

MINUTES OF THE REGULAR COUNCIL MEETING OF  
THE RURAL MUNICIPALITY OF SHERWOOD NO. 159 HELD IN COUNCIL CHAMBERS  
AT 4400 CAMPBELL STREET, REGINA, SASKATCHEWAN  
Tuesday, April 17, 2018

**PRESENT:** Jeffrey Poissant, Reeve  
Brad Crassweller, Councillor Division 1  
John Wilke, Councillor Division 3  
Carl A. Husum, Councillor Division 4  
Rod Culbert, Councillor Division 5  
Grant Paul, Councillor Division 6

**ABSENT:** Vacant, Councillor Division 2

**STAFF:** Pam Malach, Chief Administrative Officer  
Mike Mamona, Director of Operations  
Garret Halbgewachs, Manager of Roadways  
Adam Toth, Manager of Planning & Development  
Susan Stevenson, Development Officer  
Tony Wood, Municipal Planner  
Christine Trithardt, Administrative Assistant  
Emily Hoddinott, Administrative Assistant

**ORDER:** Reeve Poissant called the meeting to order at 5:31 p.m.

**117/2018 AGENDA**

COUNCILLOR HUSUM: THAT the agenda be adopted with the following amendments.

Move 8.2.1 2<sup>nd</sup> Reading of Bylaw 01/18 and 02/18 to 3.3

Add 8.2.1 DBR Phase 2 Servicing Agreement

Move 8.1.2 SIP Potable Water Program Update to 6.3

CARRIED UNANIMOUSLY

**118/2018 RECESS**

COUNCILLOR HUSUM: THAT this meeting recess at 5:33 p.m. for the purpose of the Public Hearing for Bylaw No. 01/18 and 02/18.

CARRIED UNANIMOUSLY

**119/2018 RECONVENE**

COUNCILLOR HUSUM: THAT this meeting reconvene into regular session at 5:57 p.m.

CARRIED UNANIMOUSLY

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**120/2018 BYLAW NO. 01/18 – A BYLAW TO AMEND BYLAW NO. 16/16**

COUNCILLOR CULBERT: THAT Bylaw 01/18, A Bylaw to amend Bylaw No. 16/16, be read a second time.

CARRIED UNANIMOUSLY

**121/2018 BYLAW NO. 02/18 – A BYLAW TO AMEND THE SHERWOOD – REGINA PLANNING DISTRICT ZONING BYLAW NO. 10/91**

COUNCILLOR HUSUM: THAT Bylaw 02/18, A Bylaw to amend the Sherwood – Regina Planning District Zoning Bylaw No. 10/91, be read a second time.

CARRIED UNANIMOUSLY

**122/2018 MARCH 14, 2018 REGULAR COUNCIL MEETING MINUTES**

COUNCILLOR CULBERT: THAT the March 14, 2018 Regular Council Meeting minutes be approved as presented.

CARRIED UNANIMOUSLY

**123/2018 APRIL 4, 2018 SPECIAL COUNCIL MEETING MINUTES**

COUNCILLOR CRASSWELLER: THAT the April 4, 2018 Special Council Meeting minutes be approved as presented.

CARRIED UNANIMOUSLY

*Councillor Culbert departed Council Chambers at 6:04 p.m.*

*Councillor Culbert entered Council Chambers at 6:07 p.m.*

**124/2018 SHERWOOD INDUSTRIAL PARK POTABLE WATER PROGRAM (SIP PWP)**

COUNCILLOR CRASSWELLER: THAT the Sherwood Industrial Park Potable Water Program (SIP PWP) report be accepted as information and filed.

CARRIED UNANIMOUSLY

**125/2018 RECESS**

COUNCILLOR HUSUM: THAT this meeting recess at 6:18 p.m.

CARRIED UNANIMOUSLY

**126/2018 RECONVENE**

REEVE POISSANT: THAT this meeting reconvene into regular session at 6:37 p.m.

CARRIED UNANIMOUSLY

**127/2018 MARCH 2018 BANK RECONCILIATION**

COUNCILLOR WILKE: THAT the Bank Reconciliation for the month of March 2018, be accepted as presented.

CARRIED UNANIMOUSLY

**128/2018 MONTHLY STATEMENT OF FINANCIAL ACTIVITIES**

COUNCILLOR CULBERT: THAT the Statement of Financial Activities for the period ending March 31, 2018, attached to and forming a part of these minutes, be accepted as presented.

CARRIED UNANIMOUSLY

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**129/2018 LIST OF ACCOUNTS FOR REVIEW**

COUNCILLOR WILKE: THAT cheque numbers 16044 to 16167 totaling \$418,227.68, as outlined in the List of Accounts for Review attached to and forming part of these minutes be approved, and,

THAT Payroll and Electronic Fund Transfers totaling \$84,899.95 be ratified.

CARRIED UNANIMOUSLY

**130/2018 PUBLIC WORKS MONTHLY REPORT – MARCH**

COUNCILLOR WILKE: THAT the February Public Works Monthly Report be accepted as information and filed.

CARRIED UNANIMOUSLY

**131/2018 2018 DUST CONTROL POLICY**

COUNCILLOR CRASSWELLER: THAT Policy # 2018-04 – The 2018 Dust Control Policy be approved.

CARRIED UNANIMOUSLY

**132/2018 NEW STREET LIGHTS**

COUNCILLOR HUSUM: THAT Council authorize the expenditure of \$16,675.68 plus \$833.78 GST for a total of \$17,509.46 for SaskPower to install a street light at Gottselig Road and Inland Drive as per SaskPower Quote No. 112912, design option #2.

CARRIED UNANIMOUSLY

**133/2018 WASCANA CREEK EROSION ALONG RANGE ROAD 2214**

COUNCILLOR CULBERT: THAT Administration request Associated Engineering for an assessment on Range Road 2214 by end of business day on Thursday, April 19<sup>th</sup>, 2018; and,

THAT if it is not received by end of business day on Thursday, April 19<sup>th</sup>, 2018 temporarily close Range Road 2214 until assessment is complete.

CARRIED UNANIMOUSLY

**134/2018 DBR PHASE 2 SERVICING AGREEMENT**

COUNCILLOR CRASSWELLER: THAT the DBR Developments Ltd. Servicing Agreement dated April 16, 2018 for Phase Two; 34.14-acre subdivision be approved; and

THAT the Reeve and Chief Administrative Officer be authorized to execute the agreement on behalf of the R.M. of Sherwood No. 159.

CARRIED UNANIMOUSLY

**135/2018 REQUEST TO IMPLEMENT BYLAW 9/98 AND ENFORCE SECTION 34 OF THE HERITAGE PROPERTY ACT**

COUNCILLOR HUSUM: THAT as per Section 34 of *The Heritage Property Act*, Council authorizes the Development Officer, Building Inspector, and the Municipal Planner to enter and inspect the property known as the "Normand Homestead", located on the NE ¼ 32-18-19-W2, in order to conserve or prevent loss of or damage to the heritage property.

CARRIED UNANIMOUSLY

*Councillor Wilke departed Council Chambers at 7:50 p.m.*

**136/2018 DISCRETIONARY USE APPLICATION DPA # 18-008 FOR RV STORAGE AT PARCEL D, PLAN 64R40422 EXT 1, SE 24-17-19-W2**

COUNCILLOR CULBERT: THAT Council approve DPA 18-008 for RV storage at Parcel D, Plan 64R40422 Ext 1, SE 24-17-19-W2 and direct the Development Officer to issue a development permit with the following conditions:

1. That the site be developed in accordance with the site plan attached to the application.
2. That access to the facility will be from the existing approaches from the Ministry of Highways Service Road.
3. That the minimum setback from the property line of the Service Road is 4 metres for any development. Any permanent development within 90 metres of the highway right-of-way requires a permit from the Ministry of Highways and Infrastructure.
4. The lot is to be kept free of refuse and not cause a nuisance at all times (Bylaw 09/15).
5. All utilities shall be contacted to ensure that facilities are located.
6. Applicants are required to contact SK 1st call if they are planning to excavate or dig: 1-866-828-4888 or visit [www.sask1stcall.com](http://www.sask1stcall.com).
7. This permit authorizes storage of Marine and Recreational vehicles only.
8. This permit is subject to the standards and requirements of Provincial regulations and requirements and other applicable municipal bylaws.
9. Drainage must be maintained on this site and not affect neighbouring properties.

CARRIED UNANIMOUSLY

**137/2018 DISCRETIONARY USE APPLICATION DPA 18-010 FOR STORAGE OF MODULAR STRUCTURES AT LSD 8, SE 8-17-20-W2, EXT 29**

COUNCILLOR CULBERT: THAT Council approve DPA 18-010 and direct the Development Officer to issue a permit with the following conditions:

1. That the site is developed in accordance with the site plan attached to the application.
2. Approval of the clean material storage (modular structure units) is permitted for eighteen (18) months, at which time a new application and site plan must be submitted to the R.M. for Council approval.
3. All utilities are contacted to ensure facilities are not affected prior to development.
4. Confirmation that a permit from Ministry of Highways and Infrastructure has been obtained for development within 90 metres of the service road property line. Please contact Saskatchewan Highways and Transportation, Operations Services, South Region at 1630 Park Street, Regina, SK S4P 3V7 or call 306-787-4969 to acquire a permit if you have not already done so.
5. That any topsoil removed is preserved for reclamation.
6. That regular inspections of structures occur to ensure security.
7. No occupation of modular structures is permitted.

CARRIED UNANIMOUSLY

*Reeve Poissant declared a personal conflict of interest due to his parent's land being down zoned in the new Zoning Bylaw and departed Council Chambers at 7:54 p.m.*

*Reeve Poissant passed the Chair to Deputy Reeve Husum at 7:54 p.m.*

*Deputy Reeve Husum assumed the Chair at 7:54 p.m.*

*Councillor Wilke entered Council Chambers at 7:54 p.m.*

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**138/2018 BYLAW NO. 18/17 – A BYLAW TO ADOPT A REVISED ZONING BYLAW**

COUNCILLOR CULBERT: THAT Bylaw 18/17, A Bylaw to adopt a revised Zoning Bylaw, be read a first time.

CARRIED UNANIMOUSLY

*Reeve Poissant entered Council Chambers at 8:09 p.m.*

*Deputy Reeve Husum passed the Chair to Reeve Poissant at 8:09 p.m.*

*Reeve Poissant assumed the Chair at 8:09 p.m.*

**139/2018 2018 WUQWATR MEMBERSHIP**

COUNCILLOR WILKE: THAT the request for the Wascana Upper Qu'Appelle Watersheds Association Taking Responsibility (WUQWATR) 2018 Membership in the amount of \$250.00 be denied.

CARRIED UNANIMOUSLY

**140/2018 ABATEMENT OF TAXES – SE 10 18 21 W2, ROLL NO. 2121 000**

COUNCILLOR HUSUM: THAT the request for an abatement of the municipal portion of interest incurred for the years 2012-2018 in the amount of \$126.05 be denied to the owner of SE 10-18-21 W2, Roll No. 2121 000.

CARRIED UNANIMOUSLY

**141/2018 EAST COTTONWOOD CREEK ASSOCIATION**

COUNCILLOR HUSUM: THAT Council of the R.M. of Sherwood No. 159 supports the forming of a Watershed Association; known as East Cottonwood Creek Watershed Association.

CARRIED UNANIMOUSLY

**142/2018 WHITE BUTTE REGIONAL PLANNING COMMITTEE**

COUNCILLOR HUSUM: THAT Council of the R.M. of Sherwood No. 159 suggest the following revisions to the White Butte Regional Planning Committee Memorandum of Understanding:

1. Add under mandate:
  - Bylaw enforcement
  - Utility corridor planning (working with the Provincial Utility Companies)
  - Information sharing on best practices in planning and development
  - Continued work and involvement in the TransCanada Trail.

CARRIED UNANIMOUSLY

**143/2018 ROYAL CANADIAN LEGION SASKATCHEWAN COMMAND "MILITARY SERVICE RECOGNITION BOOK"**

COUNCILLOR CULBERT: THAT a quarter page full color advertisement to support the Royal Canadian Legion's Military Service Recognition Book in the amount of \$395.24 plus \$19.76 GST for a total of \$415.00 be approved.

CARRIED UNANIMOUSLY

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**144/2018 BYLAW NO. 03/18 – A BYLAW TO EXTEND THE TIME REQUIRED FOR THE COMPLETION OF THE ASSESSMENT ROLL**

COUNCILLOR CRASSWELLER: THAT Bylaw 03/18, A Bylaw to extend the time required for the completion of the assessment roll, be read a first time.

CARRIED UNANIMOUSLY

**145/2018 BYLAW NO. 03/18 – A BYLAW TO EXTEND THE TIME REQUIRED FOR THE COMPLETION OF THE ASSESSMENT ROLL**

COUNCILLOR CULBERT: THAT Bylaw 03/18, A Bylaw to extend the time required for the completion of the assessment roll, be read a second time.

CARRIED UNANIMOUSLY

**146/2018 BYLAW NO. 03/18 – A BYLAW TO EXTEND THE TIME REQUIRED FOR THE COMPLETION OF THE ASSESSMENT ROLL**

COUNCILLOR PAUL: THAT Bylaw 03/18, A Bylaw to extend the time required for the completion of the assessment roll, be given three readings at this meeting.

CARRIED UNANIMOUSLY

**147/2018 BYLAW NO. 03/18 – A BYLAW TO EXTEND THE TIME REQUIRED FOR THE COMPLETION OF THE ASSESSMENT ROLL**

COUNCILLOR WILKE: THAT Bylaw 03/18, A Bylaw to extend the time required for the completion of the assessment roll, be read a third time and hereby adopted.

CARRIED UNANIMOUSLY

**148/2018 APPOINTMENT OF BOARD OF REVISION AND DEVELOPMENT APPEALS BOARD**

COUNCILLOR WILKE: THAT Council appoint GK Plus (G. Krismer and Associates) and its board members as the Board of Revision and Development Appeals board for the term of April 2018-December 31, 2018 and the members be appointed as follows:

- Clint Krismer – Chair
- Gord Krismer – Vice Chair
- Jeff Hutton
- Cam Duncan
- Brenda Lauf
- Kirby Bodnard
- Dave Lang; and

THAT Aileen Swenson be appointed as Secretary of the Board of Revision for 2018.

CARRIED

**149/2018 RECESS**

COUNCILLOR HUSUM: THAT this meeting recess at 8:56 p.m.

CARRIED UNANIMOUSLY

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**150/2018 RECONVENE**

REEVE POISSANT: THAT this meeting reconvene into regular session at 9:15 p.m.

CARRIED UNANIMOUSLY

**151/2018 COMMUNICATIONS**

COUNCILLOR HUSUM: THAT the following correspondence be accepted as information and filed:

1. Prairie Central District April 2018 E-News Update
2. April 9, 2018 SARM – 2018 SARM Fees

CARRIED UNANIMOUSLY

**152/2018 CLOSED SESSION**

COUNCILLOR HUSUM: THAT this meeting go into closed session at 9:34 p.m.

CARRIED UNANIMOUSLY

**153/2018 RECONVENE**

COUNCILLOR CULBERT: THAT this meeting reconvene into regular session at 9:55 p.m.

CARRIED UNANIMOUSLY

**154/2018 MEETING EXTENSION**

COUNCILLOR HUSUM: THAT this meeting be extended by 15 minutes to 10:15 p.m.

CARRIED UNANIMOUSLY

**155/2018 CLOSED SESSION**

COUNCILLOR HUSUM: THAT this meeting go into closed session at 9:55 p.m.

CARRIED UNANIMOUSLY

**156/2018 RECONVENE**

COUNCILLOR HUSUM: THAT this meeting reconvene into regular session at 10:16 p.m.

CARRIED UNANIMOUSLY

**157/2018 ADJOURNMENT**

COUNCILLOR PAUL: THAT this meeting be adjourned at 10:17 p.m.

CARRIED UNANIMOUSLY

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Reeve

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Administrator