

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, January 11, 2017

**PRESENT:** Jeffrey Poissant, Reeve  
Brad Crassweller, Councillor Division 1  
John Wilke, Councillor Division 3 (*via telephone*)  
Carl A. Husum, Councillor Division 4  
Grant Paul, Councillor Division 6

**ABSENT:** Tim Probe, Councillor Division 2 (*approved leave*)  
Rod Culbert, Councillor Division 5  
Rod Benroth, Acting Chief Administrative Officer

**STAFF:** Erin Halliday, Director of Finance & Administration  
Garret Halbgewachs, Manager of Roadways  
Adam Toth, Municipal Planner  
Susan Stevenson, Administrative Assistant  
Christine Trithardt, Administrative Assistant

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

*Councillor John Wilke connected via telephone at 5:30 p.m.*

**015/17** **AGENDA**

COUNCILLOR HUSUM: THAT the agenda be adopted as amended.

Move 8.3.1 Appointment of Interim Chief Administration Officer (CAO) to 12.3  
in Closed Session

Move 8.3.21 Selection of Recruitment Firm to 12.4 in Closed Session

Add 12.5 Legal Fees in Closed Session

CARRIED UNANIMOUSLY

**016/17** **PUBLIC HEARING**

Reeve Poissant declared the Public Hearing open for Bylaw No. 14/16 – A  
Bylaw to Amend the Rural Municipality of Sherwood Zoning Bylaw, Bylaw No.  
7/11 at 5:31 p.m.

Adam Toth provided an overview of Bylaw No. 14/16 – A Bylaw to Amend the  
Rural Municipality of Sherwood Zoning Bylaw, Bylaw No. 7/11.

Reeve Poissant asked three times if anyone present would like to make a  
written or verbal submission for the Bylaw in question.

There were no written submissions received.

There were no verbal presentations made.

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**Resolution 016/17 cont'd**

Reeve Poissant declared that the Public Hearing close for Bylaw No. 14/16 – A Bylaw to Amend the Rural Municipality of Sherwood Zoning Bylaw, Bylaw No. 7/11 at 5:33 p.m.

Councillor Husum that this Public Hearing adjourn at 5:33 p.m.

CARRIED UNANIMOUSLY

**017/17** **BYLAW NO. 14/16 – A BYLAW TO AMEND THE RURAL MUNICIPALITY OF SHERWOOD ZONING BYLAW, BYLAW NO. 7/11**

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

CARRIED UNANIMOUSLY

**018/17** **BYLAW NO. 14/16 – A BYLAW TO AMEND THE RURAL MUNICIPALITY OF SHERWOOD ZONING BYLAW, BYLAW NO. 7/11**

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

CARRIED UNANIMOUSLY

**DELEGATIONS**

David Paslawski, President and Zenon Lysak, General Manager of ASL Paving Ltd. made a presentation to Council with a proposed memorandum of understanding regarding the compensation for ASL's investment of paving of Curtis Drive from Pasqua Street to the railroad tracks.

**019/17** **DECEMBER 14, 2016 REGULAR COUNCIL MEETING MINUTES**

COUNCILLOR HUSUM: THAT the December 14, 2016 Regular Council Meeting minutes be adopted as presented.

CARRIED UNANIMOUSLY

**020/17** **DECEMBER 15, 2016 SPECIAL COUNCIL MEETING MINUTES**

COUNCILLOR HUSUM: THAT the December 15, 2016 Special Council Meeting minutes be adopted as presented.

CARRIED UNANIMOUSLY

**021/17** **DECEMBER 23, 2016 SPECIAL COUNCIL MEETING MINUTES**

COUNCILLOR WILKE: THAT the December 23, 2016 Special Council Meeting minutes be adopted as presented.

CARRIED UNANIMOUSLY

**022/17** **JANUARY 3, 2017 SPECIAL COUNCIL MEETING MINUTES**

COUNCILLOR PAUL: THAT the January 3, 2017 Special Council Meeting minutes be adopted as presented.

CARRIED UNANIMOUSLY

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**023/17      JANUARY 4, 2017 SPECIAL COUNCIL MEETING MINUTES**

COUNCILLOR CRASSWELLER: THAT the January 4, 2017 Special Council Meeting minutes be adopted as presented.

CARRIED UNANIMOUSLY

**024/17      DECEMBER BANK RECONCILIATION & BANK STATEMENTS**

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

CARRIED UNANIMOUSLY

**025/17      STATEMENT OF FINANCIAL ACTIVITIES**

COUNCILLOR PAUL: THAT the Statement of Financial Activities for the period ending December 31, 2016, attached to and forming a part of these minutes, be accepted as presented.

CARRIED UNANIMOUSLY

**026/17      DECEMBER 2016 LIST OF ACCOUNTS**

COUNCILLOR HUSUM: THAT cheque numbers 14488 to 14613 totalling \$2,529,330.73, 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 \$149,732.07 be ratified.

CARRIED UNANIMOUSLY

**027/17      DECEMBER 2016 PUBLIC WORKS REPORT**

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

CARRIED UNANIMOUSLY

**028/17      SHERWOOD INDUSTRIAL PARK POTABLE WATER TREATMENT PLANT AND MAIN EXPANSION**

COUNCILLOR HUSUM: It is resolved that the Council of the RM of Sherwood support the application for a PTIC and/or CWWF grant for the Sherwood Industrial Park WTP and Main Extension infrastructure, and Council agrees to meet legislated standards, to meet the terms and conditions of the relevant PTIC and/or CWWF program, to conduct an open tendering process, to manage the construction of the project, to fund the municipal share of the construction cost, to fund ongoing operation and maintenance costs, and to follow any mitigation measures as required by the Canadian Environmental Assessment Act and The Environmental Assessment Act (Saskatchewan).

CARRIED UNANIMOUSLY

**029/17      SHERWOOD INDUSTRIAL PARK WASTEWATER TREATMENT PLANT  
AND COLLECTION FACILITY**

COUNCILLOR CRASSWELLER: It is resolved that the Council of the RM of Sherwood support the application for a PTIC and/or CWWF grant for the Sherwood Industrial Park Wastewater Treatment Plan and Collection Facility infrastructure, and Council agrees to meet legislated standards, to meet the terms and conditions of the relevant PTIC and/or CWWF program, to conduct an open tendering process, to manage the construction of the project, to fund the municipal share of the construction cost, to fund ongoing operation and maintenance costs, and to follow any mitigation measures as required by the Canadian Environmental Assessment Act and The Environmental Assessment Act (Saskatchewan).

CARRIED UNANIMOUSLY

*Councillor Wilke disconnected at 5:49 p.m.*

**030/17      APPOINTMENT OF DEVELOPMENT APPEAL BOARD**

COUNCILLOR HUSUM: THAT the Rural Municipality of Sherwood No. 159 appoint the following members to the Development Appeals Board to provide continuity for 2017-2018, namely:

- Clint Krismer (Chairman);
- Gord Krismer (Vice Chair);
- Reg Skinner;
- Brian Lynch;
- Don Van Beselaere;
- Jeff Hutton;
- Charmain Luscombe; and,

THAT Christina Krismer be re-appointed as the Secretary of the Development Appeals Board for the years 2017-2018 to perform the duties in accordance with the Planning and Development Act, 2007.

CARRIED UNANIMOUSLY

*Councillor Wilke connected via telephone at 5:50 p.m.*

**031/17      DISCRETIONARY USE APPLICATION DPA 16-048: PROPOSED  
ASPHALT PLANT AT NW 21-16-20-W2 EXT 1**

COUNCILLOR HUSUM: That Council approves the development permit application DPA 16-048 for a temporary asphalt plant to be located at NW 21-16-20-W2 Ext 1 and direct the Development Officer to issue a development permit with the following conditions:

1. The proponent must negotiate acceptance of the asphalt plant with the farm yard residents at SW 21-16-20-W2 and provide written copies to the RM and the Ministry of Environment prior to occupancy and use of the plant.
2. That the City of Regina consents to the location of the proposed asphalt plant as it is within the 4.8 kilometre isolation distance from the City limit.
3. The asphalt plant is to be developed in accordance with the attached site plan.
4. All utilities shall be contacted to ensure that facilities are not affected prior to development and construction. Applicants are required to

**Resolution 031/17 cont'd**

contact SK 1st Call if they are planning to excavate or dig: 1-888-828-4888 or [www.sask1stcall.com](http://www.sask1stcall.com)

5. The asphalt plant shall conform to the "Environmental Guideline for Saskatchewan Asphalt Plants"
6. The proponent is to consult with the Ministry of Environment to determine approvals and to provide copies to the development officer prior to occupancy and use of the plant.
7. That the plant operates from 7 am – 7 pm daily as stated in the application.
8. The approval of this asphalt plant is only for the period of construction of the Regina Bypass project and is not to be used for projects unrelated to the Regina Bypass.

CARRIED UNANIMOUSLY

**032/17      DISCRETIONARY USE APPLICATION DPA 16-046: PROPOSED TRUCK TERMINAL AT NE 7-18-19-W2**

COUNCILLOR CRASSWELLER: That Council approves the development permit application DPA 16-046 and directs the Development Officer to issue a development permit with the following conditions:

1. The Truck Terminal is developed according to the attached site plan once grades are acceptable by R.M. Administration. Upon completion "As built" drawings must be provided to the R.M. of Sherwood to ensure conformity to the Site Levelling and Drainage Plan.
2. The applicant must apply for permits to construct new approach and to modify existing approach.
3. All utilities must be contacted to ensure that facilities are not affected prior to development and construction. Applicants are required to contact Sask 1st Call if they are planning to dig or excavate: 1-888-828-4888 or [www.sask1stcall.com](http://www.sask1stcall.com).
4. Any further development will require a separate development permit.
5. Any structure, trailer or building required auxiliary to this development will require a separate development and building permit.
6. The applicant recognizes that Inland Drive is the designated truck route in the R.M. of Sherwood and that in the future Winnipeg Street may not be a designated truck route within the City of Regina.

CARRIED UNANIMOUSLY

**033/17      2016 COUNCIL ATTENDANCE REPORT**

COUNCILLOR HUSUM: THAT the 2016 Council Attendance Report be accepted as information and filed.

CARRIED UNANIMOUSLY

**034/17      COUNCIL REMUNERATION POLICY**

COUNCILLOR PAUL: THAT the Council Remuneration Policy be updated as follows; the Reeve receive \$2,025/month, the Deputy Reeve receive \$1,200/month and Councillors receive \$1,050/month, including travel to and from meetings for any committee appointments and remove the \$125/month for appointed Council Members to the Sherwood-Regina Regional Development Committee (SRRDC).

CARRIED UNANIMOUSLY

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**035/17      APPOINTMENT OF AUDITOR**

COUNCILLOR HUSUM: THAT Council confirm the appointment of Dudley & Co. as Municipal Auditor for the purpose of auditing the fiscal year ending December 31, 2016.

CARRIED UNANIMOUSLY

**036/17      APPOINTMENT OF LEGAL COUNSEL**

COUNCILLOR WILKE: THAT the R.M. of Sherwood No. 159 appoint Merrilee Rasmussen as Municipal Solicitor.

CARRIED UNANIMOUSLY

**037/17      APPOINTMENT OF BOARD OF REVISION**

COUNCILLOR HUSUM: THAT the R.M. of Sherwood No. 159 appoint G. Krismer and Associates as the Board of Revision for 2017; and,

THAT the following be appointed as members and secretary respectively: Clinton Krimser, Gord Krismer, Brian Lynch, Reg Skinner, Don Van Beselaere, Charmain Luscombe, Jeff Hutton and Christina Krismer as Secretary.

CARRIED UNANIMOUSLY

**038/17      APPOINTMENT OF WEED INSPECTOR**

COUNCILLOR HUSUM: THAT Garret Halbgewachs, Manager of Roadways, be appointed as Weed Inspector for the year 2017 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

**039/17      APPOINTMENT OF PEST CONTROL OFFICER**

COUNCILLOR WILKE: THAT Jim King be appointed as the R.M. of Sherwood No. 159 Pest Control Officer for the 2017 in accordance to section 13 of *The Pest Control Act*; and,

THAT the Pest Control Officer be paid \$45 per call in 2017; and,

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

CARRIED UNANIMOUSLY

**040/17      APPOINTMENT TO SHERWOOD-REGINA REGIONAL DEVELOPMENT COMMITTEE**

COUNCILLOR HUSUM: THAT Reeve Poissant and Councillor Culbert be appointed as Council representatives to the Sherwood-Regina Regional Development Committee (SRRDC); and,

THAT Councillor Crassweller be appointed as an alternate representative to the SRRDC.

CARRIED UNANIMOUSLY

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**041/17      APPOINTMENT TO WHITE BUTTE REGIONAL PLANNING COMMITTEE**

COUNCILLOR CRASSWELLER: THAT Councillor Husum and Councillor Paul be appointed as Council representatives to the White Butte Regional Planning Committee.

CARRIED UNANIMOUSLY

**042/17      SHERWOOD INDUSTRIAL PARK MASTER DRAINAGE PLAN**

COUNCILLOR PAUL: THAT Council accepts Associated Engineering's recommendation to finalize the Sherwood Industrial Park Master Drainage Plan by end of March 2017 before finding local subdivision drainage solutions within the larger area.

CARRIED UNANIMOUSLY

**043/17      SERVICING AGREEMENT**

COUNCILLOR HUSUM: THAT Administration move ahead with the servicing agreement with DBR Developments subject to Water Security Agency approval.

CARRIED UNANIMOUSLY

**044/17      RECESS**

COUNCILLOR HUSUM: THAT this meeting recess at 7:02 p.m.

CARRIED UNANIMOUSLY

**045/17      RECONVENE**

REEVE POISSANT: THAT this meeting reconvene into the regular session at 7:11 p.m.

CARRIED UNANIMOUSLY

**046/17      WCB 2017 CERTIFICATE OF ACHIEVEMENT**

COUNCILLOR HUSUM: THAT the 2017 Workers' Compensation Board (WCB) Certificate of Achievement be accepted as information and filed.

CARRIED UNANIMOUSLY

**047/17      SARM 2017 MEMBERSHIP FEES**

COUNCILLOR HUSUM: THAT the R.M. of Sherwood No. 159 pay the Saskatchewan Association of Rural Municipalities (SARM) 2017 Membership Fees for a total of \$8,015.14.

CARRIED UNANIMOUSLY

**048/17      2017 SARM PROPERTY SELF-INSURANCE PROGRAM**

COUNCILLOR CRASSWELLER: THAT the R.M. of Sherwood No. 159 renew the Saskatchewan Association of Rural Municipalities (SARM) Property Self-Insurance Program for 2017 for an annual premium of \$20,158.71.

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**049/17      2017 FIDELITY BOND**

COUNCILLOR WILKE: THAT in accordance with Section 113 of *The Municipalities Act*, the R.M. of Sherwood No. 159 renew the Saskatchewan Association of Rural Municipalities (SARM) Fidelity Bond for 2017 at a coverage rate of \$100,000 for an annual premium of \$325.00.

CARRIED UNANIMOUSLY

**050/17      HUDSON BAY ROUTE ASSOCIATION**

COUNCILLOR HUSUM: THAT the R.M. of Sherwood No. 159 does not renew its membership with the Hudson Bay Route Association for the 2017 year.

CARRIED UNANIMOUSLY

**051/17      SAMA ANNUAL MEETING**

COUNCILLOR HUSUM: THAT this report be tabled until more information is received.

CARRIED UNANIMOUSLY

**052/17      SARM ANNUAL CONVENTION**

COUNCILLOR CRASSWELLER: THAT the Chief Administrative Officer, Directors and any Member of Council that so wishes, attend the Saskatchewan Association of Rural Municipalities (SARM) 2017 Annual Convention in Saskatoon, SK from March 13<sup>th</sup> to 16<sup>th</sup>, 2017; and,

THAT Councillor Husum and Councillor Wilke be appointed Voting Delegates at the Saskatchewan Association of Rural Municipalities (SARM) 2017 Annual Convention.

CARRIED UNANIMOUSLY

**053/17      2017 RMAA CONVENTION**

COUNCILLOR HUSUM: THAT the Chief Administrative Officer, the Director of Finance & Administration or alternate attend the Rural Municipal Administrators' Association (RMAA) 2017 Annual Convention in Saskatoon, SK from May 15<sup>th</sup> – 18<sup>th</sup>, 2017.

CARRIED UNANIMOUSLY

**054/17      MLDP SESSIONS**

COUNCILLOR CRASSWELLER: THAT the MLDP sessions report be accepted as information and filed.

CARRIED UNANIMOUSLY

**055/17      APPOINTMENT OF BUILDING OFFICIALS**

COUNCILLOR PAUL: THAT Norman Kindred, Douglas Mulhall, William Hudema, David Kashmere, Walter Schroeder, David Kindred and Grant Paulson, who are employed by Professional Building Inspections, Inc. be appointed as Licensed Building Officials by the Council of the Rural Municipality of Sherwood No. 159 under the Authority of Subsections 5(4) and 5(6) of the Uniform Building and Accessibility Standards Act; and,

THAT all prior appointments of Licensed Building Officials by the Council of the Rural Municipality of Sherwood No. 159 be rescinded.

CARRIED UNANIMOUSLY



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**056/17      2017 OPERATING & CAPITAL BUDGET**

COUNCILLOR HUSUM: THAT the Rural Municipality of Sherwood No. 159 2017 Operating & Capital Budget, attached and forming part of these minutes, be adopted as amended.

CARRIED UNANIMOUSLY

**057/17      2017 10 YEAR CAPITAL BUDGET**

COUNCILLOR PAUL: THAT the Rural Municipality of Sherwood No. 159 2017 10 Year Capital Budget, attached and forming part of these minutes, be adopted as presented.

CARRIED UNANIMOUSLY

**058/17      2017 ORGANIZATIONAL CHART**

COUNCILLOR WILKE: THAT the Rural Municipality of Sherwood No. 159 2017 Organizational Chart, attached and forming part of these minutes, be adopted as presented.

CARRIED UNANIMOUSLY

**059/17      COMMUNICATIONS**

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

1. Prairie Central District E-News Update – January 2017

CARRIED UNANIMOUSLY

**060/17      CLOSED SESSION**

COUNCILLOR HUSUM: THAT this meeting go into closed session at 7:53 p.m.

CARRIED UNANIMOUSLY

*Reeve Poissant declared a personal conflict of interest for the Legal Fees matter in Closed Session as he is potentially involved as a witness in criminal proceedings respecting a member of Council and departed Council Chambers at 8:38 p.m.*

*Reeve Poissant passed the Chair to Deputy Reeve Husum at 8:38 p.m.*

*Deputy Reeve Husum assumed the Chair at 8:38 p.m.*

**061/17      RECONVENE**

COUNCILLOR PAUL: THAT this meeting reconvene into regular session at 9:04 p.m.

CARRIED UNANIMOUSLY

*Reeve Poissant entered Council Chambers at 9:05 p.m.*

*Deputy Reeve Husum passed the Chair to Reeve Poissant at 9:05 p.m.*

*Reeve Poissant assumed the Chair at 9:05 p.m.*

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**062/17      MCNAIR BUSINESS DEVELOPMENT**

COUNCILLOR PAUL: THAT McNair Business Development's 2017 Proposal of \$40,000 to complete the Water & Sewer Infrastructure Utility work be accepted.

CARRIED UNANIMOUSLY

**063/17      UPDATE PURCHASING POLICY**

COUNCILLOR CRASSWELLER: THAT the existing Purchasing Policy be revised and brought back for Council's review at the March Council Meeting.

CARRIED UNANIMOUSLY

**064/17      FINANCIAL & ADMINISTRATIVE OPERATIONS AUDIT**

COUNCILLOR WILKE: THAT Administration seek bids for an outside source or company to do a thorough financial and administrative operations audit to be completed by April 30<sup>th</sup>.

CARRIED UNANIMOUSLY

**065/17      SHERWOOD ROAD - UPDATE**

COUNCILLOR HUSUM: THAT the Sherwood Road – Update report be tabled for further information.

CARRIED UNANIMOUSLY

**066/17      INTERIM CHIEF ADMINISTRATIVE OFFICER (CAO)**

COUNCILLOR HUSUM: THAT the R.M. of Sherwood No. 159 engage Michele Cruise-Pratchler as the Interim Chief Administrative Officer of the RM of Sherwood as per the agreement for municipal administration services effective January 12<sup>th</sup> to May 12<sup>th</sup>.

CARRIED UNANIMOUSLY

**067/17      SELECTION OF RECRUITMENT FIRM**

COUNCILLOR CRASSWELLER: THAT the R.M. of Sherwood No. 159 contract Davies Consulting Group as per their proposal to fill the Chief Administrative Officer (CAO) vacancy.

CARRIED UNANIMOUSLY

*Reeve Poissant declared a 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 9:09 p.m.*

*Reeve Poissant passed the Chair to Deputy Reeve Husum at 9:09 p.m.*

*Deputy Reeve Husum assumed the Chair at 9:09 p.m.*

**068/17      JOE REPETSKI'S LETTER**

COUNCILLOR PAUL: THAT Administration refer the letter received January 11, 2017 from Mr. Joe Repetski to Nicholas Stooshinoff and advise Council on proceedings.

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**069/17      LEGAL**

COUNCILLOR WILKE: THAT Council direct Administration to get an update from Nicholas Stooshinoff on directions given and process from the previous Chief Administrative Officer.

CARRIED UNANIMOUSLY

**070/17      COUNCILLOR PROBE'S LEAVE OF ABSENCE**

COUNCILLOR WILKE: THAT Council table the motion from Councillor Probe's leave of absence.

FOR: Wilke, Husum  
OPPOSED: Crassweller, Paul

DEFEATED

**071/17      COUNCILLOR PROBE'S LEAVE – LEGAL ADVICE**

COUNCILLOR PAUL: THAT Council will not extend the leave as per Resolution 405/16 until Administration look at legal advice sought to do with the situation of Councillor Probe's leave.

CARRIED UNANIMOUSLY

*Reeve Poissant entered Council Chambers at 9:37 p.m.*

*Deputy Reeve Husum passed the Chair to Reeve Poissant at 9:37 p.m.*

*Reeve Poissant assumed the Chair at 9:37 p.m.*

**072/17      ADJOURNMENT**

COUNCILLOR PAUL: THAT this meeting be adjourned at 9:37 p.m.

CARRIED UNANIMOUSLY

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Reeve

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Administrator