

MINUTES OF THE REGULAR MEETING OF COUNCIL OF
THE RURAL MUNICIPALITY OF SHERWOOD NO. 159 HELD IN COUNCIL CHAMBERS
AT 1840 CORNWALL STREET, REGINA, SASKATCHEWAN
Wednesday, March 12, 2014

PRESENT: Kevin Eberle, Reeve
Joe Repetski, Councillor Division 1
Tim Probe, Councillor Division 2
Dale Heenan, Councillor Division 3
Corey Wilton, Councillor Division 4
Barry Jjian, Councillor Division 6

ABSENT: Vacant, Councillor Division 5

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

ORDER: Reeve Kevin Eberle called the meeting to order at 6:36 p.m.

104/14 **AGENDA**

COUNCILLOR REPETSKI: THAT the agenda be adopted as presented.

CARRIED UNANIMOUSLY

FEBRUARY 12, 2014 REGULAR COUNCIL MEETING MINUTES

COUNCILLOR WILTON: THAT the minutes of the February 12, 2014 Regular Meeting of Council be adopted as presented.

AMENDMENT

COUNCILLOR REPETSKI: THAT the minutes of the February 12, 2014 Regular meeting of Council be amended by changing Resolution No. 103/14 to read:

THAT this meeting adjourn at 7:41 p.m.

CARRIED UNANIMOUSLY

105/14 **FEBRUARY 12, 2014 REGULAR COUNCIL MEETING MINUTES**

COUNCILLOR REPETSKI: THAT the minutes of the February 12, 2014 Regular Meeting of Council be adopted as amended.

CARRIED UNANIMOUSLY

Councillor Dale Heenan arrived at 6:37 p.m.

106/14 **FEBRUARY 12, 2014 PUBLIC HEARING MINUTES**

COUNCILLOR JIJIAN: THAT the minutes of the February 12, 2014 Public Hearing be adopted as presented.

CARRIED UNANIMOUSLY

107/14 **BANK RECONCILIATION**

COUNCILLOR JIJIAN: THAT the Bank Reconciliation for the Month of February, 2014, attached to and forming a part of these minutes, be accepted as presented.

CARRIED UNANIMOUSLY

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Wednesday, March 12, 2014

108/14 STATEMENT OF FINANCIAL ACTIVITIES

COUNCILLOR WILTON: THAT the Statement of Financial Activities for the period ending February 28, 2014, attached and forming a part of these minutes, be accepted as presented.

CARRIED UNANIMOUSLY

Deputy Reeve Tim Probe entered Council Chambers at 6:40 p.m.

109/14 BANK STATEMENT

COUNCILLOR PROBE: THAT the Bank Statement for the period ending February 28, 2013, be accepted as presented.

CARRIED UNANIMOUSLY

110/14 BUDGETARY CONTROL REPORT

COUNCILLOR JIJIAN: THAT the Budgetary Control Report for the period ending February 28, 2014, be accepted as presented.

CARRIED UNANIMOUSLY

111/14 ACCOUNTS FOR APPROVAL

COUNCILLOR JIJIAN: THAT cheque numbers 10742 to 10825 totaling \$198,675.27, 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 \$78,708.32 be ratified.

CARRIED UNANIMOUSLY

112/14 MARCH 2014 PUBLIC WORKS REPORT

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

CARRIED UNANIMOUSLY

113/14 ENGINEERING SERVICES – SHERWOOD FOREST BRIDGE

COUNCILLOR JIJIAN: THAT MPE Engineering Ltd. be contracted to provide engineering services for the Sherwood Forest Bridge for the quoted amount of \$45,500.00.

CARRIED UNANIMOUSLY

114/14 TRUCK LEASE

COUNCILLOR PROBE: THAT the Rural Municipality of Sherwood No. 159 purchase a Dodge 1500 SXT V8 – Ext. Cab truck from Triple Seven Chrysler of Regina, SK for the quoted amount of \$30,182.90.

CARRIED UNANIMOUSLY

Reeve Kevin Eberle stepped down from the Chair at 6:50 p.m.

Deputy Reeve Tim Probe assumed the Chair at 6:50 p.m.

Reeve Kevin Eberle left Council Chambers at 6:50 p.m.

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115/14 NEW MUNICIPAL OFFICE – PROJECT MANAGEMENT

COUNCILLOR JIJIAN: THAT the Manager of Public works contact Innovative Interiors Inc. to obtain a quote for providing a design-build tender package for the new municipal office; and,

THAT the information be brought forth to Council at the March 2014 Regular Council Meeting.

CARRIED UNANIMOUSLY

116/14 NEW MUNICIPAL OFFICE – TENDER PACKAGE CONTRACT

COUNCILLOR WILTON: THAT Rural Municipality of Sherwood No. 159 contract Innovative Interiors Inc. on an hourly basis, to a maximum of five thousand dollars (\$5,000.00), to assist the Manager of Public Works in creating a design-build tender package for the new municipal office.

CARRIED UNANIMOUSLY

Reeve Kevin Eberle entered Council Chambers at 7:00 p.m.

117/14 RE-ZONING APPLICATION 13-013 & SUBDIVISION APPLICATION 19-12

COUNCILLOR WILTON: THAT the Rural Municipality of Sherwood No. 159 support Re-zoning Application 13-013 and Subdivision Application 19/12 (Community Planning File R0668-12R) subject to the applicant entering into a servicing agreement with the R. M.; and,

FURTHERMORE THAT the applicant submits a Provincially approved water and sewer servicing plan to the Planning and Development Department prior to a development permit being issued.

CARRIED UNANIMOUSLY

Deputy Reeve Tim Probe stepped down from the Chair at 7:01 p.m.

Reeve Kevin Eberle assumed the Chair at 7:01 p.m.

118/14 MARCH 2013 ADMINISTRATION REPORT

COUNCILLOR PROBE: THAT the Chief Administrative Officer's March 2014 written report be accepted as information and filed.

CARRIED UNANIMOUSLY

119/14 HP DESIGNJET PRINTER/PLOTTER

COUNCILLOR WILTON: THAT the Rural Municipality of Sherwood No. 159 purchase an HP Designjet T2500e Multifunction printer/plotter from Unisource Canada Inc. for the quoted amount of \$11,770.00 with the addition of a \$2,100.00 mail-in rebate.

CARRIED UNANIMOUSLY

120/14 CHIEF ADMINISTRATIVE OFFICER VACATION REQUEST

COUNCILLOR WILTON: THAT the Chief Administrative Officer's vacation request for April 2014 be hereby approved.

CARRIED UNANIMOUSLY

121/14 MARCH 2014 LIST OF ACTIONS TAKEN

COUNCILLOR WILTON: THAT the Chief Administrative Officer's March 2014 updated List of Actions Taken be accepted as information and filed.

CARRIED UNANIMOUSLY

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Wednesday, March 12, 2014

122/14 TAX LOSS COMPENSATION TRUST FUND

COUNCILLOR PROBE: THAT the percentage factor used to calculate the annual payments from the Tax Loss Compensation Trust Fund remain at 90%.

CARRIED UNANIMOUSLY

Councillor Joe Repetski left Council Chambers at 7:06 p.m.

Reeve Kevin Eberle stepped down from the Chair at 7:06 p.m.

Deputy Reeve Tim Probe assumed the Chair at 7:06 p.m.

123/14 ROAD CLOSURE – NW 25-17-19-W2

REEVE EBERLE: WHEREAS Council has determined that the municipal streets and roads in the NW Quarter of Section 25, Township 17, Range 19, West of the 2nd Meridian are not needed for use by the travelling public; and,

WHEREAS Mervina and Joseph Repetski have expressed the desire to purchase parcel no. 107060879 located in the NW Quarter of Section 25, Township 17, Range 19, West of the 2nd Meridian.

BE IT RESOLVED THAT Council supports the road closure and sale of parcel no. 107060879 located in the NW Quarter of Section 25, Township 17, Range 19, West of the 2nd Meridian to Mervina and Joseph Repetski on the condition that said parcel becomes a consolidated plan of survey with parcel no. 111721081 also located in the NW Quarter of Section 25, Township 17, Range 19, West of the 2nd Meridian; and,

THAT consent from the Ministry of Highways & Infrastructure for the closure and sale be obtained; and,

THAT a bylaw for the road closure and sale be prepared and presented to Council once consent from the Ministry of Highways & Infrastructure is obtained; and,

THAT in light of precedent, Mervina and Joseph Repetski not be required to pay for the purchase of parcel no. 107060879 located in the NW Quarter of Section 25, Township 17, Range 19, West of the 2nd Meridian.

CARRIED UNANIMOUSLY

Deputy Reeve Tim Probe stepped down from the Chair at 7:12 p.m.

Reeve Kevin Eberle assumed the Chair at 7:12 p.m.

Councillor Joe Repetski entered Council Chambers at 7:12 p.m.

124/14 RECESS

COUNCILLOR JIJIAN: THAT this meeting recess at 7:12 p.m.

CARRIED UNANIMOUSLY

125/14 RECONVENE

COUNCILLOR PROBE: THAT this meeting reconvene at 7:34 p.m.

CARRIED UNANIMOUSLY

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Wednesday, March 12, 2014

- 126/14** **FEDERATION OF CANADIAN MUNICIPALITIES 2014 MEMBERSHIP**
COUNCILLOR REPETSKI: THAT the Rural Municipality of Sherwood No. 159 purchase the 2014 annual membership from the Federation of Canadian Municipalities in the amount of \$273.54.

CARRIED UNANIMOUSLY
- 127/14** **DIRECTOR OF PLANNING RESIGNATION & CONTRACT RENEWAL**
COUNCILLOR HEENAN: THAT Jacqueline East's Notice to terminate her employment agreement as Director of Planning with the Rural Municipality of Sherwood No. 159 effective March 30, 2014 be accepted with regret; and,

THAT Chief Administrative Officer negotiate a service contract based on the needs of the municipality with Jacqueline East (Perspectives Community Planning and Development Services Inc.) as a planning consultant starting April 1, 2014.

CARRIED UNANIMOUSLY
- 128/14** **2013 LEGAL FEES SUMMARY**
COUNCILLOR JIJIAN: THAT the summary of legal expenses for 2013 be accepted as information and filed.

CARRIED UNANIMOUSLY
- 129/14** **CONCEPT PLANS**
COUNCILLOR HEENAN: THAT the Chief Administrative Officer's report no. March-2014-08 regarding concept plans be accepted as information and filed.

CARRIED UNANIMOUSLY
- 130/14** **CONCEPT PLAN POLICY**
COUNCILLOR PROBE: THAT the Chief Administrative Officer prepare a Planning & Development Policy regarding concept plans within the Rural Municipality of Sherwood No. 159 for Council's consideration.

CARRIED UNANIMOUSLY
- 131/14** **TAX OVER-PAYMENTS – ANNEXED PROPERTIES**
COUNCILLOR PROBE: THAT Roll Nos. as indicated on Report No. JH2014-001 having a credit amount greater than five dollars (\$5 .00) be refunded to the assessed owner of the account; and,

THAT amounts under five dollars (\$5.00) be transferred to general revenue; and,

THAT an accurate list of the credits be maintained on file.

CARRIED UNANIMOUSLY
- 132/14** **2014 LIST OF LANDS WITH ARREARS**
COUNCILLOR PROBE: THAT the 2014 List of Lands in Arrears, which excludes any lands with arrears that are less than half of the previous year's levy, attached and forming part of these minutes, be accepted as presented; and,

THAT the 2014 Tax Enforcement List be published in one edition of the Regina Leader Post; and,

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Resolution No. 132-14 continued;

FURTHERMORE THAT a tax lien be registered against any land on the 2014 Tax Enforcement List still having taxes in arrears sixty (60) clear days after the publication of the Tax Enforcement List in the Regina Leader Post.

CARRIED UNANIMOUSLY

133/14 SHERWOOD INDUSTRIAL PARK DRAINAGE

COUNCILLOR PROBE: THAT the Chief Administrative Officer resolve the water drainage issue in Sherwood Industrial Park on SE 18-18-19-W2 and SW 17-18-19-W2.

CARRIED UNANIMOUSLY

Reeve Kevin Eberle stepped down from the Chair at 7:37 p.m.

Deputy Reeve Tim Probe assumed the Chair at 7:37 p.m.

Deputy Reeve Tim Probe stepped down from the Chair at 7:40 p.m.

Reeve Kevin Eberle assumed the Chair at 7:40 p.m.

134/14 CORRESPONDENCE

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

1. Leonard Wellings – Wellings Subdivision Special Tax – February 19, 2014
2. Jason Macpherson, 101145021 Sask. Ltd. – Wellings Subdivision Special Tax – February 25, 2014
3. Steve Folk & Joseph Dauenhauer, VeniVidiVici Investments Inc. – Payment Amortization for the Paving of Wellings Subdivision – February 27, 2014
4. 101161417 Saskatchewan Ltd., All Brite Signs – Special Tax Bylaw Roadway Reconstruction Project – March 05, 2014
5. Clara Joyce Wellings – Proposed Asphalt Plant, Lot 1, Blk/Par Y, Plan 102019711, SW 10-18-19-W2 – February 19, 2014
6. 101196187 Saskatchewan Ltd. – Servicing Agreement, SE 18-18-19-W2 – February 18, 2014
7. Stantec – Harbour Landing West Neighbourhood Plan – February 18, 2014
8. Amanda Brinda, Ministry of Highways & Infrastructure – Proposed Commercial/Residential Subdivision, N ½ 28, W ½ & NE 33-16-19-W2, February 10, 2014
9. Shelley Kilbride, S. A. R. M. – General Elections Update – February 25, 2014
10. Jim Reiter, Minister of Government Relations – Mill Rate Factor Limits – February 13, 2014
11. Ministry of Environment – Multi-material Recycling Program
12. Kristen Gabora, TransCanada Trail – Important Information from the TransCanada Trail – February 25, 2014
13. Contractor Safety Awareness Association – 2014 Spring Safety Breakfast – March 04, 2014

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Wednesday, March 12, 2014

Resolution No. 134/14 continued;

14. Agricultural Health & Safety Network – 2014 Network Membership – February 15, 2014
15. R. M. of Reno No. 51 – Bill C-18 – February 14, 2014
16. R. M. of Mount Hope No. 279, R. M. of Reno No. 51, R. M. of Heart's Hill No. 352 – S. A. R. M. Resolution Regarding PFRA Pastures
17. Hudson Bay Route Association – 71st Annual Meeting and Convention – February 24, 2014
18. R. C. M. P. – January 2014 Community Policing Report
19. R. C. M. P. – February 2014 Community Policing Report
20. Regina Airport Authority – YQReview, Regina International Airport Community Newsletter
21. SaskTip Inc. – 2014 Corporate Membership – January 30, 2014
22. MADD Canada – MADD Message Yearbook Advertising Information – February 13, 2014

CARRIED UNANIMOUSLY

135/14 BYLAW NO. 33/13 – A BYLAW TO AMEND THE RURAL MUNICIPALITY OF SHERWOOD NO. 159 ZONING BYLAW NO. 07/11

COUNCILLOR JIJIAN: THAT Bylaw No. 33/13, a bylaw to amend the Rural Municipality of Sherwood No. 159 Zoning Bylaw No. 07/11, be read a second time.

CARRIED UNANIMOUSLY

136/14 BYLAW NO. 33/13 – A BYLAW TO AMEND THE RURAL MUNICIPALITY OF SHERWOOD NO. 159 ZONING BYLAW NO. 07/11

COUNCILLOR WILTON: THAT Bylaw No. 33/13, a bylaw to amend the Rural Municipality of Sherwood No. 159 Zoning Bylaw No. 07/11, be read a third time and hereby adopted.

CARRIED UNANIMOUSLY

137/14 BYLAW NO. 04/14 – A BYLAW TO AMEND THE RURAL MUNICIPALITY OF SHERWOOD NO. 159 ZONING BYLAW NO. 07/11

COUNCILLOR JIJIAN: THAT Bylaw No. 04/14, a bylaw to amend the Rural Municipality of Sherwood No. 159 Zoning Bylaw No. 07/11, tabled for further review by the Chief Administrative Officer and the Planning & Development Department.

CARRIED UNANIMOUSLY

138/14 BYLAW NO. 08/14 – A BYLAW TO AMEND THE RURAL MUNICIPALITY OF SHERWOOD NO. 159 ZONING BYLAW NO. 07/11

COUNCILLOR WILTON: THAT Bylaw No. 08/14, a bylaw to amend the Rural Municipality of Sherwood No. 159 Zoning Bylaw No. 07/11, be introduced and read a first time.

CARRIED UNANIMOUSLY

139/14 BYLAW NO. 09/14 – A BYLAW TO PROVIDE FOR A RECORDS RETENTION AND DISPOSAL SCHEDULE PURSUANT TO THE MUNICIPALITIES ACT

COUNCILLOR JIJIAN: THAT Bylaw No. 09/14, a bylaw to provide for a records retention and disposal schedule pursuant to *The Municipalities Act*, be introduced and read a first time.

CARRIED UNANIMOUSLY

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Wednesday, March 12, 2014

**140/14 BYLAW NO. 09/14 – A BYLAW TO PROVIDE FOR A RECORDS
RETENTION AND DISPOSAL SCHEDULE PURSUANT TO THE
MUNICIPALITIES ACT**

COUNCILLOR HEENAN: THAT Bylaw No. 09/14, a bylaw to provide for a records retention and disposal schedule pursuant to *The Municipalities Act*, be read a second time.

CARRIED UNANIMOUSLY

**141/14 BYLAW NO. 09/14 – A BYLAW TO PROVIDE FOR A RECORDS
RETENTION AND DISPOSAL SCHEDULE PURSUANT TO THE
MUNICIPALITIES ACT**

COUNCILLOR REPETSKI: THAT Bylaw No. 09/14, a bylaw to provide for a records retention and disposal schedule pursuant to *The Municipalities Act*, be given three readings at this meeting.

CARRIED UNANIMOUSLY

**142/14 BYLAW NO. 09/14 – A BYLAW TO PROVIDE FOR A RECORDS
RETENTION AND DISPOSAL SCHEDULE PURSUANT TO THE
MUNICIPALITIES ACT**

COUNCILLOR WILTON: THAT Bylaw No. 09/14, a bylaw to provide for a records retention and disposal schedule pursuant to *The Municipalities Act*, be read a third time and hereby adopted.

CARRIED UNANIMOUSLY

143/14 RECORDS DISPOSAL

COUNCILLOR PROBE: WHEREAS Bylaw No. 09/14 provides a description of records and their retention and disposition periods;

THEREFORE BE IT RESOLVED THAT the following records be destroyed:

<i>Record Name</i>	<i>Record Year</i>	<i>Record Category</i>
Jan. 2002 Day Files	2002	General Files
Archived General Files Box 4	N/A	General Files
Archived General Files Box 8	2008	General Files
Phone Message Books	2003-2006	General Files
Phone Message Books	2002-2004, 2007-2009, 2013	General Files
Meeting Packages	2002	Reports of Boards and Committees established by Council
"St. Catherine" - Steering Committee - Industrial Development	~1980	Reports of Boards and Committees established by Council
Cheque Duplicates	1970-1973	Cash Payments & Receipts
Cheque Duplicates	1966-1969	Cash Payments & Receipts
Cheque Duplicates	1962-1965	Cash Payments & Receipts
Cheque Duplicates	1955-1958	Cash Payments & Receipts
Land Titles Office	1965-1986	Change of Ownership documents
Grader & Mower Time Sheets	1967-1991	Road Maintenance Records (includes reports)
Grader & Mower Time Sheets	1994-1997	Road Maintenance Records (includes reports)
Grader & Mower Time Sheets	2003-2004	Road Maintenance Records (includes reports)

CARRIED UNANIMOUSLY

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Wednesday, March 12, 2014

144/14 **ADJOURNMENT**

COUNCILLOR JIJIAN: THAT this meeting be adjourned at 8:03 p.m.

CARRIED UNANIMOUSLY

Reeve

Administrator