

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 10, 2018

PRESENT: Jeffrey Poissant, Reeve
Brad Crassweller, Councillor Division 1
John Wilke, Councillor Division 3 (*via telephone*)
Carl A. Husum, Councillor Division 4
Rod Culbert, Councillor Division 5
Grant Paul, Councillor Division 6 (*via telephone*)

ABSENT: Tim Probe, Councillor Division 2

STAFF: Pam Malach, Chief Administrative Officer
Garret Halbgewachs, Manager of Roadways
Adam Toth, Manager of Planning & Development
Susan Stevenson, Development Officer
Christine Trithardt, Administrative Assistant
Emily Hoddinott, Administrative Assistant

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

001/2018 AGENDA

COUNCILLOR CULBERT: THAT the agenda be adopted as amended.

Move 8.3.7, 8.3.8, 8.3.9, 8.3.10, 8.3.11 between 6. Adoption of Minutes and 7. Financial Reports

Order 8.3.9 will be first, then 8.3.11, 8.3.7, 8.3.8, 8.3.10

Add 8.1.3 WTP Update

CARRIED UNANIMOUSLY

002/2018 RECESS

REEVE POISSANT: THAT this meeting recess at 5:34 p.m for the purpose of the Public Hearing.

CARRIED UNANIMOUSLY

003/2018 RECONVENE

COUNCILLOR HUSUM: THAT this meeting reconvene into regular session at 5:36 p.m.

CARRIED UNANIMOUSLY

004/2018 DECEMBER 13, 2017 REGULAR COUNCIL MEETING MINUTES

COUNCILLOR CRASSWELLER: THAT the December 13, 2017 Regular Council Meeting minutes be approved.

CARRIED UNANIMOUSLY

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005/2018 DECEMBER 13, 2017 PUBLIC HEARING MEETING MINUTES

COUNCILLOR HUSUM: THAT the December 13, 2017 Public Hearing Meeting minutes be approved.

CARRIED UNANIMOUSLY

Reeve Poissant declared a personal conflict of interest for the Fire Dispatch Invoice 2015-0396 as he is potentially involved as a witness in criminal proceedings respecting a member of Council and departed Council Chambers at 5:38 p.m.

Reeve Poissant passed the Chair to Deputy Reeve Husum at 5:38 p.m.

Deputy Reeve Husum assumed the Chair at 5:38 p.m.

006/2018 FIRE DISPATCH INVOICE 2015-00396

COUNCILLOR CRASSWELLER: THAT \$4,014.39 from City of Regina invoice # 28373 be paid by the R.M. of Sherwood No. 159 and the first fire invoice from the City of Regina invoice # 28366 in the amount of \$6,438.21 be invoiced to the property owner at PT NE 10-16-20-W2.

CARRIED UNANIMOUSLY

Reeve Poissant entered Council Chambers at 5:59 p.m.

Deputy Reeve Husum passed the Chair to Reeve Poissant at 5:59 p.m.

Reeve Poissant assumed the Chair at 6:00 p.m.

007/2018 FIRE DISPATCH INVOICE 2017-00239 & 2017-00240

COUNCILLOR CRASSWELLER: THAT accounts receivable invoice No. 2017-00238 and 2017-00240 in the amount of \$5,209.87 be cancelled as the landowner can no longer claim this expense with his insurance provider due to the excessive delay in billing from the City of Regina.

CARRIED UNANIMOUSLY

008/2018 FIRE DISPATCH INVOICE 2016-00246

COUNCILLOR CULBERT: THAT the outstanding amount of \$3,125.92 for a fire dispatch call on Accounts Receivable Account No. MIN001 be transferred to Tax Roll No. 1027 000.

CARRIED UNANIMOUSLY

009/2018 FIRE DISPATCH INVOICE 2017-00324

COUNCILLOR WILKE: THAT the outstanding amount of \$1,600.98 for a fire dispatch call on Accounts Receivable Account No. KRA001 be transferred to Tax Roll No. 1964 000.

CARRIED UNANIMOUSLY

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010/2018 FIRE DISPATCH INVOICE 2016-00114

COUNCILLOR CULBERT: THAT Administration amend fire dispatch invoice 2016-00114 to \$500.00 calculated by 4 firefighters dispatched times by \$125.00 per firefighter as per schedule "B" section 3 of the Fire Services Agreement with the City of Regina, as the property owners alarm company recalled the fire departments dispatch within one minute of the dispatch call; and,

THAT Administration request a refund of \$1,019.70 from the Regina Fire Department on invoice no. 29143 to reduce the invoice amount to the flat rate of 4 firefighters at a rate of \$125.00 per firefighter that was dispatched as per schedule "B" section 3 of the Fire Services Agreement with the City of Regina.

CARRIED UNANIMOUSLY

Councillor Crassweller departed Council Chambers at 6:14 p.m.

011/2018 DECEMBER BANK RECONCILIATION

COUNCILLOR HUSUM: THAT the Bank Reconciliation for the month of December 2017, be accepted as presented.

CARRIED UNANIMOUSLY

012/2018 MONTHLY STATEMENT OF FINANCIAL ACTIVITIES

COUNCILLOR CULBERT: THAT the Statement of Financial Activities for the period ending December 31, 2017, attached to and forming a part of these minutes, be accepted as presented.

CARRIED UNANIMOUSLY

013/2018 LIST OF ACCOUNTS FOR REVIEW

COUNCILLOR HUSUM: THAT cheque numbers 15766 to 15866 totaling \$1,555,765.23, as outlined in the List of Accounts for Review attached to and forming part of these minutes be accepted as information and filed, and,

THAT Payroll and Electronic Fund Transfers totaling \$98,755.56 be ratified.

CARRIED UNANIMOUSLY

014/2018 RECESS

COUNCILLOR HUSUM: THAT this meeting recess at 6:18 p.m.

CARRIED

015/2018 RECONVENE

REEVE POISSANT: THAT this meeting reconvene into regular session at 6:28 p.m.

CARRIED UNANIMOUSLY

016/2018 PUBLIC WORKS MONTHLY REPORT – DECEMBER

COUNCILLOR CULBERT: THAT the written Public Works Monthly Report – December be accepted as information and filed.

CARRIED UNANIMOUSLY

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017/2018 APPOINTMENT OF WEED INSPECTOR

COUNCILLOR CULBERT: THAT Monte Dobson be appointed as the R.M. of Sherwood No. 159 Weed Inspector for the year 2018 in accordance to Section 6(2) of *The Weed Control Act*; and,

THAT the Weed Inspector rate for weed inspection services/reporting is \$90/hour with a minimum 2-hour charge, plus \$0.50/km travel charge and spraying rate is \$175/hour plus the cost of the chemical, plus \$1.25/km mobilization charge in 2018.

CARRIED UNANIMOUSLY

018/2018 SIP WATER TREATMENT PLANT AND ASSOCIATED INFRASTRUCTURE DEVELOPMENT

COUNCILLOR HUSUM: THAT the written SIP Water Treatment Plant and Associated Infrastructure Development be accepted as information and filed.

CARRIED UNANIMOUSLY

019/2018 BYLAW NO. 20/17 – A BYLAW TO AMEND THE RM OF SHERWOOD OFFICIAL COMMUNITY PLAN (BYLAW NO. 16/16)

COUNCILLOR CULBERT: THAT Bylaw No. 20/17 – A Bylaw to amend the RM of Sherwood Official Community Plan (Bylaw No. 16/16), to provide for a text change amendment to the Rural Residential Site Size and Concept Plan, be read a second time.

CARRIED UNANIMOUSLY

020/2018 BYLAW NO. 20/17 – A BYLAW TO AMEND THE RM OF SHERWOOD OFFICIAL COMMUNITY PLAN (BYLAW NO. 16/16)

COUNCILLOR WILKE: THAT Bylaw No. 20/17, be read a third time and hereby adopted.

CARRIED UNANIMOUSLY

021/2018 BYLAW NO. 21/17 – A BYLAW TO AMEND THE RURAL MUNICIPALITY OF SHERWOOD NO. 159 ZONING BYLAW, BYLAW NO. 7/11

COUNCILLOR HUSUM: THAT Bylaw No. 21/17 – A Bylaw to amend the Rural Municipality of Sherwood No. 159 Zoning Bylaw, Bylaw No. 7/11, being a bylaw to rezone Parcel A, NE 27-17-21-W2 from AG1 to AG2, be read a second time.

CARRIED UNANIMOUSLY

022/2018 BYLAW NO. 21/17 – A BYLAW TO AMEND THE RURAL MUNICIPALITY OF SHERWOOD NO. 159 ZONING BYLAW, BYLAW NO. 7/11

COUNCILLOR WILKE: THAT Bylaw No. 21/17, be read a third time.

CARRIED UNANIMOUSLY

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023/2018 APPOINTMENT OF DEVELOPMENT APPEALS BOARD

COUNCILLOR CULBERT: THAT the Appointment of Development Appeals Board be tabled for review of qualifications of the board; and

THAT Administration review and provide a recommendation to Council on options to employ the services of an alternative Development Appeal Board service provider.

CARRIED UNANIMOUSLY

024/2018 2017 COUNCIL ATTENDANCE REPORT

COUNCILLOR WILKE: THAT the written 2017 Council Attendance Report be accepted as information and filed.

CARRIED UNANIMOUSLY

025/2018 2018 COUNCIL REMUNERATION

COUNCILLOR CULBERT: THAT the Council Remuneration Policy be updated as follows: The Reeve continue to receive \$2,025/month, the Deputy Reeve's remuneration be increased \$300 to \$1,500/month and Councillor remuneration be increased \$300 to \$1,350/month.

CARRIED UNANIMOUSLY

026/2018 APPOINTMENT OF AUDITOR

COUNCILLOR WILKE: THAT the R.M. of Sherwood No. 159 appoint Dudley & Co. as Municipal Auditor for the purpose of auditing the financial records of the municipality for the fiscal year ending December 31, 2017.

CARRIED UNANIMOUSLY

027/2018 APPOINTMENT OF MUNICIPAL SOLICITOR

COUNCILLOR HUSUM: THAT the R.M. of Sherwood 159 appoint Merrilee Rasmussen as Municipal Solicitor for the year of 2018 or until such time that Administration has publicly tendered and recommends a new appointment for a municipal solicitor to Council.

CARRIED UNANIMOUSLY

028/2018 APPOINTMENT OF BOARD OF REVISION

COUNCILLOR WILKE: THAT the Appointment of Board of Revision be tabled for review of qualifications of the board; and

THAT Administration review and provide a recommendation to Council on options to employ the services of an alternative Board of Revision service provider.

CARRIED UNANIMOUSLY

029/2018 2018 SARM MEMBERSHIP FEES

COUNCILLOR CULBERT: THAT Council of the R.M. of Sherwood No. 159 approve the payment of the Saskatchewan Association of Rural Municipalities (SARM) Membership Fees for 2018 for a total of \$8,370.25.

CARRIED UNANIMOUSLY

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030/2018 **2018-2019 FEDERATION OF CANADIAN MUNICIPALITIES
MEMBERSHIP**

COUNCILLOR CULBERT: THAT the R.M. of Sherwood No. 159 approve the membership with the Federation of Canadian Municipalities and make payment of the 2018-2019 Membership Fees in the amount of \$314.41 which includes support to the Legal Defense Fund.

CARRIED UNANIMOUSLY

031/2018 **HUDSON BAY ROUTE ASSOCIATION**

COUNCILLOR HUSUM: THAT the request for Hudson Bay Route Association 2018 Membership in the amount of \$300.00 be denied.

CARRIED UNANIMOUSLY

032/2018 **2018 SARM EXCESS LIABILITY INSURANCE**

COUNCILLOR HUSUM: THAT the R.M. of Sherwood No. 159 renew the Saskatchewan Association of Rural Municipalities (SARM) Excess Liability Insurance for 2018 for an annual premium of \$1,763.84; and,

THAT Administration conduct an insurance risk assessment and provide a recommendation to Council as to an acceptable level of liability insurance for the RM.

CARRIED UNANIMOUSLY

033/2018 **SARM FIDELITY BOND SELF-INSURANCE PLAN – 2018 RENEWAL**

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 2018 at a coverage rate of \$100,000 for an annual premium of \$344.50.

CARRIED UNANIMOUSLY

034/2018 **2018 SARM LIABILITY SELF-INSURANCE PLAN**

COUNCILLOR HUSUM: THAT the R.M. of Sherwood No. 159 renew the Saskatchewan Association of Rural Municipalities (SARM) Liability Self-Insurance Plan for 2018 for an annual premium of \$4,703.12.

CARRIED UNANIMOUSLY

035/2018 **2018 SARM PROPERTY SELF-INSURANCE PROGRAM**

COUNCILLOR CULBERT: THAT the R.M. of Sherwood No. 159 renew the Saskatchewan Association of Rural Municipalities (SARM) Property Self-Insurance Program for 2018 for an annual premium of \$22,678.77.

CARRIED UNANIMOUSLY

036/2018 **TERM LOAN AMENDMENT – WELLINGS SUBDIVISION**

COUNCILLOR CULBERT: THAT the application to amend a term loan in the amount of \$1,810,000.00, amendment agreement-non-mortgage, certified copy of resolution, payor's pad agreement with Conexus Credit Union regarding the Wellings Subdivision Local Improvement long term loan be approved.

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037/2018 **COMMUNICATIONS**

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

1. Prairie Central District - Team Prairie Central Sask Winter Games Update # 3
2. December 15, 2017 - STARS
3. Communities in Bloom – Invitation to Rural Municipalities to participate in a program that will showcase, involve and benefit your residents
4. Prairie Central District - Team Prairie Central Sask Winter Games Update # 4

CARRIED UNANIMOUSLY

038/2018 **RECESS**

COUNCILLOR HUSUM: THAT this meeting recess at 7:45 p.m.

CARRIED UNANIMOUSLY

039/2018 **RECONVENE**

REEVE POISSANT: THAT this meeting reconvene into regular session at 8:02 p.m.

CARRIED UNANIMOUSLY

040/2018 **CLOSED SESSION**

COUNCILLOR HUSUM: THAT this meeting go into closed session at 8:02 p.m.

CARRIED UNANIMOUSLY

Councillor Culbert recused himself due to business dealings and departed Council Chambers at 8:14 p.m.

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 8:14 p.m.

Reeve Poissant passed the Chair to Deputy Reeve Husum at 8:14 p.m.

Deputy Reeve Husum assumed the Chair at 8:14 p.m.

Councillor Culbert entered Council Chambers at 8:17 p.m.

Reeve Poissant entered Council Chambers at 8:17 p.m.

Deputy Reeve Husum passed the Chair to Reeve Poissant at 8:17 p.m.

Reeve Poissant assumed the Chair at 8:17 p.m.

Councillor Crassweller entered Council Chambers at 9:07 p.m.

041/2018 **RECONVENE**

COUNCILLOR HUSUM: THAT this meeting reconvene into regular session 9:13 at p.m.

CARRIED UNANIMOUSLY

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042/2018 **ADJOURNMENT**

COUNCILLOR PAUL: THAT this meeting be adjourned at 9:13 p.m.

CARRIED UNANIMOUSLY

Reeve

Administrator