

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, February 10, 2021

PRESENT: Susan Oakley-Paul, Reeve
Brad Crassweller, Councillor Division 1
John Wilke, Councillor Division 3
Carl Husum, Councillor Division 4
Rod Culbert, Councillor Division 5
Grant Paul, Councillor Division 6

ABSENT: Vacant, Councillor Division 2

STAFF: Brad Wiebe, Acting Chief Administrative Officer
Erin Halliday, Director of Finance & Administration
Barry Wiebe, Manager of Public Works
Angela Bottcher, Manager of Administration (*via online*)
Christine Trithardt, Assistant Administrator

ORDER: Reeve Oakley-Paul called the meeting to order at 5:36 p.m.

076/2021 AGENDA

COUNCILLOR CULBERT: THAT the agenda be adopted as presented.

CARRIED UNANIMOUSLY

077/2021 JANUARY 20, 2021 REGULAR COUNCIL MEETING MINUTES

COUNCILLOR CRASSWELLER: THAT the January 20, 2021 Regular Council Meeting minutes be approved as presented.

CARRIED UNANIMOUSLY

078/2021 JANUARY 20, 2021 PUBLIC HEARING MEETING MINUTES

COUNCILLOR HUSUM: THAT the January 20, 2021 Public Hearing Meeting minutes be approved as presented.

CARRIED UNANIMOUSLY

079/2021 MONTHLY FINANCIAL REPORTS – DECEMBER 2020

COUNCILLOR WILKE: THAT the Monthly Financial Reports for December 2020 be accepted as information and filed.

CARRIED UNANIMOUSLY

080/2021 MONTHLY RESERVE FUND SUMMARY

COUNCILLOR CRASSWELLER: THAT the Monthly Reserve Fund Summary for December 2020 be accepted as information and filed.

CARRIED UNANIMOUSLY

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081/2021 2021 INTERIM BUDGET REPORT

COUNCILLOR HUSUM: THAT the 2021 Interim Budget Report ending January 31, 2021 be accepted as information and filed.

CARRIED UNANIMOUSLY

082/2021 LIST OF ACCOUNTS FOR REVIEW

COUNCILLOR CULBERT: THAT cheque numbers 19108 to 19175 totaling \$215,579.86 for January 2021, as outlined in the List of Accounts for Review attached to and forming part of these minutes be approved; and,

THAT the Payroll and Electronic Funds Transfer for December 2020 totaling \$1,955,073.82 be ratified.

CARRIED UNANIMOUSLY

083/2021 OPERATIONS PROJECT UPDATE – JANUARY 2021

COUNCILLOR HUSUM: THAT the January 2021 Operations Project Update report be accepted as information and filed.

CARRIED UNANIMOUSLY

084/2021 PUBLIC WORKS OPERATIONS UPDATE – JANUARY 2021

COUNCILLOR WILKE: THAT the January Public Works Operations Update Report be accepted as information and filed.

CARRIED UNANIMOUSLY

085/2021 2021 GRAVEL SUPPLY & SPREADING TENDER

COUNCILLOR CULBERT: THAT the 2021 Gravel Supply & Spreading Tender be awarded to KF Aggregates Inc. at their tendered price estimated at \$545,420.00 plus GST.

CARRIED UNANIMOUSLY

086/2021 2021 FUEL TENDER

COUNCILLOR WILKE: THAT the 2021 Fuel Tender be awarded to Sherwood Co-op as per their wholesale markup bid price for supply of Low Sulphur Diesel and Regular Unleaded Gasoline for the following price:

| Diesel | | Gasoline | |
|---|---------------|---|---------------|
| Natural Resources Daily Rack Price Jan 12, 2021 | 0.6770 | Natural Resources Daily Rack Price Jan 12, 2021 | 0.5990 |
| Federal Tax | 0.040 | Federal Tax | 0.100 |
| Provincial Tax | 0.150 | Provincial Tax | 0.150 |
| Carbon Tax | 0.0805 | Carbon Tax | 0.0663 |
| Markup | -.0400 | Markup | -.0300 |
| Sub-Total | 0.9075 | Sub-Total | .8853 |
| GST | 0.0454 | GST | 0.0443 |
| Total Price | 0.9529 | Total Price | 0.9296 |

CARRIED UNANIMOUSLY

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087/2021 APPLY FOR RURAL INTEGRATED ROADS FOR GROWTH PROGRAM FUNDING – BRIDGES AND LARGE DIAMETER CULVERTS

COUNCILLOR CULBERT: THAT Council approves Administration to apply to the SARM Rural Integrated Roads for Growth (RIRG) Program to help fund the demolition of bridge 221-18-11 located at SW 11-18-21-W2 commonly known as the Old Sherwood Forest Bridge.

CARRIED UNANIMOUSLY

088/2021 APPLY FOR RURAL INTEGRATED ROADS FOR GROWTH PROGRAM FUNDING – ROADS

COUNCILLOR CRASSWELLER: THAT Council approves Administration to apply to the SARM Rural Integrated Roads for growth (RIRG) program to help fund priority road projects as determined by the Roads and Infrastructure Committee.

CARRIED UNANIMOUSLY

089/2021 BYLAW NO. 02/21 – A BYLAW TO DESIGNATE PRIMARY WEIGHT ROADS AND STREETS WITHIN THE RURAL MUNICIPALITY OF SHERWOOD NO. 159

COUNCILLOR HUSUM: THAT Bylaw No. 02/21- A Bylaw to Designate Primary Weight Roads and Streets within the Rural Municipality of Sherwood No. 159, be read a first time.

CARRIED UNANIMOUSLY

090/2021 BYLAW NO. 02/21 – A BYLAW TO DESIGNATE PRIMARY WEIGHT ROADS AND STREETS WITHIN THE RURAL MUNICIPALITY OF SHERWOOD NO. 159

COUNCILLOR WILKE: THAT Bylaw No. 02/21 - A Bylaw to Designate Primary Weight Roads and Streets within the Rural Municipality of Sherwood No. 159, be read a second time.

CARRIED UNANIMOUSLY

091/2021 BYLAW NO. 02/21 – A BYLAW TO DESIGNATE PRIMARY WEIGHT ROADS AND STREETS WITHIN THE RURAL MUNICIPALITY OF SHERWOOD NO. 159

COUNCILLOR HUSUM: THAT Bylaw No. 02/21 - A Bylaw to Designate Primary Weight Roads and Streets within the Rural Municipality of Sherwood No. 159, be given three readings at this meeting.

CARRIED UNANIMOUSLY

092/2021 BYLAW NO. 02/21 – A BYLAW TO DESIGNATE PRIMARY WEIGHT ROADS AND STREETS WITHIN THE RURAL MUNICIPALITY OF SHERWOOD NO. 159

COUNCILLOR CULBERT: THAT Bylaw No. 02/21 - A Bylaw to Designate Primary Weight Roads and Streets within the Rural Municipality Of Sherwood No. 159, be read a third time and hereby adopted.

CARRIED UNANIMOUSLY

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093/2021 REQUEST TO INSTALL A NEW WATER SERVICE LINE FOR FLUSHING PURPOSES IN THE PARKER SUBDIVISION

COUNCILLOR WILKE: THAT Council approves Administration to hire Vic's Excavating, an approved RM contractor, to install a new water line at Parker Industrial Subdivision to flush the water system, for a quoted price of \$8,700.00 plus tax.

CARRIED UNANIMOUSLY

094/2021 PURCHASE OF SANDER EQUIPMENT

COUNCILLOR WILKE: THAT the purchase of a new 2.0 Cubic Yard Electric Black Poly Hopper Spreader from Commercial Truck Equipment Corp-Regina for \$8,275.00 plus GST & PST, be approved.

CARRIED UNANIMOUSLY

095/2021 APPOINTMENT OF DEVELOPMENT APPEALS BOARD FOR 2021

COUNCILLOR WILKE: THAT the R.M. of Sherwood No. 159 appoint GK Plus and its board members for the term of January 1, 2021 – December 31, 2021 as the Development Appeals Board to perform the duties in accordance with *The Planning and Development Act, 2007*; and,

THAT the following be appointed as members and secretary respectively: Clint Krimser, Gord Krismer, Cameron Duncan, Jeff Hutton, David Lang, Christina Krismer, Kirby Bodnard, Brenda Lauf and Aileen Swenson as Secretary of the Development Appeals Board for 2021.

CARRIED UNANIMOUSLY

096/2021 BYLAW NO. 03/21 – A BYLAW FOR THE PURPOSE OF ESTABLISHING A DEVELOPMENT LEVY FOR LANDS THAT ARE TO BE DEVELOPED OR REDEVELOPED WITHIN THE RURAL MUNICIPALITY OF SHERWOOD NO. 159

COUNCILLOR CULBERT: THAT Bylaw No. 03/21 – A Bylaw for the Purpose of Establishing a Development Levy for Lands that are to be Developed or Redeveloped within the Rural Municipality of Sherwood No. 159, be read a first time.

CARRIED UNANIMOUSLY

097/2021 CIVIC ADDRESS SIGNAGE – BUDGETARY APPROVAL

COUNCILLOR HUSUM: THAT Council approves the purchase of civic addressing signage materials prior to final 2021 budget approval to ensure the signage may be installed in the 2021 construction season with a maximum budget of \$30,000.

CARRIED UNANIMOUSLY

098/2021 RM LANDOWNER MAP INTEGRATION WITH THE IHUNTER SK APP

COUNCILLOR CULBERT: THAT the RM enter into a map digital licensing agreement with Inside Outside Studios Inc. and that the Chief Administrative Officer be authorized to sign the agreement on behalf of the RM.

CARRIED UNANIMOUSLY

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**099/2021 COUGAR PROPERTY MANAGEMENT INC. (SIEMENS
TRANSPORTATION) SERVICING AGREEMENT**

COUNCILLOR CULBERT: THAT the draft servicing agreement with Cougar Property Management INC. (Siemens Transportation) be accepted as presented and the CAO and Reeve are authorized to sign the agreement.

CARRIED UNANIMOUSLY

100/2021 FEBRUARY.2021 UPDATE – ADMINISTRATION & FINANCE

COUNCILLOR WILKE: THAT the February 2021 Administration & Finance Update report be accepted as information and filed.

CARRIED UNANIMOUSLY

101/2021 RECESS

COUNCILLOR WILKE: THAT this meeting recess at 6:34 p.m.

CARRIED UNANIMOUSLY

RECONVENE

REEVE OAKLEY-PAUL: THAT this meeting reconvene into regular session at 6:43 p.m.

102/2021 BYLAW NO. 01/21 – A BYLAW TO ESTABLISH A CODE OF ETHICS FOR MEMBERS OF COUNCIL

COUNCILLOR CULBERT: THAT Bylaw No. 01/21, A Bylaw to Establish a Code of Ethics for Members of Council by amending 5(f)(iv) to add \$50 amount for gift or personal benefit and adding 39. Bylaw No. 04/15 is hereby repealed, be read a first time as amended.

CARRIED UNANIMOUSLY

103/2021 BYLAW NO. 01/21 – A BYLAW TO ESTABLISH A CODE OF ETHICS FOR MEMBERS OF COUNCIL

COUNCILLOR WILKE: THAT Bylaw No. 01/21, A Bylaw to Establish a Code of Ethics for Members of Council by amending 5(f)(iv) to add \$50 amount for gift or personal benefit and adding 39. Bylaw No. 04/15 is hereby repealed, be read a second time as amended.

CARRIED UNANIMOUSLY

104/2021 BYLAW NO. 01/21 – A BYLAW TO ESTABLISH A CODE OF ETHICS FOR MEMBERS OF COUNCIL

COUNCILLOR HUSUM: THAT Bylaw No. 01/21, A Bylaw to Establish a Code of Ethics for Members of Council by amending 5(f)(iv) to add \$50 amount for gift or personal benefit and adding 39. Bylaw No. 04/15 is hereby repealed, be given three readings at this meeting.

CARRIED UNANIMOUSLY

105/2021 BYLAW NO. 01/21 – A BYLAW TO ESTABLISH A CODE OF ETHICS FOR MEMBERS OF COUNCIL

COUNCILLOR PAUL: THAT Bylaw No. 01/21, A Bylaw to Establish a Code of Ethics for Members of Council by amending 5(f)(iv) to add \$50 amount for gift or personal benefit and adding 39. Bylaw No. 04/15 is hereby repealed, be read a third time as amended and hereby adopted.

CARRIED UNANIMOUSLY

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106/2021 2021 SARM ANNUAL CONVENTION

COUNCILLOR PAUL: THAT the Chief Administrative Officer, Directors and any Member of Council that so wishes, attend the Saskatchewan Association of Rural Municipalities (SARM) 2021 Annual Convention from March 9th –10th, 2021; and,

THAT Councillor Wilke and Reeve Oakley-Paul be appointed Voting Delegates at the Saskatchewan Association of Rural Municipalities (SARM) 2021 Annual Convention.

CARRIED UNANIMOUSLY

107/2021 2021 SAMA ANNUAL MEETING

COUNCILLOR CULBERT: THAT Brad Wiebe and Erin Halliday attend the Saskatchewan Assessment Management Agency (SAMA) 2021 Annual Meeting as a virtual conference on April 8th, 2021; and,

THAT the Rural Municipality of Sherwood No. 159 appoint Erin Halliday as the Voting Delegate at the Saskatchewan Assessment Management Agency (SAMA) 2021 Annual Meeting.

CARRIED UNANIMOUSLY

108/2021 SOUTH CENTRAL TRANSPORTATION PLANNING COMMITTEE – 2021 MEMBERSHIP REQUEST

COUNCILLOR WILKE: THAT the request for the South Central Transportation Planning Committee 2021 Membership in the amount of \$600.00 be DENIED.

CARRIED UNANIMOUSLY

109/2021 ABATEMENT OF TAXES – NW 21-16-20-W2

COUNCILLOR WILKE: WHEREAS the temporary buildings located on NW 21-16-20-W2 have been removed; and,

WHEREAS section 274(2)(c) of The Municipalities Act states that Council may cancel or reduce tax arrears if, in council's opinion, the taxes owing are uncollectable;

THEREFORE BE IT RESOLVED that a tax abatement be granted for the 2019 arrears of \$992.04 plus any accumulated interest on Roll No. 4149:

| <u>Taxing Authority</u> | <u>Arrears</u> | <u>Current Interest Accumulation</u> |
|-------------------------|-----------------|--------------------------------------|
| Municipal | \$250.08 | \$5.03 |
| School | \$344.07 | \$6.69 |
| Tax Enforcement | \$397.89 | \$7.70 |
| Total | \$992.04 | \$19.64 |

CARRIED UNANIMOUSLY

110/2021 2021 MUNICIPAL INSURANCE – CYBER LIABILITY INSURANCE

COUNCILLOR HUSUM: THAT Council proceed with Option # 2 of the Cyber Liability Insurance (Beazley Breach Response) quotation offered through SARM And facilitated by Aon.

CARRIED UNANIMOUSLY

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111/2021 BORROWING RESOLUTION – CONEXUS LINE OF CREDIT

COUNCILLOR CRASSWELLER: THAT the Company do borrow from CONEXUS CREDIT UNION 2006 (hereinafter called the "Credit Union") the sum of \$1,000,000.00 Dollars, with interest at the rate of PRIME + 0.50 percentum per annum, and that for the purpose of securing payment of the said sum and all interest, do execute and deliver to the credit union the following:

- (a) Line of Credit Agreement
- (b) General Security Agreement
- (c) L-1730-Municipal Certificate: re Borrowing Limit

containing such terms and conditions as the credit union may require.

THAT Susan Oakley-Paul, as Reeve and Brad Wiebe, as Acting Chief Administrative Officer are hereby authorized to sign and execute the said documents and affix the seal of the Company thereto on behalf of the Company.

THAT the said officers are empowered to do such things and execute and deliver such other documents as the said credit union may require for the purpose of securing payment of the said sum and all interest, and otherwise making effective the provisions of this resolution including any additional or substitutional securities.

THAT a certified copy of this resolution be delivered to the credit union and constitute the authority of the said credit union to act thereon, and shall be deemed to continue in force and effect until notice of any amendment, alteration or revocation shall have been given the said credit union.

CARRIED UNANIMOUSLY

112/2021 EAST COTTONWOOD CREEK WATERSHED ASSOCIATION – 2021 MEMBER CONTRIBUTION

COUNCILLOR CULBERT: THAT the request for the 2021 Membership Voluntary Contribution to the East Cottonwood Creek Watershed Association be tabled.

DEFEATED

113/2021 EAST COTTONWOOD CREEK WATERSHED ASSOCIATION – BOARD OF DIRECTORS APPOINTMENT

COUNCILLOR CULBERT: THAT Councillor Wilke and Councillor Husum be appointed to the Board of Directors of the East Cottonwood Creek Watershed Association No. 21 on behalf of the RM of Sherwood; and,

THAT Councillor Crassweller be appointed as an alternate.

CARRIED UNANIMOUSLY

114/2021 EAST COTTONWOOD CREEK WATERSHED ASSOCIATION – 2021 MEMBER CONTRIBUTION

COUNCILLOR CRASSWELLER: THAT the request for the 2021 Membership Voluntary Contribution to the East Cottonwood Creek Watershed Association be tabled for further information.

CARRIED UNANIMOUSLY

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115/2021 COUNCIL GOVERNANCE TRAINING - UPDATE

COUNCILLOR HUSUM: THAT Council authorizes to revise the agreement to allow Council to register for the Municipal Sector Governance Program through Johnson Shoyama Graduate School of Public Policy and all available Councillors are registered for this Municipal Sector Governance Program.

CARRIED UNANIMOUSLY

116/2021 COMMUNICATIONS

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

1. 2021 Census of Population
2. January 7, 2021 WUQWATR
3. Prairie Central District for Sport, Culture and Recreation – January 13, 2021 E-News
4. White Butte RCMP Stats – December 2020
5. January 21, 2021 SARM News Release – Keystone XL Pipeline
6. January 19, 2021 SARM Letter to Minister of Rural Economic Development and Minister Responsible for SaskTel re: Reliable broadband connectivity in rural Saskatchewan is an essential service
7. Prairie Central District for Sport, Culture and Recreation – February 2, 2021 E-News
8. February 4, 2021 SARM Elections Announcement

CARRIED UNANIMOUSLY

117/2021 RECESS

COUNCILLOR HUSUM: THAT this meeting recess at 8:15 p.m.

CARRIED UNANIMOUSLY

RECONVENE

REEVE OAKLEY-PAUL: THAT this meeting reconvene into regular session at 8:24 p.m.

118/2021 CLOSED SESSION

COUNCILLOR HUSUM: THAT this meeting go into closed session at 8:24 p.m.

CARRIED UNANIMOUSLY

119/2021 RECONVENE

COUNCILLOR PAUL: THAT this meeting go into regular session at 10:00 p.m.

CARRIED UNANIMOUSLY

120/2021 MEETING EXTENSION

COUNCILLOR CULBERT: THAT this meeting be extended until business is completed.

CARRIED UNANIMOUSLY

121/2021 CLOSED SESSION

COUNCILLOR HUSUM: THAT this meeting go into closed session at 10:00 p.m.

CARRIED UNANIMOUSLY

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122/2021 **RECONVENE**

COUNCILLOR HUSUM: THAT this meeting go into regular session at 11:40 p.m.

CARRIED UNANIMOUSLY

123/2021 **ADJOURNMENT**

COUNCILLOR PAUL: THAT this meeting be adjourned at 11:40 p.m.

CARRIED UNANIMOUSLY

Reeve

Administrator