

MINUTES OF THE REGULAR MEETING OF
THE RURAL MUNICIPALITY OF SHERWOOD NO. 159 HELD IN COUNCIL CHAMBERS
AT 1840 CORNWALL STREET, REGINA, SASKATCHEWAN
Wednesday May 14, 2014

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

ABSENT: Dale Heenan, Councillor Division 3
Vacant, Councillor Division 4
Vacant, Councillor Division 5

STAFF: Rod Benroth, Public Works Manager
Adam Toth, Municipal Planner
Erin Halliday, Municipal Clerk

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

AGENDA

COUNCILLOR JIJIAN: THAT the agenda be adopted as presented.

AMENDMENT

COUNCILLOR PROBE: THAT the agenda be amended by moving C.2 to C.1 and moving L.1 to after C.2.

CARRIED UNANIMOUSLY

221/14

AGENDA

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

Move C.2 to C.1 and move L.1 to after C.2

CARRIED UNANIMOUSLY

DELEGATION

Ron Smith, Manager of Pasqua Paving made a presentation to Council regarding tendering and award notifications.

DELEGATION

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Bob Feeney, Director of Business Development for Cando Rail Services made a presentation to Council to provide an update regarding their project at the Victoria Plains Rail Yard Facility.

222/14 **DELEGATION**

COUNCILLOR PROBE: THAT the presentations by Ron Smith of Pasqua Paving and Bob Feeney of Cando Rail Services be accepted as presented.

CARRIED UNANIMOUSLY

223/14 **IN CAMERA**

COUNCILLOR PROBE: THAT this meeting go into In Camera session at 5:58 p.m.

CARRIED UNANIMOUSLY

224/14 **RECONVENE**

COUNCILLOR PROBE: THAT this meeting reconvene into regular session at 6:39 p.m.

CARRIED UNANIMOUSLY

225/14 **VICTORIA PLAINS RAIL YARD FACILITY**

COUNCILLOR PROBE: THAT Council approve the DPA 14-007 application for a rail yarding facility at Plan CG4875, NW and NE 10-18-19-W2 subject to the following conditions being met **prior to issuance of a development permit:**

1. That the applicant provides a landscaping and parking plan to the satisfaction of the development officer and maintain the property thereafter in accordance with the approved plans.
2. That the development officer receives a letter of credit or bank draft in the amount of the cost of the landscaping for security.
3. That the development, operation, and sewage disposal is to the satisfaction of the Ministry of Environment and the Water Security Agency and copies of any approvals and correspondence are submitted to the development officer.
4. That all utilities are contacted to locate facilities prior to development.
5. That the applicant submits an emergency plan to the City of Regina Fire Department, RM of Sherwood Manager of Public Works, and appropriate Provincial Agencies for approval.
6. That the consumer, CO-OP Refinery, enters a road maintenance agreement with the RM of Sherwood Manager of Public Works.
7. That a safety management plan and crossing safety impact assessment and mitigation plan be submitted to the Ministry of Highways and RM of Sherwood EMO Coordinator for approval.

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8. That a reasonable schedule and warning system for rail cars blocking Inland Drive is negotiated and agreed upon between the RM of Sherwood and CN Rail.
9. That a revised site plan be submitted taking into consideration that Inland Drive will be widened to 150 feet.
10. That all crossing upgrades and all maintenance costs will be the responsibility of the applicant.
11. That an additional application will be required for any proposal to expand operations.

CARRIED UNANIMOUSLY

226/14 **RECESS**

COUNCILLOR PROBE: THAT this meeting recess at 6:50 p.m.

CARRIED UNANIMOUSLY

227/14 **RECONVENE**

COUNCILLOR PROBE: THAT this meeting reconvene at 7:14 p.m.

CARRIED UNANIMOUSLY

228/14 **APRIL 09, 2014 REGULAR COUNCIL MEETING MINUTES**

COUNCILLOR JIJIAN: THAT the minutes of the April 09, 2014 Regular Meeting of Council be adopted as presented.

CARRIED UNANIMOUSLY

229/14 **APRIL 22, 2014 SPECIAL COUNCIL MEETING MINUTES**

COUNCILLOR PROBE: THAT the minutes of the April 22, 2014 Special Meeting of Council be adopted as presented.

CARRIED UNANIMOUSLY

230/14 **APRIL 22, 2014 PUBLIC HEARING MINUTES**

COUNCILLOR REPETSKI: THAT the minutes of the April 22, 2014 Public Hearing be adopted as amended.

CARRIED UNANIMOUSLY

231/12 **MAY 2, 2014 SPECIAL COUNCIL MEETING MINUTES**

COUNCILLOR PROBE: THAT the minutes of the May 2, 2014 Special Meeting of Council be adopted as presented.

CARRIED UNANIMOUSLY

232/14 **BANK RECONCILIATION**

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

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CARRIED UNANIMOUSLY

233/14 STATEMENT OF FINANCIAL ACTIVITIES

COUNCILLOR REPETSKI: THAT the Statement of Financial Activities for the period ending April 30, 2014, attached and forming a part of these minutes, be accepted as presented.

CARRIED UNANIMOUSLY

234/14 BANK STATEMENT

COUNCILLOR REPETSKI: THAT the Bank Statement for the period ending April 30, 2013, be accepted as presented.

CARRIED UNANIMOUSLY

235/14 BUDGETARY CONTROL REPORT

COUNCILLOR PROBE: THAT the Budgetary Control Report for the period ending April 30, 2014, be accepted as presented.

CARRIED UNANIMOUSLY

236/14 ACCOUNTS FOR APPROVAL

COUNCILLOR JIJIAN: THAT cheque number 10826 totaling \$3,273.91, and cheque numbers 10930 to 11026 totaling \$211,089.25 as outlined in the List of Accounts for Approval attached to and forming part of these minutes be approved for payment; and,

THAT cheque number 10880 totaling \$7,163.19 to Walker Projects withheld from the April 2014 List of Accounts for Approval pending additional information be approved for payment; and,

THAT Payroll and Electronic Fund Transfers totaling \$76,721.27 be ratified.

CARRIED UNANIMOUSLY

237/14 MAY 2014 PUBLIC WORKS REPORT

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

CARRIED UNANIMOUSLY

238/14 QSWMA – SUMMER PROJECT

COUNCILLOR PROBE: THAT the RM does not provide for a grant to cover costs for a summer student, but rather pursue the hiring of a suitable licensed contractor to spray noxious weeds within the RM of Sherwood.

CARRIED UNANIMOUSLY

239/14 REDWORKS - RFP

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COUNCILLORPROBE: THAT Council does not proceed with a sod turning event for the new Municipal Office, but rather Councillor Repetski coordinate an official ribbon cutting ceremony upon completion of the office.

CARRIED UNANIMOUSLY

240/14 REVIEW OF THE 2001 MR2 REPORT

COUNCILLOR JIJIAN: THAT Council instructs Administration to work with KGS Group to pursue solutions as outlined in the 2001 MR2 Report.

CARRIED UNANIMOUSLY

241/14 TRANSGAS – MASTER ROAD CROSSING AGREEMENT

COUNCILLOR PROBE: That Council instruct Administration to send the requested changes to the Trans Gas Master Road Crossing Agreement prior to the RM signing the agreement.

CARRIED UNANIMOUSLY

242/14 RZ 13-005 – COMMERCIAL REZONING FOR LARGE EQUIPMENT DEALERSHIP PT NW 36-16-20-W2

COUNCILLOR PROBE: THAT Council approves reducing the front yard setback from 30 metres to 15 metres in **the C-Commercial** Zone in the Zoning Bylaw (Bylaw 10/91) and that a new zoning bylaw amendment bylaw be drafted for first reading to reflect this change in addition to the rezoning of Blk/Par H, Plan FK5302 Ext 32 from A-Agricultural Zone to C-Commercial Zone.

AND THAT following First Reading of the amended zoning bylaw, Council schedule a Public Hearing for consideration of the Development Plan and Zoning Bylaw amendments.

CARRIED UNANIMOUSLY

243/14 DPA 14-006 HOME BASED BUSINESS EXPANSION

COUNCILLOR PROBE: THAT Council approve the DPA 14-006 application for a building expansion for a truck up-fitting home based business at the Farmacyard on SE 28-17-21-W2 subject to the following conditions:

1. THAT half of the new building is used for storage for agricultural uses.
2. THAT output related to the home-based business remains unchanged.
3. THAT staff levels remain unchanged.
4. THAT there shall be no further expansions on this home-based business.
5. THAT all utilities are contacted so facilities can be located prior to development.
6. THAT a development permit is first issued prior to development.
7. AND THAT a building permit is issued prior to construction.

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CARRIED UNANIMOUSLY

244/14 RZ 14-004 & SU 14-003 AG 2 REZONING FOR TWO RESIDENTIAL LOTS

COUNCILLOR REPETSKI: THAT Council approves rezoning application RZ 14-004 and supports subdivision application SU 14-003 (Community Planning File R0393-14R) subject to entering into a servicing agreement, and confirmation that the sewage jet system meets provincial standards.

CARRIED UNANIMOUSLY

245/14 DPA 14-005 MUD BOGGING EVENT

COUNCILLOR JIJIAN: THAT Council approve DPA 14-005 application to hold a mud bogging event on Pt LSD 13 and LSD 12,NW 34-16-19-W2 subject to the following conditions:

1. That the applicant submits an emergency response plan to the satisfaction of the RM of Sherwood EMO Coordinator.
2. That the applicant receives all required approvals from the Regina Qu'Appelle Health Region related to water and sewage at the event.
3. That if any fuels or dangerous goods are stored on site, the applicant receives approval from the Ministry of Environment.
4. That the event stays within the time limits of 5-11 pm on July 25th, 12-6 pm on July 26th, and 12-8 pm on July 27th 2014.
5. That the cabaret is finished by 2 am on July 26th.
6. That the applicant receives the necessary liquor permit(s) for this event.
7. That the permit for this application is only in effect for July 25th – 27th, 2014.
8. That the applicant consults with all utilities to ensure facilities are not affected by the event.
9. That the applicant provides the Official Sanctioning Body's safety standards to the RM of Sherwood EMO Coordinator.
10. That Professional Building Inspections (PBI) inspects the temporary structures for the event to ensure they are secured prior to the event taking place.
11. That Council has no concerns with liquor service at the Mud Bogging event at the above mentioned location during the event times of 5-11 pm on July 25th, 12pm-1am on July 26th, and 12-8 pm on July 27th. Liquor service shall follow all regulations and standards as mandated by SLGA.

CARRIED UNANIMOUSLY

246/14 DU 13-012 & SU 13-015 PROPOSED SUBDIVISION FOR A COMPOSTING FACILITY

COUNCILLOR JIJIAN: THAT Council approve DU 13-012 application and support approval of SU 13-015 (Community Planning Number R0665-13R) a subdivision application for a composting operation to be established at Proposed Parcel C, NE36-17-21-W2 subject to the following conditions being met prior to issuance of a development permit and subdivision approval:

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1. That the applicant provides a landscaping and parking plan to the satisfaction of the development officer and maintain the property thereafter in accordance with the approved plans.
2. That the development officer receives a letter of credit or bank draft in the amount of the cost of the landscaping for security.
3. That a servicing agreement is required between the RM of Sherwood and the applicant to address the new access and road construction.
4. That a drainage plan is submitted to the satisfaction of the RM of Sherwood Manager of Public Works for approval.
5. That documentation is received by the development officer that the operation of the composting facility meets Provincial regulations regarding waste disposal.
6. That the Ministry of Parks Heritage branch is satisfied the development will not disturb underground archaeological sites.
7. That all utilities are contacted to locate facilities prior to development.
8. That this development permit will only allow for composting of yard waste; if any other waste is proposed, a new development permit will be required and in accordance with development standards in the zoning bylaw. Any additional development permit applications for this composting operation will require further council approval.

CARRIED UNANIMOUSLY

247/14 ADMINISTRATION & FINANCE REPORT – LIST OF ACTIONS TAKEN

COUNCILLOR PROBE: THAT the Acting Administrator's updated List of Actions Taken be accepted as information and filed.

CARRIED UNANIMOUSLY

248/14 CUETS CORPORATE RESOLUTION

COUNCILLOR REPETSKI: 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

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- (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;
 - (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

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Corporation and, from time to time, be provided with any changes to such list.

CARRIED UNANIMOUSLY

249/14 2014 EDUCATION PROPERTY TAX MILL RATES

COUNCILLOR PROBE: THAT the following 2014 Education Mill Rate be accepted as presented by the Province of Saskatchewan:

Property Class	Mill Rate
Agricultural	2.67
Residential	5.03
Commercial/Industrial	8.28
Resource	11.04

CARRIED UNANIMOUSLY

250/14 EXTENSION OF TIME – ASSESSMENT ROLL

COUNCILLOR PROBE: THAT Administration and Finance Report No.2014-11 be received and filed.

CARRIED UNANIMOUSLY

251/14 SAMA ASSESSMENT MAINTENANCE

COUNCILLOR REPETSKI: THAT the Administrator send a letter to SAMA on behalf of the Municipality regarding the timeline for completion of the 2014 assessment maintenance.

CARRIED UNANIMOUSLY

252/14 SMHI WITHDRAWAL LIST

COUNCILLOR JIJIAN: THAT the Saskatchewan Municipal Hail Insurance Association List of Applications for Withdrawal of Land, attached and forming part of these minutes, be approved and ratified.

CARRIED UNANIMOUSLY

253/14 FUNDS TRANSFER

COUNCILLOR REPETSKI: THAT \$22,045.25 be transferred from the RM of Sherwood No.159 general chequing account to the RM of Sherwood No.159 savings account no. 1.

CARRIED UNANIMOUSLY

254/14 BUDGET COMMITTEE MEETING

COUNCILLOR REPETSKI: THAT a Budget Committee Meeting be held on May 30, 2014 at 12:00 p.m. to review the 2014 budget.

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CARRIED UNANIMOUSLY

255/14 2013 AUDITED FINANCIAL STATEMENTS

COUNCILLOR PROBE: THAT the RM of Sherwood No.159 audited 2013 Financial Statements prepared by Dudley & Company, attached and forming part of these minutes, be accepted as presented.

CARRIED UNANIMOUSLY

256/14 COUNCIL RESIGNATION

COUNCILLOR JIJIAN: THAT the resignation of Corey Wilton, Councillor for Division 4 effective May 1st, 2014 be accepted with regrets.

CARRIED UNANIMOUSLY

257/14 TOKEN OF APPRECIATION

COUNCILLOR JIJIAN: THAT a thank you gift be sent to Corey Wilton as a token of appreciation for his years of service and dedication to Council and the RM of Sherwood.

CARRIED UNANIMOUSLY

258/14 COUNCIL VACANCY

COUNCILLOR PROBE: WHEREAS the Councillor for Division 4 has resigned effective May 1st, 2014 and Section 9 of The Local Government Election Act states that where a vacancy on a council occurs on or after January 1 in a year in which a general election is to be held, the council may decide not to fill the vacancy until the next general Election,

THEREFORE BE IT RESOLVED THAT Councillor, Division 4 for the RM of Sherwood No.159 remain vacant until the next general election to be held October 22, 2014.

CARRIED UNANIMOUSLY

259/14 CANCEL & RESCHEDULE JUNE MEETINGS

COUNCILLOR REPETSKI: THAT the June 9th, 2014 Committee of the Whole meeting be cancelled and the June 11th, 2014 Regular meeting of Council be rescheduled to Tuesday, June 17th, 2014 at 3:00 p.m.

CARRIED UNANIMOUSLY

260/14 CO-OP REFINERY COMPLEX-ROAD MAINTENANCE AGREEMENT

COUNCILLOR PROBE: THAT Administration and Finance Report No. 2014-17 be accepted and filed.

CARRIED UNANIMOUSLY

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261/14 **CORRESPONDENCE**

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

1. May, 2014 –Hudson Bay Route Association – May 2014 Newsletter
2. March 26, 2014 – TransCanada Pipeline – Filing a Project Description with the National Energy Board for the Energy East Project.
3. April 12, 2014 – Southeast Regional Library - Annual General Meeting Highlights
4. April 30, 2014 – Government of Saskatchewan, Minister of Labour Relations and Workplace Safety – The Saskatchewan Employment Act and associated regulations effective April 29, 2014
5. April 25, 2014 – Minister of Government Relations – Follow up to meeting on March 12, 2014
6. March 30, 2014 – SaskTip –Spring 2014 Newsletter
7. April 24, 2014 – Royal Canadian Mounted Police – March 2014 Community Policing Report
8. City of Regina – Changes to Water Rates
9. April 15, 2014 – Parliamentary Secretary to the Leader of the Government – New Building Canada Fund
10. Wascana Upper Qu'Appelle Watershed Association Taking Responsibility – 2014 Membership and Newsletter
11. Regina Airport Authority – 2013 Annual Report
12. April 29, 2014 - Day of the Honey Bee – Support for survival of the Honey Bee

CARRIED UNANIMOUSLY

262/14 **MINISTER OF GOVERNMENT RELATIONS**

COUNCILLOR REPETSKI: THAT the RM of Sherwood No.159 engage their solicitor, Daniel Kwochka to review the letter dated April 25th, 2014 from the Minister of Government Relations, Jim Reiter, and draft an appropriate response in consultation with Deputy Reeve Probe.

CARRIED UNANIMOUSLY

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263/14 SASKTIP 2014 MEMBERSHIP

COUNCILLOR PROBE: THAT the RM of Sherwood No.159 renew their corporate membership with SASKTIP Inc. for 2014 at a cost of \$100.00.

CARRIED UNANIMOUSLY

264/14 WUQWATR 2014 MEMBERSHIP

COUNCILLOR JIJIAN: THAT the RM of Sherwood No.159 purchase a 2014 WUQWATR Membership at a cost of \$300.00.

CARRIED UNANIMOUSLY

265/14 BYLAW NO.11/14 – A BYLAW FOR THE EXTENSION OF TIME FOR COMPLETION OF ASSESSMENT ROLL

COUNCILLOR REPETSKI: THAT Bylaw No. 11/14, a Bylaw for the Extension of Time for Completion of the Assessment Roll, be introduced and read a first time.

CARRIED UNANIMOUSLY

266/14 BYLAW NO.11/14 – A BYLAW FOR THE EXTENSION OF TIME FOR COMPLETION OF ASSESSMENT ROLL

COUNCILLOR JIJIAN: THAT Bylaw No. 11/14, a Bylaw for the Extension of Time for Completion of the Assessment Roll, be read a second time.

CARRIED UNANIMOUSLY

267/14 BYLAW NO.11/14 – A BYLAW FOR THE EXTENSION OF TIME FOR COMPLETION OF ASSESSMENT ROLL

COUNCILLOR PROBE: THAT Bylaw No. 11/14, a bylaw for the extension of time for completion of the Assessment Roll, be given three readings at this meeting.

CARRIED UNANIMOUSLY

268/14 BYLAW NO.11/14 – A BYLAW FOR THE EXTENSION OF TIME FOR COMPLETION OF ASSESSMENT ROLL

COUNCILLOR REPETSKI: THAT Bylaw No. 11/14, a Bylaw for the Extension of Time for Completion of the Assessment Roll, be read a third time and hereby adopted.

CARRIED UNANIMOUSLY

269/14 BYLAW NO.12/14 – A BYLAW TO AMEND THE SHERWOOD-REGINA PLANNING DISTRICT ZONING BYLAW, BYLAW NO. 10/91

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COUNCILLOR PROBE: THAT Bylaw No. 12/14, a Bylaw to Amend the Sherwood-Regina Planning District Zoning Bylaw, Bylaw No. 10/91, be introduced and read a first time.

CARRIED UNANIMOUSLY

270/14 **BYLAW NO.13/14 – A BYLAW TO AMEND THE RURAL MUNICIPALITY OF SHERWOOD NO.159 ZONING BYLAW, BYLAW NO.7/11**

COUNCILLOR REPETSKI: THAT Bylaw No. 13/14, a Bylaw to Amend the Rural Municipality of Sherwood No. 159 Zoning Bylaw, Bylaw No. 7/11, be introduced and read a first time.

CARRIED UNANIMOUSLY

271/14 **ADJOURNMENT**

COUNCILLOR PROBE: THAT this meeting be adjourned at 8:15 p.m.

CARRIED UNANIMOUSLY

Reeve

Administrator