

MINUTES
TOWN OF KERROBERT *REGULAR* COUNCIL MEETING
Wednesday, October 12, 2022 AT 7:00 PM

PRESENT:

Mayor: Wayne Mock (by phone)
Councillors: Heather Wack, Mike Mitchell, Del-Marie Kissick, Brad Murphy
Absent: Chad Tetzlaff, Terry Dunn (with regrets)
Staff: Tara Neumeier
Public: None

CALL TO ORDER:

Deputy Mayor Del Kissick called the meeting to order at 7:00 p.m.

PUBLIC HEARING:

Deputy Mayor Del Kissick called the Public Meeting to order at 7:01pm

No public was in attendance

Deputy Mayor Del Kissick adjourned the meeting at 7:15 pm

ADDITIONS TO AGENDA:

APPROVAL OF MINUTES:

288/2022 Mitchell:
That the minutes from the Regular Meeting of Council of the Town of Kerrobert held on September 28, 2022 be approved. Further, that they be filed in the Municipal records.

Carried

DELEGATIONS:

289/2022 Murphy:
That in the case of the sewer issues at Lot 19 Block 67 Plan 77S11609 the Council for the Town Of Kerrobert has determined that there is a high probability that this was an issue in the main Line. Further that the bill from Heitt's Plumbing be paid in full.

Carried

MANAGEMENT REPORTS:

290/2022 Murphy:
Approval of the Administrator's reported dated October 11, 2022 along with the Overtime tracker for the month of September 2022 is accepted as presented.

Carried

291/2022 Wack:

That the Administration Tracker Reports dated September 28th, 2022 be accepted as presented.

Carried

292/2022 Murphy:
That item 6(c) Reserve Fund report and item 6(d) Budgetary Control dated September 30 be accepted for information.

Carried

293/2022 Wack:
That the Monthly Mileage Reports dated September 30th be accepted as presented. Further that they be filed in the Municipal Records.

Carried

APPROVALS:

294/2022 Mitchell:
That the List of Proposed Payments totalling \$104,937.50 dated October 12, 2022 be approved. Furthermore, that the List of Proposed Payments be attached as per Schedule "A", which shall form part of these minutes.

Carried

295/2022 Murphy:
That the Operations and Maintenance Agreement from the Ministry of Highways regarding the Operation and maintenance of the 1.13 Kms on Provincial Highway #21 and it's right away on Pacific Ave from Highway 21 South to Peters Street be tabled until the revised agreement per Councillor Tetzlaff's inquiry is received.

Carried

COMMITTEES & OUTSIDE BOARDS:

296/2022 Wack:
That the RCMP Monthly report dated September 2022 be received for information. Further that they be filed in the Municipal Records.

Carried

297/2022 Mitchell:
That the Regular Minutes of the Courthouse Committee dated September 13th, 2022 be received for information.

Carried.

CORRESPONDENCE:

298/2022 Murphy:

That the Certificate of Confirmation for the Town of Kerrobert 2022 Assessment Roll be received for information. Further, that it be filed in the Municipal Records.

Carried

BYLAWS:

299/2022 Mitchell:
That Bylaw 1085-22, A Bylaw to Amend Bylaw No: 995-14 Known as the Zoning Bylaw be read a second time.

Carried

300/2022 Wack:
That Bylaw No. 1085-22, A Bylaw to Amend Bylaw No: 995-14 Known as the Zoning Bylaw hereby be read a third time and adopted.

Carried

NEW BUSINESS:

Councillor Mike Mitchell declares a pecuniary interest in agenda item 11(a) and leaves the meeting 7:52 p.m.

301/2022 Murphy:
That the CAO be given approval to hire the necessary trades to investigate and re-install Utility services to tax title property 432 Atlantic Ave. Further that the Vintage Market and Tea House be approved to use the space temporarily over the Christmas Season.

Carried

Councillor Mike Mitchell re-enters the meeting 8:00 p.m.

ITEMS NO ACTION TAKEN:


ROUND TABLE:

ADJOURNMENT:

302/2022 Murphy:
That the meeting adjourns at 8:46 p.m.

Carried

Certified to be a true and correct
Copy of the Regular meeting of
Council held October 12 2022



Mayor



Chief Administrative Officer
Town of Kerrobert

Regular Meeting October
12th, 2022

**TOWN OF KERROBERT
List of Proposed Payments**

Date Printed
2022-10-07 3:40 PM

Payments due on or before 2022-10-12 not exceeding 900,000.00

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Vendor #	Name Invoice #	Reference	Due Date	Invoice Amount	Payment Total
Bank Code: AP - AP-GENERAL OPER					
Computer Cheque:					
3WA001	3-Way Sales & Service Ltd 81539	install and fix radios in equ	2022-10-12	3,259.40	3,259.40
BIC001	Bick's Drugs 775521	candy for the parade coun	2022-10-12	102.48	102.48
CAN002	Canada Post Corporation 9839699755	Water Analysis Postage	2022-10-12	97.11	97.11
CLE001	Cleartech Industries Inc 1042347	pool pumps serviced	2022-10-12	4,139.02	4,139.02
DLUX001	D'LUX Archery & Hardware Sept 2022	Sept Charges	2022-10-12	1,354.94	1,354.94
GLA001	Glackin, Daryl 261889	install lines on ice	2022-10-12	414.75	414.75
HEI001	Heitt's Plumbing & Heating Ltd 69072	ball valve/push button cart	2022-10-12	814.74	814.74
KER090	Kerrobot Courtroom Gallery Rec220421-001	Donation from Jackie McN	2022-10-12	1,000.00	1,000.00
KIN017	Kindersley & District Co-op 30608238	2 memorial benches for ce	2022-10-12	4,424.30	4,424.30
KOH014	Kohlman, Shirley Walmart 2022	CIB candy for the parade	2022-10-12	79.76	79.76
KON002	Konica Minolta Busn Solutions 282759290	Photocopier	2022-10-12	346.23	346.23
LMB001	LM By-Law Enforcement 73	patrol and writing orders	2022-10-12	919.80	919.80
LORA001	Loraas Environmental Services Sept 2022-04	Aug 2022 waste/recycling	2022-10-12	25,539.98	25,539.98
M.R. WEB	M.R. Website Development Studi 27147-01	SSL Cerficiate Renewal	2022-10-12	81.97	81.97
MIK001	Mike's Septic Service 01-22 05-22	Suck out at FG Sewer line cleanup	2022-10-12 2022-10-12	556.50 519.75	1,076.25
Mil1001	Millard Holdings Ltd 1000 1007	white ice paint One day rental of ice makin	2022-10-12 2022-10-12	2,064.60 333.00	2,397.60

**TOWN OF KERROBERT
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Vendor #	Name Invoice #	Reference	Due Date	Invoice Amount	Payment Total
MIN005	Minister of Finance 2028822232	PPSTN portable billing cha	2022-10-12	932.40	932.40
MIN009	Minister of Finance Sept 2022-09	Sept 2022 EPT return	2022-10-12	11,759.87	11,759.87
NORT001	Northbound 220458	ZBA Detached secondary :	2022-10-12	259.88	259.88
OMN001	Omnisport Inc. 7497	Hockey Goal Bottom Pad	2022-10-12	260.88	260.88
PIN001	Pinnacle Distribution Inc. L191170	general cleaning supplies	2022-10-12	1,430.18	1,430.18
PRA016	Prairie Sky Treasures 419	Town Parade Float signs	2022-10-12	183.15	183.15
REIN001	Reinbold Electric Ltd. 15979	WTP level transmitter	2022-10-12	166.50	166.50
ROCK001	Rocky Mountain Phoenix 027154	pump recert	2022-10-12	2,354.76	2,354.76
SAS004	SaskEnergy Sept 2022-07	August 2022	2022-10-12	2,495.35	2,495.35
SAS020	Saskatchewan Research Council 1230875 1232515 1232643	Water Analysis Water Analysis Water Analysis	2022-10-12 2022-10-12 2022-10-12	29.14 29.14 29.14	87.42
THO009	Thompson Bearing & Farm Parts 82620	Shaft/bolt and bevel gear	2022-10-12	2,395.72	2,395.72
TOW001	Town Of Kerrobert Sept 2022--04	Sept W/S Bills	2022-10-12	1,598.84	1,598.84
Wes020	Western Litho Printers 167744	Road data permit decals	2022-10-12	95.07	95.07
Online Banking:					
MIL001	Millsap Fuel Distributors 110677/111372	Fuel for Sept 2022	2022-10-12	2,398.91	2,398.91
MUN001	Municipal Employees' Sept 2022-08	Sept 2022 MEPP remit	2022-10-12	8,713.56	8,713.56
REC001	Receiver General Of Canada Sept 2022-08	Govt Remittances	2022-10-12	17,789.48	17,789.48
SAS011	SaskTel Cmr				

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TOWN OF KERROBERT List of Proposed Payments

Payments due on or before 2022-10-12 not exceeding 900,000.00

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Vendor #	Name Invoice #	Reference	Due Date	Invoice Amount	Payment Total
	Sept 2022--05	Sept 2022 Phone	2022-10-12	1,049.64	
	Sept 2022--Ce-03	Aug 2022 Cell Phones	2022-10-12	290.75	1,340.39
SUM001	SUMA				
	Oct 2022--06	Benefits	2022-10-12	4,626.81	4,626.81
				Total To Be Paid:	104,937.50
				Paid Items:	0.00
				Manual Cheques and Other:	0.00
				Grand Total for AP:	<u>104937.5</u>

SUMMARY

	Number	Amount
Computer Cheque	29	70,068.35
Online Banking	5	34,869.15
Total Proposed Payments:	34	104,937.50

OVERALL SUMMARY

	Total To Be Paid:	104,937.50
	Paid Items:	0.00
	Manual Cheques and Other:	0.00
	Overall Grand Total:	<u>104,937.50</u>

	Number	Amount
Computer Cheque	29	70,068.35
Online Banking	5	34,869.15
Total Proposed Payments:	34	104,937.50

Payments Printed: 34

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TOWN OF KERROBERT
BYLAW No. 1085 - 22
A BYLAW OF THE TOWN OF KERROBERT TO AMEND BYLAW No.
995-14 KNOWN AS THE ZONING BYLAW

The Council of the Town of Kerrobert, in the Province of Saskatchewan, enacts this bylaw to amend Bylaw No. 995-14 as follows:

1. **SECTION 2 – DEFINITIONS**, is amended by deleting the definition of “Secondary Suite” and replacing it with the following new definition in the appropriate alphabetic sequence”

“

Secondary Suite, Accessory: a self-contained ground orientated dwelling unit which is an accessory use to a principal single-detached dwelling on a site, which may be located within principal dwelling or a separate accessory building. A secondary suite contains all aspects of a “dwelling unit” as herein defined, and which is connected to the service connections of the principal dwelling.” It is not considered a “permitted” general accessory use unless specifically stated herein.”

2. **SUBSECTION 5.2 – DEVELOPMENT STANDARDS FOR PERMITTED AND DISCRETIONARY USES, SECONDARY SUITES**, is amended by adding the following text after the third item in the subsection:

“

Detached Secondary Suites:

Where a secondary suite is detached, or otherwise not located within a principal dwelling, the following shall also apply:

- Detached secondary suites, as an accessory to a principal residential use, are permitted where prescribed within a zoning district, and subject to the following conditions:
 - i. There is no secondary suite within the primary residence, or a separate *granny suite* as herein defined and regulated; a maximum of one (1) secondary suite granny suite is allowable per site.
 - ii. Detached secondary suites shall only be located on sites where the suite can be readily serviced by existing municipal infrastructure and/or is connected to the utility service connections of the principal dwelling. No building shall be located above the service connection lines. Development permit applications shall provide detail regarding the proposed municipal service connections.
 - iii. Any secondary suite shall not be considered as a candidate for subdivision, unless the use can be determined to be a *principal use* as herein defined, complies with the regulations of this bylaw, and is connected directly and independently to municipal servicing infrastructure.
 - iv. Secondary suites shall have a full bathroom containing toilet, sink and shower or tub,

- a kitchen and a maximum of two bedrooms.
- v. The site must be adequately drained, and a site grading or drainage plan may be required by the development officer.
 - vi. A Building Permit is required prior to construction of a secondary suite.
 - vii. One (1) on-site parking space is required and must be delineated, screened and surfaced with gravel, asphalt or concrete, or must be located within a garage portion of the secondary suite. The parking space for the secondary suite may be in the front yard if the site does not have a rear lane. On corner sites, the parking for the secondary suite may be accessed from the flanking street.
 - viii. The placement within a site cannot be nearer to the front site line than the existing principal dwelling.
 - ix. Balconies can be provided on a second storey where facing a lane or a flanking street, but shall not face on another site.
 - x. Secondary suites may have decks and porches where located in the rear of the suite.
 - xi. Where multiple lots are involved which can be considered as a single "site", and meeting the site regulations of the applicable zoning district, at the owner's sole cost, the lots shall be consolidated or parcel tied in the Land Titles System.
 - xii. The minimum yard setbacks and maximum building height prescribed for accessory uses within the applicable zoning district shall apply, and overall maximum site coverage shall not be exceeded.
 - xiii. The following applies to the floor area of the secondary suite that can be developed:
 - 1. The floor area of the dwelling portion of a secondary suite must be a minimum of 32.5 m² (350 ft²) and cannot have a greater floor area than the primary dwelling.
 - 2. Where the detached secondary suite includes a garage, the area of the garage shall not exceed the floor area of the dwelling portion of the suite.
 - 3. Where the secondary suite has two stories, the floor area of the second storey shall not exceed 80 percent of the floor area of the first storey."

3. SUBSECTION 7.1 RESIDENTIAL DISTRICT – R1, PERMITTED USES, is amended by adding the following new clause after clause *d*):

"

e) Attached and detached Secondary suites (refer to Section 5.2)"

4. SUBSECTION 8.1 RESIDENTIAL MULTIPLE DWELLING DISTRICT – R2, PERMITTED USES, is amended by adding the following new clause after clause *e*):

"

f) Attached and detached Secondary suites (refer to Section 5.2)"

5. CLAUSE 8.2 c) RESIDENTIAL MULTIPLE DWELLING DISTRICT – R2, DISCRETIONARY USES, is deleted in its entirety.

This bylaw shall become effective on the date of approval by Council.

Read a first time this 14 day of Sept, 2022.

Read a second time this 12 day of Oct, 2022.

Read a third time and adopted this this 12 day of Oct, 2022.



(SEAL)


Mayor



Municipal Administrator