at 9:54 am

Reconvene Meeting

09-01-2025 Little: That the regular meeting of Council reconvene at 9:55 am

Carried

Bylaw No. 24-2024 – Zoning Bylaw Amendment - 2nd Reading

10-01-2025 Junop: That Bylaw No. 24-2024 being a Bylaw to amend the RM of Vanscoy Zoning Bylaw No. 3/18, be given second reading.

Carried

Bylaw No.24-2024 – Zoning Bylaw Amendment- 3rd Reading & Adoption

11-01-2025 Kiolo: That Bylaw No. 24-2024 being a Bylaw to amend the RM of Vanscoy Zoning Bylaw No. 3/18, be read a third time and adopted.

Carried

Bylaw No. 28-2024 – Zoning Bylaw Amendment - 2nd Reading

12-01-2025 Colborn: That Bylaw No. 28-2024 being a Bylaw to amend the RM of Vanscoy Zoning Bylaw No. 3/18, be given second reading.

Carried

Bylaw No.28-2024 – Zoning Bylaw Amendment- 3rd Reading & Adoption

13-01-2025 Gregory: That Bylaw No. 28-2024 being a Bylaw to amend the RM of Vanscoy Zoning Bylaw No. 3/18, be read a third time and adopted.

Carried

Bylaw No. 02-2025 - Zoning Bylaw Amendment 1st Reading

14-01-2025 Little: That Bylaw No.02-2025, 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. 02-2025

15-01-2025 Harvey: 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, February 13, 2025 at 9:45 am CST.

Carried

Letter of Consent for Consolidation – Parcel A SW 23-35-07 W3 & NW 14-35-07 W3

16-01-2025 Little: That Council support the consolidation of Blk/Par A-Plan 101969882 Ext 0 SW-23-35-07-3 and Blk/Par A-Plan 101582029 Ext 14 NW-14-35-07-3 into one lot as per the request of the landowner subject to the following conditions:

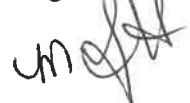
- i. That Blk/Par A-Plan 101969882 Ext 0 SW-23-35-07-3 be rezoned to A – Agricultural District as per 3.4.2(6)(a)(iii) of the RM Official Community Plan 2/18; and
- ii. The landowner be responsible for all costs associated with the consolidation process.

Carried

Closed Session

17-01-2025 Kiolo: 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 Legal Matters at 10:08 am.

Carried



Names of parties present during closed session: Leonard Junop (via Zoom), James Harvey, Jeff Kielo, Jeff Colborn, Liana Larson, Dean Gregory, Leanne Mack, Heather Fantie & Jodi Henares.

Closed Session Ends

18-01-2025 Larson: That Council move out of closed session and that the Public Meeting resume at 10:11 am.

Carried

Account Receivable Outstanding Balance

19-01-2025 Little: That Council direct Administration to engage with the ratepayer to negotiate a reasonable and mutually agreeable payment plan for the outstanding accounts receivable balance of \$2,094.09, ensuring that the terms align with the municipality's policies.

Carried

Jodi Henares exited the meeting at 10:14 am

*Kyler & Cassie Scarlett - Phil's Lawn Service entered the meeting at 11:10 am
To discuss the weed inspector appointment*

Capital Budget Meeting

20-01-2025 Larson: That a special meeting of Council be held on January 22, 2025 at 1:00 pm in council chambers located at 300 Main Street, Vanscoy SK, to discuss the three (3) year capital budget.

Carried

Kyler & Cassie Scarlett exited the meeting 11:25 am

*Dean Yaremchuk & Larry Lang – HMC Management (via Teams) joined the meeting at 11:28 am
To present information on Strategic Planning*

Dean Yaremchuk & Larry Lang Exited the meeting at 11:57 am

Recess

21-01-2025 Kielo: That this meeting recess at 11:58 am for 20 minutes.

Carried

Reconvene meeting

Deputy Reeve Harvey called the meeting to order at 12:34 pm

Reports of Administration

22-01-2025 Gregory: That the Reports of Administration and Council Committees and other Bodies, be accepted as submitted or as verbally presented.

Carried

Quotes – Front Office Doors

Tabled

Amendment to Policy Manual – addition Community Initiative Reserve

23-01-2025 Little: That Council create the Community Initiative Reserve to establish a framework for supporting community-driven initiatives that promote social, cultural, environmental, or economic

development within the Rural Municipality (RM) not intended for operating and forming a part of the consolidated policy manual section 200.28.

Carried

Year End Transfer to Community Initiative Reserve

24-01-2025 Gregory: That Council authorize the 2024 year end transfer to Community Initiative Reserve in the amount of \$100,000.

Carried

RoaData December Activity Report

25-01-2025 Larson: That the Overweight Permit Reports from December submitted by RoaData be accepted as presented.

Carried

Acknowledge New Hire – Office Assistant

26-01-2025 Colborn: That Council acknowledge the hiring of Amanda Souster as the Office Assistant for the RM of Vanscoy effective December 30, 2024, 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 \$4,319 per month; AND FURTHER THAT Council acknowledge the last day of work for Morginn Kennedy as December 31, 2024 and wish her all the best in her future endeavors.

Carried

2025 Workers Compensation Rates

27-01-2025 Junop: That the 2025 Workers Compensation Rate be acknowledged by Council at 1.49 for the year 2025.

Carried

2025 Water Key Rates

28-01-2025 Kielo: That the following fees remain unchanged for Water Keys in 2025:

Water Key Rate 2025:

Residential Rate	\$100.00
Agricultural/Commercial Rate	\$500.00

Carried

Transfer Station Rates

29-01-2025 Larson: That the transfer station rates remain unchanged from 2024 as following;
Non-rate payer permits - \$100.00/year (all transfer station fees still apply)

Regular household garbage bags	\$1.50/bag standard black bag
Oversized furniture (couches, mattresses, piano's, etc)	\$20 each
Furniture (chairs, small dresser, car seats)	\$15 each
Carpet/rugs of any kind and underlay	\$10/roll
Painted or treated non-burnable wood	\$30 for level ½ ton full
Drywall	\$65 for ½ ton load
Insulation	\$30/ 1/2-ton load
Fiberglass trailer	\$50
Doors	\$1/door
Dishwashers with plastic tubs	\$5
Burning barrels	\$1/ring

Carried

Cash in Lieu of Municipal Reserve

30-01-2025 Little: That council authorize the 2024 year end transfer to Municipal Reserve in the amount of \$12,000; AND FURTHER THAT the 2024 Cash in lieu of Municipal Reserve accumulated by the RM of

Vanscoy totaling \$12,000 be distributed amongst the four (4) recreation associations within our community as follows:

- Eagle Creek \$1,000
- Asquith Recreation Board \$3,166.67
- Delisle Recreation Board \$3,166.67
- Pike Lake Recreation Board \$3,166.67
- Vanscoy 4H Club \$1,500

Carried

Communications

31-01-2025 Little: That all communications be accepted as presented and filed as received.

Carried

Adjournment

32-01-2025 Larson: That this meeting adjourned at 1:08 pm.

Carried

Minutes adopted by resolution of Council on the 13th day of February 2025


Reeve


Administrator