

MINUTES OF THE REGULAR COUNCIL MEETING OF
THE RURAL MUNICIPALITY OF SHERWOOD NO. 159 HELD IN COUNCIL CHAMBERS
AT 1840 CORNWALL STREET, REGINA, SASKATCHEWAN
Monday, January 08, 2014

PRESENT: Kevin Eberle, Reeve
Joe Repetski, Councillor Division 1
Tim Probe, Councillor Division 2
Corey Wilton, Councillor Division 4
Barry Jijian, Councillor Division 6

ABSENT: Dale Heenan, Councillor Division 3
Vacant, Councillor Division 5

STAFF: Rachel Kunz, Chief Administrative Officer
Rod Benroth, Public Works Manager
Adam Toth, Municipal Planner
Jessica Heisler, Assistant Municipal Clerk

ORDER: Reeve Kevin Eberle called the meeting to order at 5:32 p.m.

Councillor Corey Wilton entered Council Chambers at 5:33 p.m.

AGENDA

COUNCILLOR JIJIAN: THAT the agenda be adopted as presented.

AMENDMENT

COUNCILLOR PROBE: THAT the agenda be amended by moving G. 9. to In Camera.

CARRIED UNANIMOUSLY

001/14 AGENDA

COUNCILLOR PROBE: THAT the agenda be adopted with the following amendment:

Move G. 9. to In Camera

CARRIED UNANIMOUSLY

002/14 RECESS

COUNCILLOR PROBE: THAT this meeting recess at 5:34 p.m.

CARRIED UNANIMOUSLY

003/14 RECONVENE

COUNCILLOR REPETSKI: THAT this meeting reconvene at 5:42 p.m.

CARRIED UNANIMOUSLY

004/14 DECEMBER 11, 2013 REGULAR COUNCIL MEETING MINUTES

COUNCILLOR JIJIAN: THAT the minutes of the December 11, 2013 Regular Meeting of Council be adopted as presented.

CARRIED UNANIMOUSLY

005/14 DECEMBER 20, 2013 SPECIAL COUNCIL MEETING MINUTES

COUNCILLOR WILTON: THAT the minutes of the December 20, 2013 Special Council Meeting be adopted as presented.

CARRIED UNANIMOUSLY

006/14 BANK RECONCILIATION

COUNCILLOR PROBE: THAT the Bank Reconciliation for the Month of December 2013, attached to and forming a part of these minutes, be accepted as presented.

CARRIED UNANIMOUSLY

007/14 STATEMENT OF FINANCIAL ACTIVITIES

COUNCILLOR PROBE: THAT the Statement of Financial Activities for the period ending December 31, 2013, attached and forming a part of these minutes, be accepted as presented.

CARRIED UNANIMOUSLY

008/14 BANK STATEMENT

COUNCILLOR WILTON: THAT the Bank Statement for the period ending December 31, 2013, be accepted as presented.

CARRIED UNANIMOUSLY

009/14 BUDGETARY CONTROL REPORT

COUNCILLOR PROBE: THAT the Budgetary Control Report for the period ending December 31, 2013, be accepted as presented.

CARRIED UNANIMOUSLY

010/14 ACCOUNTS FOR APPROVAL

COUNCILLOR REPETSKI: THAT cheque numbers 10533 to 10632 totaling \$489,210.75, as outlined in the List of Accounts for Approval, attached to and forming part of these minutes, be approved for payment; and,

THAT Payroll and Electronic Fund Transfers totaling \$65,536.30, be ratified.

CARRIED UNANIMOUSLY

011/14 MOOSE JAW-REGINA INDUSTRIAL CORRIDOR

COUNCILLOR PROBE: THAT Councillor Dale Heenan submit a report to Council regarding the benefit of the Rural Municipality of Sherwood No. 159 being a partner in the Moose Jaw-Regina Industrial Corridor.

CARRIED UNANIMOUSLY

**012/14 2014 SARM CONVENTION RESOLUTION SUBMISSION RE:
OVER-DIMENSIONAL ROUTES**

COUNCILLOR PROBE: THAT the Rural Municipality of Sherwood No. 159 submit a Resolution at the 2014 SARM Convention regarding the provincial funding of over-dimensional routes.

CARRIED UNANIMOUSLY

013/14 OVER-DIMENSIONAL ROUTE MAINTENANCE & FUNDING

COUNCILLOR PROBE: WHEREAS the majority of traffic utilizing over-dimensional routes in the R. M. is not from R. M. ratepayers;

BE IT RESOLVED THAT the Rural Municipality of Sherwood No. 159 contact the Ministry of Highways & Infrastructure to establish a funding and maintenance agreement for over-dimensional routes located within the R. M.

CARRIED UNANIMOUSLY

014/14 NEW MUNICIPAL BUILDING – BUILDING LOCATION ON LOT

COUNCILLOR WILTON: THAT Council and the Manager of Public Works review the building location on the new municipal office lot; and,

THAT the final proposed building location be presented to Council prior to construction.

CARRIED UNANIMOUSLY

015/14 SPECIAL TAX - WELLINGS SUBDIVISION

COUNCILLOR WILTON: WHEREAS the Rural Municipality of Sherwood No. 159 is considering implementing a Special Tax for the paving of Wellings Subdivision;

BE IT RESOLVED THAT prior to awarding the tender, the Rural Municipality of Sherwood No. 159 invite by registered mail, those ratepayers affected by the project to an open house meeting with the R. M. Council, staff and MPE Engineering Ltd.; and,

THAT the invitation to ratepayers ask for written comments on the paving project and clearly indicate that non-responses will be considered by Council as favorable to the project.

CARRIED UNANIMOUSLY

016/14 WATER RATE NOTIFICATION

COUNCILLOR WILTON: THAT the Manager of Public Works send written notices to Sherwood Industrial Park (SIP) customers and stakeholders prior to any utility rate increase informing them of the reasons for an increase; and,

THAT a copy of the notice be given to Council for consideration in advance of the notices being sent.

CARRIED UNANIMOUSLY

017/14 JANUARY 2014 PUBLIC WORKS REPORT

COUNCILLOR JIJIAN: THAT the Manager of Public Works January 2014 written report be accepted as information and filed.

CARRIED UNANIMOUSLY

018/14 SNOW REMOVAL AGREEMENTS

COUNCILLOR REPETSKI: THAT the amended Service Agreement with the Global Transportation Hub Authority dated October 30, 2013 and the Road Maintenance Services Agreement with the City of Regina dated December 31, 2013, attached to and forming part of these minutes, be hereby ratified.

CARRIED UNANIMOUSLY

019/14 DEVELOPMENT STANDARDS MANUAL

COUNCILLOR PROBE: THAT the Development Standards Manual Request for Proposal be awarded to Walker Projects Ltd. in the amount of \$14,305.00 as quoted.

CARRIED UNANIMOUSLY

020/14 SUBDIVISION APPLICATION NO. 13/021

COUNCILLOR PROBE: THAT the Rural Municipality of Sherwood No. 159 request additional time to review Subdivision Application No. 13-021 (Community Planning Number R1277-13R) on SE 22-18-21-W2 due to unresolved issues; and,

THAT the Planning & Development Department advise the applicant of their options respecting compliance with the Zoning Bylaw.

CARRIED UNANIMOUSLY

021/14 UPDATE ON PREVIOUS SARM RESOLUTIONS

COUNCILLOR PROBE: THAT the Chief Administrative Officer provide an update to Council regarding the status of Resolutions that have been submitted at previous SARM Conventions by the Rural Municipality of Sherwood No. 159.

CARRIED UNANIMOUSLY

022/14 DECEMBER 2013 LIST OF ACTIONS TAKEN

COUNCILLOR PROBE: THAT the Chief Administrative Officer's updated List of Actions Taken for December 2013, be accepted as information and filed.

CARRIED UNANIMOUSLY

023/14 2013 COUNCIL ATTENDANCE REPORT

COUNCILLOR REPETSKI: THAT the 2013 Council Attendance Report be accepted as information and filed.

CARRIED UNANIMOUSLY

024/14 COUNCIL REMUNERATION POLICY

COUNCILLOR REPETSKI: THAT resolution 93/13 be hereby rescinded; and,

THAT the updated Rural Municipality of Sherwood No. 159 Council Remuneration Policy, attached to and forming a part of these minutes, be adopted; and,

FURTHERMORE THAT Council remuneration be paid according to the attached Remuneration Policy starting with the January 2014 Council remuneration payments.

CARRIED UNANIMOUSLY

025/14 APPOINTMENT OF AUDITOR & ENGAGEMENT LETTER

COUNCILLOR WILTON: THAT the Rural Municipality of Sherwood No. 159 appoint Dudley & Co. as Municipal Auditor for the purpose of auditing the fiscal year ending December 31, 2013; and,

Resolution No. 025/14 continued;

THAT the Letter of Engagement From Dudley and Co., attached to and forming part of these minutes, be ratified.

CARRIED UNANIMOUSLY

026/14 APPOINTMENT OF BOARD OF REVISION

COUNCILLOR WILTON: THAT the Rural Municipality of Sherwood No. 159 appoint G. Krismer and Associates as the Board of Revision for 2014; and,

THAT the following be appointed as members and secretary respectively: Clinton Krismer, Gord Krismer, Brian Lynch, Reg Skinner, Don Van Beselaere, Cory Halverson and Christina Krismer as Secretary.

CARRIED UNANIMOUSLY

027/14 APPOINTMENT OF DEVELOPMENT APPEALS BOARD

COUNCILLOR JIJIAN: THAT the Rural Municipality of Sherwood No. 159 re-appoint the Development Appeals Board for 2014-2015 as previously appointed on March 14, 2012 for the years 2012 and 2013, namely:

- Gord Krismer;
- Reg Skinner;
- Brian Lynch; and,

THAT Christina Krismer be re-appointed as the Secretary of the Development Appeals Board for the years 2014-2015 to perform the duties in accordance with The Planning and Development Act, 2007.

CARRIED UNANIMOUSLY

028/14 APPOINTMENT OF DEVELOPMENT OFFICER – BYLAW NO. 07/11

COUNCILLOR REPETSKI: THAT the Chief Administrative Officer be appointed Development Officer for the purpose of administering Bylaw No. 07/11 (Section 2.1).

CARRIED UNANIMOUSLY

029/14 APPOINTMENT OF WEED INSPECTOR

COUNCILLOR WILTON: THAT Garret Halbgewachs, Assistant Manager of Public Works, be appointed as Weed Inspector for the year 2014 in accordance to section 6(2) of The Weed Control Act; and,

THAT the Director of the Crops Branch be notified of the appointment in accordance to section 7(1) of The Weed Control Act.

CARRIED UNANIMOUSLY

030/14 APPOINTMENT OF PEST CONTROL OFFICER

COUNCILLOR WILTON: THAT Jim King be appointed as the Rural Municipality of Sherwood No. 159 Pest Control Officer for the year 2014 in accordance to section 13 of The Pest Control Act; and,

THAT the Pest Control Officer be paid \$45 per call in 2014; and,

Resolution No. 030/14 continued;

THAT the Minister of Agriculture be notified of the appointment in accordance to section 14 of The Pest Control Act.

CARRIED UNANIMOUSLY

031/14 APPOINTMENT OF MUNICIPAL ASSESSOR

COUNCILLOR JIJIAN: THAT Resolution No. 32/13 be hereby rescinded; and,

THAT the Rural Municipality of Sherwood No. 159 appoint Erin Halliday, Municipal Clerk, as the Municipal Assessor for the municipality.

CARRIED UNANIMOUSLY

032/14 APPOINTMENTS TO THE SHERWOOD-REGINA REGIONAL DEVELOPMENT COMMITTEE

COUNCILLOR WILTON: THAT Tim Probe and Barry Jijian be appointed as Council representatives to the Sherwood-Regina Regional Development Committee (SRRDC); and,

THAT Joe Repetski be appointed as an alternate representative to the SRRDC.

CARRIED UNANIMOUSLY

033/14 2014 FIDELITY BOND

COUNCILLOR REPETSKI: THAT in accordance with Section 113 of The Municipalities Act, the Rural Municipality of Sherwood No. 159 renew the Saskatchewan Association of Rural Municipalities (SARM) Fidelity Bond for 2014 at a coverage rate of \$100,000 for an annual premium of \$180.00.

CARRIED UNANIMOUSLY

034/14 2014 EXCESS LIABILITY INSURANCE

COUNCILLOR REPETSKI: THAT the Rural Municipality of Sherwood No. 159 purchase \$5,000,000.00 in excess liability insurance in 2014 for an annual premium of \$1,797.00.

CARRIED UNANIMOUSLY

035/14 2014 SARM ANNUAL CONVENTION

COUNCILLOR JIJIAN: THAT the Chief Administrative Officer, the Municipal Clerk, the Manager of Public Works, and any Member of Council that so wishes, attend the Saskatchewan Association of Rural Municipalities (SARM) 2014 Annual Convention in Regina, SK from March 10 to 13, 2014; and,

THAT Reeve Kevin Eberle and Councillor Joe Repetski be appointed Voting Delegates at the Saskatchewan Association of Rural Municipalities (SARM) 2014 Annual Convention.

CARRIED UNANIMOUSLY

036/14 2014 SAMA ANNUAL MEETING

COUNCILLOR JIJIAN: THAT the Chief Administrative Officer and the Municipal Clerk attend the Saskatchewan Assessment Management

Resolution No. 036/14 continued;

Agency (SAMA) 2014 Annual Meeting in Saskatoon on April 16, 2014 whereby the R. M.'s position regarding property assessment issues be corresponded to the association; and,

THAT the Rural Municipality of Sherwood No. 159 appoint Joe Repetski as the Voting Delegate at the 2014 Saskatchewan Assessment Management Agency (SAMA) Annual Meeting.

CARRIED UNANIMOUSLY

037/14 2014 RMAA CONVENTION

COUNCILLOR WILTON: THAT the Chief Administrative Officer, the Municipal Clerk and the Assistant Municipal Clerk attend the Rural Municipal Administrators' Association (RMAA) 2014 Annual Convention in Regina, SK From May 12 to 15, 2014.

CARRIED UNANIMOUSLY

038/14 2014 WCB CERTIFICATE OF ACHIEVEMENT

COUNCILLOR REPETSKI: THAT the 2014 Workers Compensation Board (WCB) Certificate of Achievement and the Workers Compensation Board (WCB) 2014 Premium Rate Notice be accepted as information and filed; and,

THAT Council's appreciation be expressed to staff for their commitment to maintaining a safe working environment and continuing to exercise safe working practices.

CARRIED UNANIMOUSLY

039/14 REGINA DISTRICT ASSOCIATION OF RURAL MUNICIPALITIES MEMBERSHIP

COUNCILLOR WILTON: THAT the Rural Municipality of Sherwood No. 159 purchase a membership with the Regina District Association of Rural Municipalities for the 2014 year.

CARRIED UNANIMOUSLY

040/14 REGINA HUMANE SOCIETY 2014 ANNUAL AGREEMENT FOR IMPOUNDMENT

COUNCILLOR REPETSKI: THAT the Regina Humane Society 2014 Annual Agreement for impoundment attached to and forming parts of these minutes, be ratified.

CARRIED UNANIMOUSLY

041/14 HUDSON BAY ROUTE ASSOCIATION

COUNCILLOR PROBE: THAT the Rural Municipality of Sherwood No. 159 renew its membership with the Hudson Bay Route Association for the 2014 year at the fee of \$300.

CARRIED UNANIMOUSLY

042/14 CORPORATE MEDIA RELATIONS POLICY

COUNCILLOR JIJIAN: THAT resolution 330/01 be rescinded; and,

Resolution No. 042/14 continued;

THAT the Corporate Media Relations Policy dated December 2013 be hereby adopted as the official Media Policy for the Rural Municipality of Sherwood No. 159.

CARRIED UNANIMOUSLY

043/14 MEDIA RELATIONS TRAINING

COUNCILLOR JIJIAN: THAT media relations training be provided by Redworks Communications to Members of Council and required staff at the Chief Administrative Officer's discretion.

CARRIED UNANIMOUSLY

044/14 INLAND DRIVE DAILY CLOSURE – CN RAIL

COUNCILLOR REPETSKI: THAT the request by CN Rail for a letter of non-objection to a proposed exemption From CRORule 103(d) at the crossing of Inland Drive, Mile 88.35 Qu'Appelle Subdivision, be denied.

CARRIED UNANIMOUSLY

Councillor Tim Probe left Council Chambers at 6:41 p.m.

045/14 MEDIATION REMUNERATION

COUNCILLOR JIJIAN: THAT Councillor Tim Probe be paid retroactively for the meetings that he attended during the mediation process with the City of Regina at a rate of \$150 per meeting.

CARRIED UNANIMOUSLY

Councilor Tim Probe entered Council Chambers at 6:41 p.m.

046/14 UPCOMING MLDP SESSIONS

COUNCILLOR REPETSKI: THAT the Chief Administrative Officer send a list of upcoming Municipal Leadership Development Program (MLDP) sessions to all Members of Council.

CARRIED UNANIMOUSLY

047/14 CORRESPONDENCE

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

- December 11, 2013 - Village of Grand Coulee
- December 20, 2013 - SaskWater - Certified Operations & Maintenance Monthly Fee Increase
- November 19, 2013 - Teamsters Canada
- November 20, 2013 - Spectra Energy
- November 29, 2013 – TransCanada
- November 29, 2013 - Saskatchewan 4-H
- December 1, 2013 – Enbridge
- December 4, 2013 - R.C.M.P. Report
- Agriculture & Agrifood Canada - 2014 Agroclimate Impact Reporting
- December 11, 2013 - S.A.R.M. - Municipal Revenue Sharing Update

CARRIED UNANIMOUSLY

048/14 RECESS

COUNCILLOR PROBE: THAT this meeting recess at 6:45 p.m.
CARRIED UNANIMOUSLY

049/14 RECONVENE

COUNCILLOR JIJIAN: THAT this meeting reconvene at 7:07 p.m.
CARRIED UNANIMOUSLY

050/14 SASKATCHEWAN 4-H CORRESPONDENCE

COUNCILLOR REPETSKI: THAT the Chief Administrative Officer
research how the provincial recreation grant may be utilized by
Saskatchewan 4-H.
CARRIED UNANIMOUSLY

**051/14 BYLAW NO.30/13 – A BYLAW TO AMEND THE RURAL
MUNICIPALITY OF SHERWOOD NO. 159 OFFICIAL COMMUNITY
PLAN BYLAW NO. 06/11**

COUNCILLOR JIJIAN: THAT Bylaw No. 30/13, a bylaw to amend the
Rural Municipality of Sherwood No. 159 Official Community Plan Bylaw
No. 06/11, be read a second time.
CARRIED UNANIMOUSLY

**052/14 BYLAW NO.30/13 – A BYLAW TO AMEND THE RURAL
MUNICIPALITY OF SHERWOOD NO. 159 OFFICIAL COMMUNITY
PLAN BYLAW NO. 06/11**

COUNCILLOR WILTON: THAT Bylaw No. 30/13, a bylaw to amend the
Rural Municipality of Sherwood No. 159 Official Community Plan Bylaw
No. 06/11, be read a third time and hereby adopted.
CARRIED UNANIMOUSLY

053/14 R. M. TRUCK REPAIR COSTS

COUNCILLOR PROBE: THAT the Manager of Public Works bring forth a
report reviewing the current expenses incurred for the repair of older
R. M. Trucks in comparison to the cost of leasing new trucks.
CARRIED UNANIMOUSLY

054/14 IN CAMERA

COUNCILLOR JIJIAN: THAT this meeting go into In Camera session at
7:16 p.m.
CARRIED UNANIMOUSLY

055/14 RECONVENE

COUNCILLOR JIJIAN: THAT this meeting reconvene into regular
session at 9:20 p.m.
CARRIED UNANIMOUSLY

056/14 ENGINEERING REVIEWS FOR 2014 DEVELOPMENTS

COUNCILLOR PROBE: THAT proposed storm management plans and
drainage plans be contracted out to a consultant firm chosen by the
Chief Administrative Officer for evaluation; and,

MINUTES OF THE REGULAR COUNCIL MEETING OF
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Resolution No. 056/14 continued;

THAT at the discretion of the Chief Administrative Officer, subdivision plans and site grading plans be submitted to a consultant firm chosen by the Chief Administrative Officer for evaluation.

CARRIED UNANIMOUSLY

057/14 ADJOURNMENT

COUNCILLOR JIJIAN: THAT this meeting be adjourned at 9:22 p.m.

CARRIED UNANIMOUSLY

Reeve

Administrator