

## **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, March 10, 2022*

Reeve: Leonard Junop  
Councillors

Division 1: James Harvey ABSENT

Division 2: Don Rayburn

Division 3: Jeff Kielo

Division 4: Orest Michalowski

Division 5: Liana Larson

Division 6: Daryl Jorgenson ABSENT

Administrator Leanne Mack  
Assistant Administrator Heather Fantie ABSENT

Reeve Leonard Junop called the meeting to order at 8:58 am C.S.T.

### **Agenda**

01-03-2022 Michalowski: That the agenda be accepted as presented.

*Carried*

### **Minutes**

02-03-2022 Larson: That the minutes of the Regular Meeting of Council held on Thursday, January 13, 2022 be approved as presented.

*Carried*

### **Statement of Financial Activities**

03-03-2022 Rayburn: That the Statement of Financial Activities for the month of January & February 2022 be accepted as presented.

*Carried*

### **List of Accounts for Approval**

04-03-2022 Kielo: That the accounts submitted for payment totaling \$368,418.52 & \$309,612.96 as per attached listing of voucher Nos.10147-10185 (January) & 10186-10220 (February) and electronic transfers Nos. 26-55 (January) & 56-80 (February);  
AND FURTHER THAT the January 10-23, 2022 & January 24-February 6, 2022 (Transportation Services) January 16-31, 2022 & February 1-15, 2022 (Administration) payroll transferred by direct deposit through Paymate in the amount of \$52,559.25 and February 16-28, 2022 (Administration), February 7-20 & February 21- March 6, 2022 (Transportation Services) in the amount of \$40,569.57 as attached here to and forming a part of these minutes, be approved for payment.

*Carried*

### **Monthly Bank Reconciliation**

05-03-2022 Michalowski: That the Bank Reconciliations for the month of January & February 2022 be approved as presented.

*Carried*

### **Application for Rural Class C**

06-03-2022 Junop: That Council approves the required application fee of \$250.00 to be paid on behalf of Assistant Administrator Heather Fantie to the Rural Board of Examiners in order to complete her Rural Class C Certificate of Qualification.

*Carried*

### **Municipal Office Front Entrance Quote**

07-03-2022 Michalowski: That Council accept the quote submitted by WAY NEW Construction Ltd. to complete the reception area renovation at the RM office as quoted at an estimated cost of \$6,560.00, and that the quote include a rebuild of the reception desk, the addition of a half door to separate the reception area from the back of office and two windows to be added to the Administrators office.

*Carried*

### **Council Chambers Technology**

08-03-2022 Kielo: That Council approves the quote submitted by SuRe Innovations to complete the Council Chamber Technology set up as quoted at an estimated cost of \$11,671.89 including taxes, and that the quote include a 75" HDR LED TV, electrical rough in, all-in-one Video conferencing solution with auto-framing camera and any required permits.

*Carried*

### **Emergency Management Plan Agreement**

09-03-2022 Kielo: That Council terminate the Emergency Management Plan Agreement entered into on the 8<sup>th</sup> day of July, 2021 for the purpose of creating, updating, and administering the RM of Vanscoy No. 345 Emergency Management Plan (EMP) effective March 10<sup>th</sup>, 2022 and that the agreement is paid out sixty (60) days-notice once the laptop, keys to the RM office and any other RM property is returned; AND FURTHER THAT we thank Glenn Thomson for his time & dedication to the RM on the EMP and that the reason for the termination of the agreement is solely for the purpose of the RM office being able to administer the EMP moving forward.

*Carried*

### **Preparation of RM Map Quote**

10-03-2022 Rayburn: That Council engage Wood Environment & Infrastructure Solutions, Saskatoon SK to provide services in connection with mapping services at an approximate cost of \$6,000.00 in accordance with the Professional Services Agreement ST223451; AND FURTHER THAT the Administrator be authorized to sign the Service Agreement on behalf of the RM.

*Carried*

*Chad Watson (in person) & Daniel Gray (via teleconference) - Urban Systems  
joined the meeting 10:12 am*

*To discuss the proposed annexation &*

*To present the January – March 8, 2022 Planning & Development Report*

*Daniel Gray exited the meeting 10:20 am*

### **Suspend Meeting**

11-03-2022 Michalowski: That we suspend the regular council meeting for the purpose of opening the Public Hearing.

*Carried*

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## **Public Hearing for Proposed Bylaw No. 02-2022**

*Reeve Junop formally opened the Public Hearing at 10:20 am C.S.T.*

*to receive any comments and submissions regarding Proposed Bylaw 02-2022, being a Bylaw to amend Bylaw No. 2/18, known as The Official Community Plan.*

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

**Intent of Application:** Proposed Bylaw No. 02-2022 will amend the Official Community Plan No. 2/18 to accommodate the following changes:

1. Map 1: Future Land Use Concept is amended by redesignating from Residential Policy Area to Agricultural Policy Area the land described below.

*Administrator Leanne Mack presented the written report regarding this application to amend the Official Community Plan, as submitted by Development Officer Chad Watson*

**Public Comments:** No written comments but two verbal comments from the public were received requesting clarification on how the change to the policy area would affect properties in the designated area, would the zoning of any properties be changed, and where the exact boundaries of the area were located. There were no objections received from either ratepayer once the clarifications were addressed.

*Reeve Junop closed the Public Hearing of Bylaw No. 02-2022 at 10:21 am*

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### **Reconvene Meeting**

12-03-2022 Larson: That the Regular Meeting of Council reconvene at 10:22 am.

*Carried*

**Bylaw No. 02-2022 Official Community Plan Amendment 2<sup>nd</sup> Reading**

13-03-2022 Kielo: That Bylaw No. 02-2022, being a bylaw of the Rural Municipality of Vanscoy No. 345 to amend Bylaw No. 2/18, known as the Official Community Plan, be given second reading.

*Carried*

**Bylaw No. 02-2022 Official Community Plan Amendment 3<sup>rd</sup> Reading & Adoption**

14-03-2022 Larson: That Bylaw No. 02-2022, being a bylaw of the Rural Municipality of Vanscoy No. 345 to amend Bylaw No. 2/18, known as the Official Community Plan, as attached hereto and forming a part of these minutes, be read a third time and adopted.

*Carried*

**Application to Rezone to AR/Subdivide Proposed Parcel B, C & D SW 02-36-07 W3 – Schneider**

15-03-2022 Michalowski: That the application of Stanley Schneider to rezone from A – Agricultural to AR – Agricultural Residential and to subdivide three (3) 2.03 hectare (5 acre) parcels from SW 02-36-07 W3 shown as Parcels B, C & D on the plan of proposed subdivision prepared by Palliser Surveys Inc. dated December 23, 2021 be APPROVED subject to:

- i. The applicant being responsible for all costs of the subdivision and rezoning including the provision of the development fee and Municipal Reserve in the form of cash-in-lieu; and
- ii. Bylaw No. 09-2022 receiving ministerial approval by the Ministry of Government Relations.

*Carried*

**Bylaw No. 09-2022 - Zoning Bylaw Amendment – 1<sup>st</sup> Reading**

16-03-2022 Rayburn: That Bylaw No. 09-2022, being a Bylaw to amend the RM of Vanscoy Zoning Bylaw, (Bylaw No. 3/18), Proposed Parcel B, C & D, located on SW 02-36-07 W3 from A-Agricultural District to AR – Agricultural Residential District be introduced and read a first time.

*Carried*

**Public Hearing - Bylaw No. 09-2022**

17-03-2022 Rayburn: That Public Notice be given that the Council of the Rural Municipality of Vanscoy No. 345 intends to review and make a decision on proposed Bylaw No. 09-2022, being a Bylaw to amend Bylaw No. 03/18 known as the Zoning Bylaw, on Thursday, April 14<sup>th</sup>, 2022 at 10:30 am CST.

*Carried*

**Minor Variance Application - Lot 31 Block 6 NE 19-36-07 W3**

18-03-2022 Michalowski: That Council APPROVES the application of a 10% minor variance for side yard setbacks for Lot 31 Block 6 Plan L1267 Ext 0, and that a copy of a notice of the application be mailed to the applicant and the assessed owners of property sharing a common boundary with the applicant's land, with all associated costs being the responsibility of the applicant

*Foreman Loewen entered the meeting at 10:45 am*

*Carried*

**Proposed Zoning Bylaw Textual Amendment**

19-03-2022 Rayburn: That the application of Kelly Toews for a textual amendment to section 4.14.1(1)(b) of the RM of Vanscoy No. 345 Zoning Bylaw No. 3/18 be APPROVED to allow for up to five (5) non-resident employees in the A – Agricultural and AR – Agricultural Residential Districts and that the development officer draft an amending bylaw for Council's consideration with the applicant being responsible for all costs associated with the rezoning.

*Carried*

**Discretionary Use Application – Intensive Livestock Operation NE 26-34-07 W3**

20-03-2022 Kielo: That the application of Reese van den Brink to operate an intensive livestock operation consisting of a 100-300 animal unit poultry barn on NE 26-34-07 W3 be APPROVED subject to:

- i. Bylaw 02-2022 receiving Ministerial approval;
- ii. The applicant being responsible for all costs associated with the discretionary use application process;
- iii. The applicant annually submitting the location of the lands to be used for the spreading of manure from the ILO; and
- iv. The applicant providing the results of their yearly water testing to the RM.

*Carried*

**Work Order #3 Professional Services – Subdivision Applications - Urban Systems**

21-03-2022 Junop: That Council approve Work Order #3 for Professional Services regarding Subdivision Applications submitted by Urban Systems in the amount of \$10,000.00 AND FURTHER THAT we authorize the Administrator to sign the agreement.

*Carried*

*Chad Watson exited the meeting 11:13 am*

**Planning & Development Report**

22-03-2022 Kielo: That the Planning & Development Report be accepted as presented.

*Carried*

**Crime Watch Signs**

23-03-2022 Michalowski: That Council approves the purchase of six (6) Crime Watch signs from ATS approximately \$130.00 per sign to be placed at all the boundary entrances to the RM of Vanscoy.

*Carried*

*Foreman Loewen exited the meeting at 11:46 am*

**Delisle & District Fire Commission per Diem**

24-03-2022 Kielo: That the council recommend a per diem increase for the Delisle & District Fire Commission over the next three (3) years: 2023 \$45.00 2024 \$50.00 2025 \$55.00 pending approval by the Village of Vanscoy & Town of Delisle.

*Carried*

**Correspondence**

25-03-2022 Kielo: That all correspondence be accepted as presented and filed as received.

*Carried*

**Rozol Purchase**

26-03-2022 Rayburn: That Council approves the purchase of eight (8) bags of Rozol in the amount of \$2,312.36 from Marcel Baynton, Duck Lake SK to be sold to RM ratepayers at cost \$260.40 plus taxes per bag for the purpose of controlling gophers.

*Carried*

**2022 Water Key Rates**

27-03-2022 Kielo: That the following fees be approved for Water Key Rates in 2022:

<b>Water Key per Year 2022</b>	
Residential Rate	\$100.00
Agricultural/Commercial Rate	\$500.00

*Carried*

**Recess**

28-03-2022 Junop: That this meeting recess at 12:08 pm for 25 minutes.

*Carried*

**Reconvene meeting**

Reeve Junop called the meeting to order at 12:33 pm

**Rescind Resolution**

29-03-2022 Larson: That we rescind resolution no. 381/2021.

*Carried*

**Cyber Liability Insurance**

30-03-2022 Michalowski: That the RM of Vanscoy No. 345 apply for Cyber Liability Insurance as offered through AON for \$2,000,000.00 Coverage for the quoted price of \$6000.00 for the 2022 year; AND FURTHER THAT administration is working towards the five (5) areas suggested by Saskatchewan Association of Rural Municipalities (SARM) that will affect the ability to get a program in place for 2023 including Multi-factor authentication, Cyber Security Training, End Point Protection Software, Installing critical and high security patches, having backups and testing the backups.

*Carried*

**Transfer from Reserves to balance December 31, 2021**

31-03-2022 Larson: That Council authorize the transfer from Public Reserve Cash in Lieu for the collections in the amount of \$10,000 for 2021 & \$18,000.00 being that this amount from 2019 was paid out to the community groups as per Council approval resolution no. 34-20 but no corresponding entry was done to withdraw from the reserve account.

*Carried*

**SW Regional Water**

32-03-2022 Rayburn: That Council authorize the closure of the SW Regional Water bank account in the amount of \$6,425.01 as the amount that is left in the bank account is from water deposits unpaid, attempts were made in 2018-19 to refund all of the deposits however the amount left is what the RM has been unsuccessful in refunding due to stale dated cheques and no forwarding address.

*Carried*

**Community Building Fund Reserve**

33-03-2022 Kielo: That we create the Community Building Fund Reserve in the amount of \$1,200,794.41 (December 31, 2021 balance) for the purpose of applicable Community Building Fund projects already approved by the Ministry of Government Relations on behalf of the Federal Government, Committed to be spent on Infrastructure Projects (Roads, Drinking Water, Wastewater, Sport, Recreational, etc.); AND FURTHER THAT we close and transfer the balance of \$486,001.49 plus any interest that has accumulated to the chequing account held at the Royal Bank effective March 10, 2022.

*Carried*

**West Central Municipal Government Committee – 2022 Membership**

34-03-2022 Larson: That correspondence be forwarded to the West Central Municipal Government Committee as notification that the RM of Vanscoy no longer wishes to participate in this committee and as a result will not be renewing their membership forthcoming.

*Carried*

**Superintendent of Public Works Contract**

35-03-2022 Junop: That the Administrator be directed to draft an employment contract between Mr. Loewen and the RM of Vanscoy No. 345 for consideration by both parties.

*Carried*

**Bylaw No. 03-2022 – Council Procedures Bylaw - First Reading**

36-03-2022 Michalowski: That Bylaw No. 03-2022, being a bylaw to regulate the meeting procedures of council, council committees and other bodies, be introduced and read a first time.

*Carried*

*Jeff Durham entered the meeting at 1:14 pm to discuss Snow Removal Concerns and the crown on the RM roads*

*Jeff Durham exited the meeting at 1:32 pm*

**Saskatchewan Lotteries Community Grant**

37-03-2022 Kielo: That the RM of Vanscoy No. 345 population be split equally for 2023-2024 application intake between four (4) Community Recreation Associations (Pike Lake, Vanscoy, Delisle, & Asquith) with each municipality receiving a population of 710 for the Sask. Lotteries Community Grant Allocations, and that the applications be signed for authorization by the Administrator.

*Carried*

**Municipal Hail Insurance Annual Meeting**

38-03-2022 Junop: That Jeff Kielo be authorized as designated voting delegate for the 2022 Municipal Hail Insurance Annual meeting March 15<sup>th</sup>, 2022 on behalf of the RM of Vanscoy No. 345.

*Carried*

**SARM 2022 Annual Convention Voting Delegates**

39-03-2022 Larson: That Reeve Junop and Councilor Kielo be authorized as designated voting delegates for the 2022 SARM Annual Convention March 15-17 on behalf of the RM of Vanscoy

No. 345, and that all other members of Council be authorized to attend the convention as visiting delegates with indemnity to be reimbursed at RM approved rates.

*Carried*

**Policy Manual**

40-03-2022 Larson: That the Policy Manual 01-2022 section 200.6-200.25 be approved by Council as presented.

*Carried*

**CAP-Beaver Control Program Policy**

41-03-2022 Kielo: That Council approve the CAP-Beaver Control Program Policy as presented.

*Carried*

**Quote – Capital I: Ripper & Gravel Reclaimer**

42-03-2022 Rayburn: That Council approve the quote submitted by Capital I for a three function ripper mounted wing for John Deere 772G in the amount of \$31,500 price includes delivery and installation.

*Carried*

**Bylaw No. 04-2022 Assessment Appeal Fees Bylaw - 1<sup>st</sup> Reading**

43-03-2022 Kielo: That Bylaw No. 04-2022 being a Bylaw to Establish a Fee to Appeal Assessments be introduced and given 1<sup>st</sup> Reading.

*Carried*

**Bylaw No. 04-2022 Assessment Appeal Fees Bylaw 2<sup>nd</sup> Reading**

44-03-2022 Michalowski: That Bylaw No. 04-2022, being a bylaw to Establish a Fee to Appeal Assessments, be given second reading.

*Carried*

**Three Readings at One Meeting**

45-03-2022 Rayburn: That Bylaw No. 04-2022 being a bylaw to Establish a Fee to Appeal Assessments be given three readings at this meeting

*Carried Unanimously*

**Bylaw No. 04-2022 Assessment Appeal Fees- 3<sup>rd</sup> Reading & Adoption**

46-03-2022 Larson: That Bylaw No. 04-2022, being a bylaw of the Rural Municipality of Vanscoy No. 345 to Establish a Fee to Appeal Assessments, as attached hereto and forming a part of these minutes, be read a third time and adopted.

*Carried*

**Bylaw No. 05-2022 Records Destruction Schedule Bylaw- 1<sup>st</sup> Reading**

47-03-2022 Kielo: That Bylaw No. 05-2022 being a Bylaw for the Destruction of Documents be introduced and given 1<sup>st</sup> Reading.

*Carried*

**Bylaw No. 05-2022 Records Destruction Schedule Bylaw 2<sup>nd</sup> Reading**

48-03-2022 Michalowski: That Bylaw No. 05-2022, being a bylaw for the Destruction of Documents, be given second reading.

*Carried*

**Three Readings at One Meeting**

49-03-2022 Larson: That Bylaw No. 05-2022 being a bylaw for the Destruction of Documents be given three readings at this meeting

*Carried Unanimously*

**Bylaw No. 05-2022 Records Destruction Schedule Bylaw- 3<sup>rd</sup> Reading & Adoption**

50-03-2022 Rayburn: That Bylaw No. 05-2022, being a bylaw of the Rural Municipality of Vanscoy No. 345 for the Destruction of Documents, as attached hereto and forming a part of these minutes, be read a third time and adopted.

*Carried*

**Bylaw No. 06-2022 Delisle and District Health Council Corp. Fund 1<sup>st</sup> Reading**

51-03-2022 Kielo: That Bylaw No. 06-2022 being a bylaw to provide for the municipality to enter into an agreement to establish the Delisle and District Health Council Corp. Fund be introduced and given 1<sup>st</sup> Reading.

*Carried*

**Bylaw No. 06-2022 Delisle and District Health Council Corp. Fund 2<sup>nd</sup> Reading**

52-03-2022 Michalowski: That Bylaw No. 06-2022, being a bylaw to provide for the municipality to enter into an agreement to establish the Delisle and District Health Council Corp. Fund, be given second reading.

*Carried*

**Three Readings at One Meeting**

53-03-2022 Larson: That Bylaw No. 06-2022 being a bylaw to provide for the municipality to enter into an agreement to establish the Delisle and District Health Council Corp. Fund be given three readings at this meeting

*Carried Unanimously*

**Bylaw No. 06-2022 Delisle and District Health Corp. Fund- 3<sup>rd</sup> Reading & Adoption**

54-03-2022 Rayburn: That Bylaw No. 06-2022, being a bylaw of the Rural Municipality of Vanscoy No. 345 to provide for the municipality to enter into an agreement to establish the Delisle and District Health Council Corp. Fund, as attached hereto and forming a part of these minutes, be read a third time and adopted.

*Carried*

**Bylaw No. 07-2022 Delisle and District Health Council Corp. 1<sup>st</sup> Reading**

55-03-2022 Kielo: That Bylaw No. 07-2022 being a bylaw to provide for the municipality to enter into an agreement to establish the Delisle and District Health Council Corp be introduced and given 1<sup>st</sup> Reading.

*Carried*

**Bylaw No. 07-2022 Delisle and District Health Council Corp. 2<sup>nd</sup> Reading**

56-03-2022 Michalowski: That Bylaw No. 07-2022, being a bylaw to provide for the municipality to enter into an agreement to establish the Delisle and District Health Council Corp., be given second reading.

*Carried*

**Three Readings at One Meeting**

57-03-2022 Larson: That Bylaw No. 07-2022 being a bylaw to provide for the municipality to enter into an agreement to establish the Delisle and District Health Council Corp., be given three readings at this meeting

*Carried Unanimously*

**Bylaw No. 07-2022 Delisle and District Health Corp. 3<sup>rd</sup> Reading & Adoption**

58-03-2022 Rayburn: That Bylaw No. 07-2022, being a bylaw of the Rural Municipality of Vanscoy No. 345 to provide for the municipality to enter into an agreement to establish the Delisle and District Health Council Corp., as attached hereto and forming a part of these minutes, be read a third time and adopted.

*Carried*

**Vanscoy & District Agricultural Society**

59-03-2022 Rayburn: That Council approves the event sponsorship package request received from Vanscoy & District Agricultural Society in the amount of \$300.00.

*Carried*

**2021 Tax Roll Adjustment**

60-03-2022 Michalowski: That as a result of a duplicate assessed value of 7,204,940 applied to both the municipal tax code and the Potash tax code in the tax roll on the property located at NW 16 35 08 W3, Council authorizes a \$60,017.15 adjustment/abatement to the 2021 municipal tax roll.

*Carried*

**Bylaw No. 08-2022 Road Closing and Selling 1<sup>st</sup> Reading**

61-03-2022 Rayburn: That Bylaw No. 08-2022 being a bylaw to provide for the closing and selling of a municipal road or street be introduced and given 1<sup>st</sup> Reading.

*Carried*

**Cemetery Plot locations – Avondale Woodlawn Cemetery**

62-03-2022 Junop: That Council approves Reeve Junop to contact Webb Surveys, Saskatoon SK to request the cost to survey permanent pins to demarcate the cemetery plot locations for future plot excavation at Avondale Woodlawn Cemetery.

*Carried*

**Lawn Care Contract Renewal 2022**

63-03-2022 Michalowski: That Council renew the Lawn Care Contract for the 2022 season at the Municipal office submitted by GLC Maintenance, Vanscoy SK in the amount of \$35.00 per hour per cut to be invoiced monthly with the frequency of cuts to be determined by GLC; AND FURTHER THAT the administrator be authorized to sign the contract on behalf of the RM.

*Carried*

**Road Closure South ½ 29-34-06 W3**

64-03-2022 Rayburn: That Council confirms that the road located on the South ½ 29-34-06 W3 CJ5899 is no longer needed for use by the public.

*Carried*

**Left Turning Lane – Highway 7 & Agrium Mine Intersection**

65-03-2022 Junop: That correspondence be forwarded in response to the request for support to lobby the Ministry of Highways to install a left turning lane in the Westbound Lane of Highway #7 to turn south off of Hwy #7 onto the RM road, stating that the RM has no objection to the installation of the requested turning lane, however, the RM is not willing to participate in the lobbying efforts for the proposed project.

*Carried.*

**Date of Next Meeting**

66-03-2022 Larson: That the April Regular Council Meeting be held on Thursday, April 14, 2022 at the RM of Vanscoy Municipal Office Council Chambers commencing at 9:00 am CST.

*Carried*

**Adjournment**

67-03-2022 Michalowski: That this meeting adjourned at 2:20 pm.

*Carried*

Minutes adopted by resolution of Council on the 14<sup>th</sup> day of April, 2022.

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Reeve

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Administrator