

## **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  
Friday, December 18 2020*

Reeve: Leonard Junop  
Councillors

Division 1: James Harvey – Via Electronic Medium

Division 2: Don Rayburn

Division 3: Jeff Kielo

Division 4: Orest Michalowski

Division 5: Liana Larson

Division 6: Daryl Jorgenson

Administrator Jill Palichuk  
Assistant Administrator Heather Fantie

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

### **Agenda**

364/2020 Rayburn: That the agenda be accepted as presented.

*Carried*

### **Minutes**

365/2020 Michalowski: That the minutes of the Regular Meeting of Council held on Wednesday, November 18, 2020 be approved as presented.

*Carried*

### **Statement of Financial Activities**

366/2020 Jorgenson: That the Statement of Financial Activities for the month of November 2020 be accepted as presented.

*Carried*

### **Accounts**

367/2020 Michalowski: That the List of Accounts for Approval, as attached here to and forming a part of these minutes, be approved for payment.

*Carried*

### **Monthly Bank Reconciliation**

368/2020 Jorgenson: That the Bank Reconciliations for the month of September, October, and November be approved as presented.

*Carried*

### **2019 Audited Financial Statements & Auditors Report**

369/2020 Kielo: That the 2019 Audited Financial Statements and Auditor's Report as submitted by Jensen Stromberg be accepted as presented.

*Carried*

### **Loraas Disposal Roll-Off Service Agreement**

370/2020 Larson: That the RM of Vanscoy No. 345 renew the Roll-Off Service Agreement with Loraas Disposal for Bins services at the Grandora and Pike Lake Waste Transfer Stations, and that the Reeve be authorized to sign the renewal on the RM's behalf.

*Carried*

### **Municipal Assessment Appeal**

371/2020 Rayburn: That Council acknowledge that the 2020 Assessment Appeal for Parcel C NW PT 36-36-09 W3 is scheduled to be heard by the Saskatchewan Municipal Board Panel on February 11, 2021 at 2:00pm.

*Carried*

*Chad Watson & Daniel Gray- Urban Systems  
joined the meeting via teleconference 10:00 am  
To present the December Planning & Development Report*

**App. to Rezone From A to AR – Proposed Parcel A NE 36-36-07 W3 (Shepstone Estate)**

372/2020 Michalowski: That the application of the Estate of Gladys Shepstone to rezone from A - Agricultural to AR - Agricultural Residential and to subdivide a 4.05 hectare (10 acre) parcel from NE 36-36-07-W3 shown as Proposed Parcel A on the Plan of Proposed Subdivision prepared by Webb Surveys dated November 3, 2020 be APPROVED subject to:

- i. The applicant being responsible for all costs of the subdivision and rezoning;
- ii. The applicant submitting an approach application to the R.M. of Corman Park and receiving approval from the R.M. of Corman Park Director of Public Works for any required approach from Township Road 370 or Range Road 3070 to the proposed parcel and/or the remainder of the quarter section; and
- iii. Bylaw 2020-19 receiving ministerial approval by the Ministry of Government Relations.

*Carried*

**Bylaw No. 2020-19 – Zoning Bylaw Amendment**

373/2020 Michalowski: That Bylaw No. 2020-19, 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. 2020-19**

374/2020 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. 03/18 known as the Zoning Bylaw, on Thursday, February 11<sup>th</sup> at 10:30am CST.

*Carried*

**App. to Rezone From A to AR – Proposed Parcel B NW 26-36-08 W3 (Crawford Holdings)**

375/2020 Larson: That the application of Crawford Holdings Inc. to rezone from A - Agricultural to AR - Agricultural Residential and to subdivide an 8.1 hectare (20 acre) parcel from NW 26-36-08-W3 shown as Proposed Parcel B on the Plan of Proposed Subdivision prepared by Palliser Surveys Inc. dated January 16, 2020 be APPROVED subject to:

- i. The applicant being responsible for all costs of the subdivision and rezoning; and
- ii. Bylaw 2020-20 receiving ministerial approval by the Ministry of Government Relations.

*Carried*

**Bylaw No. 2020-20 – Zoning Bylaw Amendment**

376/2020 Rayburn: That Bylaw No. 2020-20, 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. 2020-20**

377/2020 Michalowski: 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. 03/18 known as the Zoning Bylaw, on Thursday, February 11<sup>th</sup> at 10:30am CST.

*Carried*

**Suspend Meeting**

378/2020 Jorgenson: That we suspend the regular council meeting for the purpose of opening the Public and Discretionary Use Hearings.

*Carried*

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Reeve Junop formally opened the Public Hearing at 10:30am C.S.T.

*to receive any comments and submissions regarding Proposed Bylaw 2020-16, being a Bylaw to amend Bylaw No. 03/18, known as The Zoning Bylaw.*

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

**Intent of Application:** The proposed Bylaw is to amend the Zoning District Map, by rezoning from A – Agricultural District to AR – Agricultural Residential District, proposed Parcel C, Plan 10152782 Ext 120 located in the NW 36-35-07-W3.

*Administrator Jill Palichuk presented the written report regarding this application to rezone, as submitted by Development Officer Chad Watson*

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

Reeve Junop closed the Public Hearing of Bylaw No. 2020-16 at 10:35am

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Reeve Junop formally opened the Public Hearing at 10:35am C.S.T.  
*to receive any comments and submissions regarding Proposed Bylaw 2020-17, being a Bylaw to amend Bylaw No. 03/18, known as The Zoning Bylaw, to remove application fees within the existing Zoning Bylaw, and proposed Bylaw 2020-18 being a Bylaw to Adopt Planning Fees*

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

**Intent of Application:** Section 3.12.1 of the R.M. of Vanscoy Zoning Bylaw outlines fees that are required to be paid for development applications and Zoning Bylaw amendments. These fees are to be cost recovery tools under The Planning and Development Act, 2007, but due to their age, are out of date and do not accurately reflect the cost incurred by the R.M. to process development applications. By adopting a separate Planning Fee Bylaw, the planning fees will be removed from the Zoning Bylaw allowing the R.M. more flexibility to amending these fees in the future. This approach is supported by the Ministry as long as the fees can be justified accordingly. A separate Planning Fee Bylaw will provide the R.M. with the ability to formulate cost recovery tools appropriately.

*Administrator Jill Palichuk presented the written report regarding the recommendation to remove application fees from the Zoning Bylaw and create a separate Planning Fee Bylaw in replacement, as submitted by Development Officer Chad Watson*

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

Reeve Junop closed the Public Hearing of Bylaw No. 2020-17 and Bylaw No. 2020-18 at 10:40am

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Reeve Junop formally opened the Discretionary Use Hearing at 10:40am  
*to receive any comments and submissions relating to the Discretionary Use Application submitted by Kelsey Lang, regarding an application for a Home-Based Business – Beauty Salon located on Parcel H Plan 95S19711 Ext 4 SW PT 35-36-08 W3.*

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

**Intent of Application:** The applicant proposes to operate a beauty salon from spare rooms in the residence. Services provided would include eyelash extensions, hairstyling, cutting and colouring. The proposed hours of operation would be from 9:00 am to 9:00 pm, Tuesday to Saturday. The applicant expects approximately four clients per day.

*Administrator Jill Palichuk presented the written report regarding this application for a Home Based Business., as submitted by Development Officer Chad Watson*

**Public Comments:** As per the Zoning Bylaw, five notices of applications were mailed out to all landowners within 75 metres of the site, one written response was received in support of the application, no verbal comments or telephone calls from the public were received.

Reeve Junop closed this Discretionary Use Hearing at 10:45am

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Reeve Junop formally opened the Discretionary Use Hearing at 10:45am  
*to receive any comments and submissions relating to the Discretionary Use Application submitted by Cristal Drouin, regarding an application for a Home-Based Business – Home Office located on Parcel A Plan 101469078 Ext 28 NE PT 17-34-07 W3.*

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

**Intent of Application:** The applicant has submitted an application to operate a home office for livestock feed sales as a home based business from an existing residence.

*Administrator Jill Palichuk presented the written report regarding this application for a Home Based Business., as submitted by Development Officer Chad Watson*

**Public Comments:** As per the Zoning Bylaw, three notices of applications were mailed out to all landowners within 75 metres of the site, no written responses, verbal comments or telephone calls from the public were received.

Reeve Junop closed this Discretionary Use Hearing at 10:50am

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**Reconvene Meeting**

379/2020 Michalowski: That the Regular Meeting of Council now Reconvene.

*Carried*

**Application for Discretionary Use – Williams Riding Stable**

380/2020 Larson: That Council consider the application of Scott and Jane Williams to operate a riding stable on LSD 11 & 16, NW 22-36-08-W3 during the January 14, 2021 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, as required within the RM of Vanscoy No. 345 Zoning Bylaw.

*Carried*

*Chad Watson & Daniel Gray exited the meeting at 11:15am*

**Planning & Development Report**

381/2020 Jorgenson: That the Planning & Development Report be accepted as presented.

*Carried*

**Bylaw No. 2020-16 Zoning Bylaw Amendment 2<sup>nd</sup> Reading**

382/2020 Harvey: That Bylaw No. 2020-16, being a bylaw of the Rural Municipality of Vanscoy No. 345 to amend Bylaw No. 3/18, known as the Zoning Bylaw, be given second reading.

*Carried*

**Bylaw No. 2020-16 Zoning Bylaw Amendment 3<sup>rd</sup> Reading & Adoption**

383/2020 Michalowski: That Bylaw No. 2020-16, being a bylaw of the Rural Municipality of Vanscoy No. 345 to amend Bylaw No. 3/18, known as the Zoning Bylaw, as attached hereto and forming a part of these minutes, be read a third time and adopted.

*Carried*

**Bylaw No. 2020-17 Zoning Bylaw Amendment 2<sup>nd</sup> Reading**

384/2020 Kielo: That Bylaw No. 2020-17, being a bylaw of the Rural Municipality of Vanscoy No. 345 to amend Bylaw No. 3/18, known as the Zoning Bylaw, be given second reading.

*Carried*

**Bylaw No. 2020-17 Zoning Bylaw Amendment 3<sup>rd</sup> Reading & Adoption**

385/2020 Rayburn: That Bylaw No. 2020-17, being a bylaw of the Rural Municipality of Vanscoy No. 345 to amend Bylaw No. 3/18, known as the Zoning Bylaw, as attached hereto and forming a part of these minutes, be read a third time and adopted.

*Carried*

**Bylaw No. 2020-18 Planning Fee Bylaw 2<sup>nd</sup> Reading**

386/2020 Harvey: That Bylaw No. 2020-18, being a bylaw to provide for a schedule of fees to be charged for the application, review, advertising and issuance of a development permit, discretionary use, minor variance, or an amendment to the Rural Municipality of Vanscoy Official Community Plan and/or Zoning Bylaw, known as The Planning Fee Bylaw, be given second reading.

*Carried*

**Bylaw No. 2020-18 Planning Fee Bylaw 3<sup>rd</sup> Reading & Adoption**

387/2020 Jorgenson: That Bylaw No. 2020-18, being a bylaw to provide for a schedule of fees to be charged for the application, review, advertising and issuance of a development permit, discretionary use, minor variance, or an amendment to the Rural Municipality of Vanscoy Official Community Plan and/or Zoning Bylaw, known as The Planning Fee Bylaw, be read a third time and adopted.

*Carried*

**Discretionary Use Application – Lang, Parcel H Plan 95S19711 Ext 4 SW 35-36-08 W3**

388/2020 Larson: That the application of Kelsey Lang to operate a home-based business consisting of a beauty salon on Parcel H, Plan 95S19711 Ext 4, SW 35-36-08-W3 be approved subject to:

- i. The applicant being responsible for all of the costs of the discretionary use application;
- ii. Hours of operation are to be 9:00 a.m. to 9:00 p.m. Tuesday to Saturday; and
- iii. 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 – Drouin, Parcel A Plan 101469078 Ext 28 NE 17-34-07 W3**

389/2020 Harvey: That the application of Cristal Drouin to operate a home-based business consisting of a home office for livestock feed sales on Parcel A, Plan 101469078 Ext 28, NE 17-34-07-W3 be approved subject to the applicant being responsible for all of the costs of the discretionary use application.

*Carried*

**Ministry of Agriculture – Clubroot Notification**

390/2020 Rayburn: That Council acknowledge official notification from the Ministry of Agriculture that Clubroot has been found on land(s) within the RM of Vanscoy No. 345 in 2020, and that in consultation with SARM Plant Officer and RM Clubroot Officer Chelsea Neuberger, that the affected landowner(s) has/have met the requirements of the RM of Vanscoy No. 345 Clubroot Bylaw 2020-10, and that Council acknowledge that all land location(s) where Clubroot has been identified must be kept confidential as directed by The Ministry of Agriculture.

*Carried*

**Application for Subdivision – Trans Gas Pipeline Right of Way**

391/2020 Jorgenson: That although Council recognizes that Public Works/Pipelines are permitted uses in the RM of Vanscoy Zoning Bylaw, as per the Statements of Provincial Interest Regulations, the RM of Vanscoy No. 345 Council express significant concerns regarding the proposed location of the Trans Gas Pipeline Right of Way Application File No. R0801-20S, as a result of Clubroot Management; including concerns brought forward by affected landowners in respect to this proposed project, and furthermore of most significance, the RM of Vanscoy has received notification that Clubroot has been found on land either within, or in very close proximity to the Trans Gas Easement located on the property; as a result of the above, any construction works could cause major long-term detriment to land(s) within the RM of Vanscoy should Clubroot spread; therefore, the RM of Vanscoy respectfully request that TransGas consider an alternate location for the proposed Pipeline Right of Way specific to the location where Clubroot has been located, and that should the Trans Gas Pipeline be constructed within this parcel, the easement be relocated to as far away from the identified contaminated area as possible, to provide as little potential risk for Clubroot to spread.

*Carried*

**Scott – Request to Construct an Approach – LSD 8 SE 29-34-06 W3 Ext. 93**

392/2020 Harvey: That landowner Brenda Scott's application to construct an approach for the purpose of property access on LSD 8 SE 29-34-06 W3 Ext. 93, be tabled for consideration as Ms. Scott has received a Water Security Agency (WSA) Permit to install two culverts and construct a gravel road through the creek on this location, however, the RM of Vanscoy has taken the responsibility of channel clearing, culvert cleaning, and beaver dam blasting within this creek bed to enable water to flow unrestricted for several years, and as a result of the above the RM needs to clarify with WSA who will be responsible for ensuring any approved construction through the existing creek will not potentially restrict water flow should culverts become plugged, as it is not the position of the RM to be responsible for the cleaning and clearing of private infrastructure, and that once the RM has heard back from WSA regarding the above, the approach application be considered.

*Carried*

**2021 RM Arrears Penalty Rate**

393/2020 Kielo: That as per Bylaw No. 01-2008, the penalty rate for Outstanding Tax Arrears in 2021 remain at 1% per month.

*Carried*

**2021 Regular Meeting Date/Time**

394/2020 Larson: That the 2021 Monthly Regular Meetings of Council be scheduled for the 2<sup>nd</sup> Thursday of each month, with the meeting commencing at 9:00 am CST, and that all Regular Meetings be held in the RM of Vanscoy Chambers located within the Municipal Office at #300 Main Street, Vanscoy, Saskatchewan.

*Carried*

### **2021 Municipal Mileage Rate**

395/2020 Rayburn: That Municipal Mileage Rates remain unchanged in 2021 as follows:

- Council Travel Mileage Rate: \$0.52/Kilometre
- Employee Required Travel Mileage Reimbursement: \$0.55/Kilometre

*Carried*

### **Move in Camera**

396/2020 Harvey: That Council proceed in camera at 12:40pm as per Section 16(1) of *The Local Authority Freedom of Information And Protection of Privacy Act* to discuss procedural matters.

*Carried*

*Administrator Palichuk and Assistant Administrator Fantie  
exited the meeting 12:40pm*

*Administrator Palichuk and Assistant Administrator Fantie  
Returned to the meeting 12:50pm*

### **Public Meeting Reconvene**

397/2020 Larson: That Council move out of camera and that the Public Meeting resume.

*Carried*

### **Administrator 2021 Annual Salary**

398/2020 Rayburn: That as per contractual agreement, Administrator Jill Palichuk receive the SARM Salary Schedule recommended 2.5% Annual Salary increase for the 2021 year.

*Carried*

### **Assistant Administrator 2021 Annual Salary**

399/2020 Kielo: That Assistant Administrator Heather Fantie receive a 2% salary increase for the 2021 year.

*Carried*

### **Municipal Foreman 2021 Annual Salary**

400/2020 Jorgenson: That Foreman Scott Loewen receive a 2% salary increase for the 2021 year, and that the Foreman be instructed to obtain quotes to purchase a new vehicle for his use in 2021.

*Carried*

### **Unused Holiday Time**

401/2020 Rayburn: That Council authorize any unused holiday time owed to Assistant Administrator Heather Fantie and Administrator Jill Palichuk be paid out on the December 31<sup>st</sup> 2020 pay period.

*Carried*

### **2020 Administration Office Holiday Hours**

402/2020 Jorgenson: That the RM of Vanscoy Administration Office Holiday Hours for 2020 be authorized as follows:

- Regular Office Hours: Monday December 21<sup>st</sup> – Wednesday December 23<sup>rd</sup>
- Closed: Friday December 24<sup>th</sup> and Monday December 28<sup>th</sup>
- Regular Office Hours: Tuesday December 29<sup>th</sup> – Wednesday December 30<sup>th</sup>
- 8:00am – 3:00pm – Thursday December 31<sup>st</sup>
- Closed Friday January 1<sup>st</sup>
- Regular Office Hours Resume Monday January 4<sup>th</sup> 2021

*Carried*

### **2021 Outstanding Invoices**

403/2020 Harvey: That as per The Municipalities Act any outstanding applicable invoices unpaid as of December 31, 2020 be added to the tax roll as arrears on January 4, 2021.

*Carried*

### **2021 Janitorial Wages**

404/2020 Michalowski: That the 2021 Office and Shop Office Janitorial Wages remain unchanged in 2021, and be paid as follows:

- Office Janitorial – Teryn McBain: \$500.00/Month
- Shop Janitorial – Laurie Wilson - \$350.00/Month

*Carried*

### **2021 Waste Transfer Site Attendants Annual Wages**

405/2020 Rayburn: That Waste Transfer Station Attendants Marjorie Crockett and Toni Chorney each receive a \$50.00/month wage increase for the 2021 year.

*Carried*

**Cyber Liability Insurance Coverage**

406/2020 Michalowski: That the RM of Vanscoy No. 345 purchase the newly offered Cyber Liability Insurance as offered through SARM Option 2 Coverage at an annual premium of \$1,889.00.

*Carried*

**Delisle Library Annual Donation**

407/2020 Michalowski: That the Delisle Library be forwarded the Annual Donation of \$1,000.00 over and above any funds distributed through the Covid Support Fund.

*Carried*

*Foreman Loewen joined the meeting 1:30pm  
to discuss general municipal maintenance operations*

**Municipal Covid Support Fund**

408/2020 Kielo: That the following Community Programs, Recreation Facilities, Charitable Organizations, or Non-Profits who applied for the RM of Vanscoy No. 345 Covid Support Fund, be distributed funds as follows:

- Delisle/Vanscoy United Church \$5,000.00
- Vanscoy Senior Citizens Club \$5,000.00
- Delisle & District Splash Park \$5,000.00
- Asquith Elks Lodge \$3,000.00
- Eagle Creek Regional Park \$5,000.00
- Delisle Seniors Club \$5,000.00
- Pike Lake Hall \$5,000.00
- Delisle Library \$3,500.00
- Asquith Fire Department \$2,500.00
- Delisle Tae Kwon Do \$2,000.00
- Vanscoy & District Early Learning Centre \$3,000.00
- Asquith & District Sports Centre \$3,000.00
- Vanscoy Rink \$3,000.00
- Delisle Minor Hockey \$5,000.00

*Carried*

**Road Maintenance Agreement Request – ASL Paving**

409/2020 Jorgenson: That Council authorize the execution to enter into a road maintenance agreement with ASL Paving for the purpose of hauling approximately 130,000 tonnes of aggregate, southbound 1 mile from the RM of Corman Park Municipal Boundary down Range Road 3083 to Highway #14 and that this haul be subject to speed restrictions and winter temperature and conditions as identified within the Road Haul Agreement.

*Carried*

*Foreman Loewen exited the meeting 2:40pm*

**Reports**

410/2020 Harvey: That all other reports be accepted as submitted or as verbally presented.

*Carried*

*Emergency Measures Director Glenn Thomson joined the meeting 2:45pm – 3:20pm  
To provide a report of 2020 EMO Works and Discuss 2021 Objectives*

**Date of Next Meeting**

411/2020 Junop: That the December Regular Council Meeting be held on Thursday, January 14, 2021 at the RM of Vanscoy Municipal Office Council Chambers commencing at 9:00 am CST.

*Carried*

**Correspondence**

412/2020 Michalowski: That all correspondence be accepted as presented and filed as received.

*Carried*

**Adjournment**

413/2020 Michalowski: That this meeting adjourned at 3:50pm.

*Carried*