

MINUTES OF THE REGULAR COUNCIL MEETING OF  
THE RURAL MUNICIPALITY OF SHERWOOD NO. 159 HELD IN COUNCIL CHAMBERS  
AT 4400 CAMPBELL STREET, REGINA, SASKATCHEWAN  
Wednesday, December 14, 2016

**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:** Tim Probe, Councillor Division 2 (*approved leave*)

**STAFF:** Ron McCullough, Chief Administrative Officer  
Erin Halliday, Director of Finance & Administration  
Rod Benroth, Director of Public Works & Infrastructure  
Garret Halbgewachs, Manager of Roadways  
Andrew Hickey, Manager of Utilities  
Adam Toth, Municipal Planner  
Christine Trithardt, Administrative Assistant

**ORDER:** Reeve Poissant called the meeting to order at 5:30 p.m.

**477/16** **AGENDA**

COUNCILLOR WILKE: THAT the agenda be adopted as amended.

Add 8.1.4 Ministry of Highways & Infrastructure

CARRIED UNANIMOUSLY

**DELEGATIONS**

Gavin Nash, Staff Sargent with White Butte RCMP provided an update on the White Butte RCMP to Council.

*Reeve Poissant declared a close family relation and personal conflict of interest as he is potentially involved as a witness in criminal proceedings respecting a member of Council and departed Council Chambers at 5:37 p.m.*

*Reeve Poissant passed the Chair to Deputy Reeve Husum at 5:37 p.m.*

*Deputy Reeve Husum assumed the Chair at 5:37pm*

**DELEGATIONS**

Nestor Mryglod with Super Seamless of Canada made a presentation to Council regarding Super Seamless of Canada and the Regina Bypass.

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**DELEGATIONS**

Kenda Eberle made a presentation to Council regarding the Final Report of the Inspection and Inquiry into the RM of Sherwood No. 159, the Lawyer fee repayment, the revisions of the OCP including the Regional Wastewater Treatment Plant and the Joint Planning District.

*Reeve Poissant entered Council Chambers at 6:04 p.m.*

*Deputy Reeve Husum passed the Chair to Reeve Poissant at 6:04 p.m.*

*Reeve Poissant assumed the Chair at 6:04 p.m.*

**478/16** **NOVEMBER 9, 2016 REGULAR COUNCIL MEETING MINUTES**

COUNCILLOR HUSUM: THAT the November 9, 2016 Regular Council Meeting minutes be adopted as presented.

CARRIED UNANIMOUSLY

**479/16** **NOVEMBER 21, 2016 SPECIAL COUNCIL MEETING MINUTES**

COUNCILLOR HUSUM: THAT the November 21, 2016 Special Council Meeting minutes be adopted as presented.

CARRIED UNANIMOUSLY

**480/16** **NOVEMBER BANK RECONCILIATION & BANK STATEMENTS**

COUNCILLOR WILKE: THAT the Bank Reconciliation and Bank Statements for the Month of November 2016, be accepted as presented.

CARRIED UNANIMOUSLY

**481/16** **STATEMENT OF FINANCIAL ACTIVITIES**

COUNCILLOR CULBERT: THAT the Statement of Financial Activities for the period ending November 30, 2016, attached to and forming a part of these minutes, be accepted as presented.

CARRIED UNANIMOUSLY

**482/16** **NOVEMBER 2016 LIST OF ACCOUNTS**

COUNCILLOR CULBERT: THAT cheque numbers 14315 to 14487 totalling \$1,596,664.96, as outlined in the List of Accounts, attached to and forming part of these minutes be accepted as information and filed; and

THAT Payroll and Electronic Funds Transfers totaling \$91,144.04 be ratified.

CARRIED UNANIMOUSLY

**483/16** **NOVEMBER 2016 PUBLIC WORKS REPORT**

COUNCILLOR HUSUM: THAT the Director of Public Works & Infrastructure November 2016 written report be accepted as information and filed.

CARRIED UNANIMOUSLY

**484/16** **INLAND DRIVE COST OVERAGE**

COUNCILLOR CULBERT: THAT Council request Administration review and advise Council on the details of the \$80,000 this project is over budget.

CARRIED UNANIMOUSLY

**485/16      EXISTING WELLS – SIP (SHERWOOD INDUSTRIAL PARK – WEST OF HIGHWAY 6)**

COUNCILLOR CRASSWELLER: THAT Administration update Water Bylaw 13/12 to reflect the necessary changes to ensure that all parcels of land who hook up to the water mains as it is installed in the street and that these parcels be given a discounted rate as proposed after they decommission their well.

CARRIED UNANIMOUSLY

**486/16      GRADER LEASING**

COUNCILLOR PAUL: THAT the R.M. of Sherwood No. 159 receive and file the Grader Leasing Report and defer it to the 2017 budget meetings.

CARRIED UNANIMOUSLY

**487/16      MINISTRY OF HIGHWAYS AND INFRASTRUCTURE**

COUNCILLOR CULBERT: THAT Council authorize and support the efforts of the Chief Administrative Officer and RM Staff, in their continued dialogue and collaboration, on the following topics:

- a. Development of service road networks related to the Regina Bypass that will support the needs of the RM of Sherwood and support future growth opportunities.
- b. Cost management and recovery of the resource and financial impact of the Regina Bypass during the current construction phase.
- c. Negotiation of the Memorandum of Understanding for cost contribution to the Regina Bypass interchanges located at Hill/Centre Avenue, as well as 9<sup>th</sup> Avenue North.
- d. Negotiation for the transfer of ownership from the Ministry of Highways to the RM of Sherwood No. 159, the service road located on the east side of Highway 6, from Inland Drive to the northern boundary of the City of Regina.
- e. Negotiation and implementation of improvements related to the Over Dimension Route south of the Trans Canada Highway through Division 2 and 3.

CARRIED UNANIMOUSLY

**488/16      HIGHWAY 6 AND HIGHWAY 39 CONCEPTUAL PLANNING STUDY**

COUNCILLOR CULBERT: THAT Council support the preferred twinning alignment on Highway 6 South in the RM of Sherwood, the preferred twinning alignment for this section being the establishment of the new set of lanes to the east of the existing lanes.

CARRIED UNANIMOUSLY

**489/16      TRANSGAS RIGHT OF WAY EASEMENT – NE 28-16-20-W2**

COUNCILLOR WILKE: THAT Council confirm that the RM of Sherwood No. 159 does not have an interest in acquisition of the Trans Gas easement(s) crossing NE 28-16-20-W2.

CARRIED UNANIMOUSLY

**490/16      RECESS**

COUNCILLOR WILKE: THAT this meeting recess at 7:08 p.m.

CARRIED UNANIMOUSLY

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**491/16      RECONVENE**

REEVE POISSANT: THAT this meeting reconvene into the regular session at 7:24 p.m.

CARRIED UNANIMOUSLY

**492/16      BYLAW NO. 9/16 – A BYLAW TO AMEND THE RURAL MUNICIPALITY OF SHERWOOD NO. 159 OFFICIAL COMMUNITY PLAN, BYLAW NO. 6/11**

COUNCILLOR HUSUM: THAT Bylaw No. 9/16 – A Bylaw to Amend the Rural Municipality of Sherwood No. 159 Official Community Plan, Bylaw No. 6/11, be read a first time.

CARRIED UNANIMOUSLY

**493/16      BYLAW NO. 13/16 – A BYLAW TO AMEND THE RURAL MUNICIPALITY OF SHERWOOD NO. 159 ZONING BYLAW, BYLAW NO. 7/11**

COUNCILLOR WILKE: THAT Bylaw No. 13/16 – A Bylaw to Amend the Rural Municipality of Sherwood No. 159 Zoning Bylaw, Bylaw No. 7/11, be read a first time.

CARRIED UNANIMOUSLY

**494/16      OCTASTAR CONCEPT PLAN, RE-DESIGNATION, AND REZONING FOR 120 LOT COUNTRY RESIDENTIAL SUBDIVISION**

COUNCILLOR WILKE:

- A. That Council require the following additional items to be identified in a report to Council prior to scheduling a public hearing:
- i. Ground water investigation and pump test confirming water supply and in principle location for water treatment plant.
  - ii. Completion and approval of downstream environmental assessment for sewage treatment plant.
  - iii. That the Living Sky Waste Water System is approved by the Water Security as it is mentioned to be used in the Concept Plan.
  - iv. Agreed strategy for road construction costs between the RM and applicant.
  - v. Confirmation from the Ministry of Highways on support and requirements for Highway upgrades.
  - vi. Conversations with the Sherwood Conservation and Development Area Authority and Water Security Agency to address their drainage concerns.
  - vii. In principle support from landowners potentially affected by backflow flood.
  - viii. An additional Official Community Plan Amendment Bylaw to Amend the new Official Community Plan (Bylaw 16/16) for first reading.
  - ix. Final Cost Benefit Analysis Report.
  - x. Public open house to be hosted by the applicant.

CARRIED UNANIMOUSLY

**495/16      BYLAW NO. 14/16 FOR THE ZONING BYLAW AMENDMENT TO SEPARATE AND CREATE TITLE FOR EXISTING COMMERCIAL BUSINESS**

COUNCILLOR WILKE: THAT Bylaw No. 14/16 – A Bylaw to Amend the Rural Municipality of Sherwood No. 159 Zoning Bylaw, Bylaw No. 7/11, be read a first time.

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**496/16      NEXT STEPS IN OFFICIAL COMMUNITY PLAN (BYLAW 16/16) PROCESS**

COUNCILLOR CRASSWELLER: THAT Council approve the schedule within this report as a timeline for the adoption of the Official Community Plan (Bylaw 16/16).

CARRIED UNANIMOUSLY

**497/16      CAO MONTHLY REPORT**

COUNCILLOR PAUL: THAT the Chief Administrative Officer's Monthly Report be accepted as information and filed.

CARRIED UNANIMOUSLY

**498/16      2017 BUDGET PROCESS**

COUNCILLOR PAUL: THAT Council approve the 2017 budget process being:

- a. January 3 – 5, 2017, 5:00pm to 9:00pm – Council Budget Deliberations
- b. January 11, 2017 – Regular Council Meeting – 2017 Budget Approval

CARRIED UNANIMOUSLY

**499/16      2016 ANNUAL AUDIT**

COUNCILLOR PAUL: THAT Council approve the Engagement Letter with Dudley & Company LLP for the 2016 Annual Audit.

CARRIED UNANIMOUSLY

**500/16      FEDERATION OF CANADIAN MUNICIPALITIES**

COUNCILLOR WILKE: THAT Reeve Jeff Poissant and Ron McCullough, Chief Administrative Officer be appointed as Community Leaders for the Canada 150.

CARRIED UNANIMOUSLY

**501/16      CUETS CORPORATE RESOLUTION**

COUNCILLOR CULBERT: THAT Council approve the following CUETS Corporate Resolution:

**WHEREAS** it is in the interest of the Corporation to enter into arrangements for the provision of a borrowing relationship with The Toronto-Dominion Bank, operating a division as CUETS Financial ("**CUETS Financial**") and, if required, to provide security and agreements therefore;

**BE IT RESOLVED THAT:**

1. The Corporation is authorized to:
  - (a) open, maintain and operate one or more credit card accounts with CUETS Financial and to do all things in relation thereto;
  - (b) enter into credit agreements from time to time with CUETS Financial using CUETS Financial's standard forms and to borrow money from CUETS Financial pursuant to the credit facilities described in such agreements; and
  - (c) enter into further arrangements for the provision of other financial services with CUETS Financial.
2. The Corporation is authorized and directed to create, execute and deliver in favour of CUETS Financial;
  - (a) CUETS Financial's standard documentation for the opening and operation of one or more credit card accounts;

**Resolution No. 501/16 continued**

- (b) The credit agreements referred to above and any additional agreements described in such credit agreements; and
  - (c) Such further instruments and agreements as may be reasonably required to carry out the agreements described herein; and by doing so, to bind the Corporation and create the security set out in such agreements.
3. Any one individual listed below as an **"Account Administrator"** is authorized for and on behalf of the Corporation from time to time to:
- (a) execute and deliver all of the documents and instruments described in paragraph 2 above;
  - (b) execute and deliver any other documents and instruments that may be reasonably required from time to time to carry out the transactions contemplated by this Resolution, subject to such amendments as the Account Administrator may approve, such approval to be conclusively evidenced by the execution of the said documents or instruments;
  - (c) give CUETS Financial instructions and perform transactions on behalf of the Corporation in connection with the ongoing operation of the credit card account(s), credit facilities and/or other financial services contemplated by this Resolution;
  - (d) authorize any person or persons (each, an **"Authorized User"**) to access, from time to time, credit available under the credit card account(s) established by CUETS Financial for the Corporation;
  - (e) establish and, from time to time, change the amount of credit that each individual Authorized User may access under the credit card account(s) established by CUETS Financial for the Corporation; and
  - (f) settle the Corporation's credit card account(s) with CUETS Financial and receive from CUETS Financial, and provide receipt of, statements and any other items or correspondence from and to CUETS Financial in connection with the Corporation's credit card account(s).
4. CUETS Financial is entitled to rely on such documents, instruments, instructions and transactions as duly and validly authorized and binding on the Corporation. CUETS Financial does not need to make any further inquiry into the authority of any Account Administrator to bind the Corporation.
5. CUETS Financial be provided with a copy of this Resolution together with a certified list of the names of the current officers and directors of the Corporation and, from time to time, be provided with any changes to such list.

CARRIED UNANIMOUSLY

**502/16      2017 EXCESS LIABILITY INSURANCE**

COUNCILLOR PAUL: THAT SARM make a presentation to Council to discuss coverage and cost at the January 11<sup>th</sup>, 2017 Council Meeting.

CARRIED UNANIMOUSLY

**503/16      RECESS**

COUNCILLOR CULBERT: THAT this meeting recess at 8:09 p.m.

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**504/16      RECONVENE**

REEVE POISSANT: THAT this meeting reconvene into the regular session at 8:19 p.m.

CARRIED UNANIMOUSLY

**505/16      TRANSFER FROM OFFSITE RESERVE**

COUNCILLOR WILKE: THAT offsite servicing fees for water totaling \$162,110.09 be transferred from the account for designated offsite fees to the general operating account of the RM of Sherwood No. 159 to fund capital costs incurred to date related to the provision of water.

CARRIED UNANIMOUSLY

**506/16      2017 INTERIM BUDGET**

COUNCILLOR WILKE: THAT the RM of Sherwood No. 159 adopt the following interim budget for the year 2017 until the annual Operating and Capital Budgets are adopted:

|                         |                       |
|-------------------------|-----------------------|
| Environmental Health    | \$15,500.00           |
| General Government      | \$880,525.00          |
| Health & Welfare        | \$1,000.00            |
| Planning & Development  | \$391,550.00          |
| Protective Services     | \$120,400.00          |
| Recreation & Culture    | \$7,500.00            |
| Transportation Services | \$1,662,996.00        |
| Utilities               | \$426,300.00          |
| Bylaw Enforcement       | \$25,000.00           |
| <b>Total</b>            | <b>\$3,530,771.00</b> |

CARRIED UNANIMOUSLY

**507/16      TRANSFER FROM OFFSITE RESERVE – SIP WATER**

COUNCILLOR CULBERT: THAT offsite servicing fees for water totaling \$580,322.80 and \$622,928.00 from sewer be transferred from the account for designated offsite fees to the general operating account of the RM of Sherwood No. 159 to fund the purchase of the 10 acre parcel of land for the Water Treatment Plant.

CARRIED UNANIMOUSLY

**508/16      BYLAW NO. 12/16 – A BYLAW TO PROVIDE FOR INCURRING A DEBT**

COUNCILLOR CULBERT: THAT Bylaw No. 12/16 – A Bylaw to Provide for Incurring a Debt, be read a first time.

CARRIED UNANIMOUSLY

**509/16      COMMUNICATIONS**

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

1. November 15, 2016 – SARM re: Nominations for the 2017 Lieutenant Governor's Award
2. White Butte Regional Planning Committee Council Update – November 2016
3. White Butte RCMP Stats – November 2016

CARRIED UNANIMOUSLY

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**510/16**      **CLOSED SESSION**

COUNCILLOR HUSUM: THAT this meeting go into closed session at 9:20 p.m.

CARRIED UNANIMOUSLY

**511/16**      **RECONVENE**

COUNCILLOR CULBERT: THAT this meeting reconvene into regular session at 9:59 p.m.

CARRIED UNANIMOUSLY

**512/16**      **ADJOURNMENT**

COUNCILLOR HUSUM: THAT this meeting be adjourned at 10:00 p.m.

CARRIED UNANIMOUSLY

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Reeve

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Administrator