

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 20, 2021

**PRESENT:** Susan Oakley-Paul, Reeve  
Brad Crassweller, Councillor Division 1 (*via online*)  
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  
Mike Mamona, Director of Operations  
Erin Halliday, Director of Finance & Administration  
Angela Bottcher, Manager of Administration (*via online*)  
Todd Mitchell, Municipal Planner  
Christine Trithardt, Assistant Administrator

**ORDER:** Reeve Oakley-Paul called the meeting to order at 5:41 p.m.

**012/2021 AGENDA**

COUNCILLOR HUSUM: THAT the agenda be adopted as presented.

CARRIED UNANIMOUSLY

**RECESS**

REEVE OAKLEY-PAUL: THAT this meeting recess at 5:41 p.m. for the purpose of the Public Hearing for Bylaw No. 22/20 – A Bylaw to amend Bylaw No. 16/16 and Bylaw No. 23/20 – A Bylaw to amend the Rural Municipality of Sherwood No. 159 Zoning Bylaw No. 18/17.

CARRIED UNANIMOUSLY

**RECONVENE**

REEVE OAKLEY-PAUL: THAT this meeting reconvene into regular session at 5:56 p.m.

**DELEGATION**

Joanne Kwasnicki, Division 2 Plant Health Officer with SARM made a presentation to Council on Clubroot and RM's role.

**013/2021 DECEMBER 9, 2020 REGULAR COUNCIL MEETING MINUTES**

COUNCILLOR HUSUM: THAT the December 9, 2020 Regular Council Meeting minutes be approved as presented.

CARRIED UNANIMOUSLY

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**014/2021 DECEMBER 9, 2020 PUBLIC HEARING MEETING MINUTES**

COUNCILLOR CULBERT: THAT the December 9, 2020 Public Hearing Meeting minutes be approved as presented.

CARRIED UNANIMOUSLY

**015/2021 JANUARY 5, 2021 SPECIAL COUNCIL MEETING MINUTES**

COUNCILLOR CULBERT: THAT the January 5, 2021 Special Council Meeting minutes be approved as presented.

CARRIED UNANIMOUSLY

**016/2021 MONTHLY FINANCIAL REPORTS – NOVEMBER 2020**

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

CARRIED UNANIMOUSLY

**017/2021 MONTHLY RESERVE FUND SUMMARY**

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

CARRIED UNANIMOUSLY

**018/2021 LIST OF ACCOUNTS FOR REVIEW**

COUNCILLOR HUSUM: THAT cheque numbers 19020 to 19107 totaling \$150,452.72 for December 2020, 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 November 2020 totaling \$291,893.92 be ratified.

CARRIED UNANIMOUSLY

**019/2021 OPERATIONS PROJECT UPDATE – DECEMBER 2020**

COUNCILLOR WILKE: THAT the December 2020 Operations Project Update report be accepted as information and filed.

CARRIED UNANIMOUSLY

**020/2021 PUBLIC WORKS OPERATIONS UPDATE – DECEMBER 2020**

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

CARRIED UNANIMOUSLY

**021/2021 REVIEW VEHICLE PERMIT BYLAW 01/20 FEES**

COUNCILLOR CRASSWELLER: THAT Council accepts the vehicle permit fees outlined in Bylaw 01/20 with no further updates.

CARRIED UNANIMOUSLY

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**022/2021 APPOINTMENT OF WEED INSPECTOR 2021**

COUNCILLOR WILKE: THAT Mr. John Langford be appointed as the R.M. of Sherwood No. 159 Weed Inspector for the year 2021 in accordance with Section 6(2) of *The Weed Control Act*; and,

THAT the Weed Inspector rate for weed inspection services/reporting is \$40/hour, plus \$0.50/km travel charge. Weed control spraying will be contracted out on an as needed basis.

CARRIED UNANIMOUSLY

**023/2021 APPOINTMENT OF PEST CONTROL OFFICER FOR 2021**

COUNCILLOR HUSUM: THAT Jim King be appointed as the R.M. of Sherwood No. 159 Pest Control Officer for the year 2021 in accordance with Section 13 of *The Pest Control Act*; and,

THAT the Pest Control Officer be paid \$50.00 per call in 2021.

CARRIED UNANIMOUSLY

**024/2021 OCCUPATIONAL HEALTH & SAFETY INSPECTION – Q&A**

COUNCILLOR HUSUM: THAT the Occupational Health & Safety Inspection – Q&A report be accepted as information and filed.

CARRIED UNANIMOUSLY

**025/2021 RECESS**

COUNCILLOR HUSUM: THAT this meeting recess at 7:18 p.m.

CARRIED UNANIMOUSLY

**RECONVENE**

REEVE OAKLEY-PAUL: THAT this meeting reconvene into regular session at 7:31 p.m.

**026/2021 SU 20-010: SURFACE PARCEL SUBDIVISION TO SEPARATE SASKENERGY INFRASTRUCTURE FROM SOURCE PARCEL**

COUNCILLOR WILKE: THAT proposed subdivision application SU 20-010 (Community Planning File R0009-20R), which intends to subdivide for the purposes of a minor utility parcel, be recommended for approval by Community Planning.

CARRIED UNANIMOUSLY

**027/2021 SU 20-009: SURFACE PARCEL SUBDIVISION FOR TWO 10.00 ACRE RESIDENTIAL SITES AT NE 13-16-20-W2M EXT.77**

COUNCILLOR CRASSWELLER: THAT proposed subdivision application SU 20-009 (Community Planning File R0647-20R), which intends to subdivide two existing residential dwellings into separate 10 acre sites within a quarter section severed by the Regina Bypass at NE 13-16-20-W2M Ext. 77, be recommended for approval by Community Planning.

CARRIED UNANIMOUSLY

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**028/2021 SU 20-011: SURFACE PARCEL SUBDIVISION FOR ONE RESIDENTIAL PARCEL LOCATED AT NE 33-16-21-W2M**

COUNCILLOR CULBERT: THAT proposed subdivision application SU 20-011 (Community Planning File R0790-20R), which intends to subdivide one ten (10) acre parcel for a future residential site located at NE 33-16-21-W2M, be recommended for approval by Community Planning with the following conditions:

1. A 10 metre road widening to be provided by plan of survey along the east boundary of the NE 33-16-21-W2M adjacent to Range Road 2213 as this roadway is designated an overdimensional route and is scheduled for future upgrades.

CARRIED UNANIMOUSLY

**029/2021 BYLAW NO. 22/20 – A BYLAW TO AMEND BYLAW NO. 16/16**

COUNCILLOR CULBERT: THAT Bylaw No. 22/20, A Bylaw to amend Bylaw No. 16/16, be read a second time.

CARRIED UNANIMOUSLY

**030/2021 BYLAW NO. 22/20 – A BYLAW TO AMEND BYLAW NO. 16/16**

COUNCILLOR WILKE: THAT Bylaw No. 22/20, A Bylaw to amend Bylaw No. 16/16, be read a third time and hereby adopted.

CARRIED UNANIMOUSLY

**031/2021 BYLAW NO. 23/20 – A BYLAW TO AMEND THE RURAL MUNICIPALITY OF SHERWOOD NO. 159 ZONING BYLAW NO. 18/17**

COUNCILLOR HUSUM: THAT Bylaw No. 23/20, A Bylaw to amend the RM of Sherwood Zoning Bylaw No. 18/17, be read a second time.

CARRIED UNANIMOUSLY

**032/2021 BYLAW NO. 23/20 – A BYLAW TO AMEND THE RURAL MUNICIPALITY OF SHERWOOD NO. 159 ZONING BYLAW NO. 18/17**

COUNCILLOR CULBERT: THAT Bylaw No. 23/20, A Bylaw to amend the RM of Sherwood Zoning Bylaw No. 18/17, be read a third time and hereby adopted.

CARRIED UNANIMOUSLY

**033/2021 JANUARY 2021 UPDATE – ADMINISTRATION & FINANCE**

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

CARRIED UNANIMOUSLY

**034/2021 2021 COUNCIL REMUNERATION**

COUNCILLOR HUSUM: THAT the 2021 Council Remuneration be set at the following rates:

	Reeve	Deputy Reeve	Council
Monthly	\$2,025.00	\$1,500.00	\$1,350.00
Conferences	\$25/hr to a maximum of \$150/day		
Accommodations	Full Reimbursement of approved cost		
Meals & Mileage	As per Provincial Travel & Meal Rate		

CARRIED UNANIMOUSLY

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**035/2021    2020 COUNCIL ATTENDANCE**

COUNCILLOR HUSUM: THAT the 2020 Council Attendance report be accepted as information and filed.

CARRIED UNANIMOUSLY

**036/2021    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, be tabled to the February 10, 2021 Council Meeting.

CARRIED UNANIMOUSLY

**037/2021    2021 MUNICIPAL BY-ELECTION - AMENDMENT**

COUNCILLOR CULBERT: **WHEREAS** Council passed resolution no. 433/2020 setting the date of March 29, 2021 for the byelection for Councillor for Division No. 2 for the RM of Sherwood No. 159; and

**WHEREAS** Section 11 of *The Local Government Election Act* states that a by-election is held pursuant to subsection (1), that by-election must be held, as nearly as possible, in accordance with the provisions of this Act respecting general elections; and

**WHEREAS** Section 10 of *The Local Government Election Act* states that general elections be held on a Wednesday;

**THEREFORE BE IT RESOLVED THAT** the 2021 Municipal By-Election for Councillor for Division No. 2 be held on Wednesday, March 31<sup>st</sup>, 2021.

CARRIED UNANIMOUSLY

**038/2021    2021 MUNICIPAL BY-ELECTION – APPOINT RETURNING OFFICER**

COUNCILLOR CULBERT: THAT Brad Wiebe, Acting Chief Administrative Officer be appointed Returning Officer for the 2021 Municipal By-Election for the election of Councillor for Division No. 2 for the RM of Sherwood No. 159.

CARRIED UNANIMOUSLY

**039/2021    2021 MUNICIPAL BY-ELECTION – ADVANCE POLL**

COUNCILLOR CULBERT: THAT the Advance Poll for the 2021 Municipal By-Election be held on **Saturday, March 20, 2021** from **1:00 p.m. to 5:00 p.m.** at the Rural Municipality of Sherwood Municipal Office at 4400 Campbell Street, Regina, SK, for the election of Councillor for Division No. 2 for the RM of Sherwood No. 159.

CARRIED UNANIMOUSLY

**040/2021    2021 MUNICIPAL BY-ELECTION – POLLING PLACE**

COUNCILLOR HUSUM: THAT the polling place for the 2021 Municipal By-Election, being held on Wednesday, March 31<sup>st</sup>, 2021 from 9:00 a.m. to 8:00 p.m. be held at the Rural Municipality of Sherwood No. 159 Municipal Office located at 4400 Campbell Street, Regina, Saskatchewan, for the election of Councillor for Division No. 2 for the RM of Sherwood No. 159.

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**041/2021    2021 MUNICIPAL BY-ELECTION – REMUNERATION**

COUNCILLOR WILKE: THAT Election Officials participating in the 2021 Municipal By-Election and working at the Advance Polls and on Election Day be paid the following:

	<b>Advance Poll</b>	<b>Election Day</b>
Deputy Returning Officer	\$200	\$475
Poll Clerk(s)	\$125	\$325

AND FURTHERMORE, THAT the officials be paid an additional \$75.00 for participating in the election training session.

CARRIED UNANIMOUSLY

**042/2021    HUDSON BAY ROUTE ASSOCIATION**

COUNCILLOR CULBERT: THAT the request for the Hudson Bay Route Association 2021 Membership in the amount of \$300.00 be denied.

CARRIED UNANIMOUSLY

**043/2021    INTEGRITY COMMISSIONER 2020 ANNUAL REPORT**

COUNCILLOR HUSUM: THAT the Integrity Commissioner 2020 Annual Report be accepted as information and filed.

CARRIED UNANIMOUSLY

**044/2021    ABATEMENT OF TAXES – PT SW 08-18-20-W2 BLK A PLAN 102264892**

COUNCILLOR PAUL: **WHEREAS** the letter dated September 2, 2020 from the Ministry of Highways and Infrastructure indicates they are exempt from property and local improvement taxes in accordance with Section 292(1)(a) of *The Municipalities Act*;

**BE IT RESOLVED THAT** an abatement in the amount of \$318.30 plus accumulated interest be granted to the owner of PT SW 08-18-20-W2, Roll No. 4208 000.

Municipal Taxes & Interest	School Taxes & Interest	Tax Enforcement Charges & Interest
\$21.48	\$2.53	\$294.29

CARRIED UNANIMOUSLY

**045/2021    FIRE DISPATCH INVOICE 2020-00072**

COUNCILLOR HUSUM: **THAT** Accounts Receivable Invoice # 2020-00072 in the amount of \$869.51 for fire dispatch calls on Accounts Receivable Account No. HOW002 be transferred to Tax Roll No. 1259 100.

CARRIED UNANIMOUSLY

**046/2021    FIRE DISPATCH INVOICE 2020-00159**

COUNCILLOR CULBERT: **THAT** Accounts Receivable Invoice # 2020-00159 in the amount of \$1,659.61, for a fire dispatch call on Accounts Receivable Account No. 101002 be transferred to Tax Roll No. 780 000.

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**047/2021 FIDELITY BOND**

COUNCILLOR HUSUM: THAT the R.M. of Sherwood No. 159 purchase Fidelity Bond Coverage of \$100,000 and Money and Securities Coverage of \$20,000 for the year 2021.

CARRIED UNANIMOUSLY

**048/2021 COMMUNICATIONS**

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

1. Prairie Central District for Sport, Culture and Recreation – December 8, 2020 E-News
2. Saskatchewan Municipal Hail Insurance – 2020 Yearly Claim Letter
3. December.9.2020 Prairie Valley School Division – 2020-2021 This Is Us – Looking Back, Moving Forward
4. Prairie Central District for Sport, Culture and Recreation – Season's Greetings and More
5. White Butte RCMP Stats – November 2020
6. STARS – Thank you for your donation & Receipt
7. December.23.2020 Saskatchewan Construction Association – Support local economic activity in your RM Letter
8. SARM President asks for support with rural broadband lobby
9. Happy New Year from Solarcor Energy
10. January 6, 2021 SARM Elections – Call for Nominations
11. January 6, 2021 SARM News Release – Leaders' Responsibility During a Pandemic
12. January 7, 2021 Ray Orb, SARM President – 2021 Election Letter
13. January 7, 2021 Norm Nordgulen, SARM Board of Director, Division 2 – 2021 Election Letter
14. January 11, 2021 Bill Huber, SARM Board of Director, Division 1 – 2021 Election Letter
15. SAMA Board Elections – Rural Representatives (2021)
16. Saskatchewan Municipal Hail Insurance – 2021 Annual General Meeting

CARRIED UNANIMOUSLY

**049/2021 RECESS**

COUNCILLOR WILKE: THAT this meeting recess at 8:51 p.m.

CARRIED UNANIMOUSLY

**RECONVENE**

REEVE OAKLEY-PAUL: THAT this meeting reconvene into regular session at 8:58 p.m.

**050/2021 CLOSED SESSION**

COUNCILLOR HUSUM: THAT this meeting go into closed session at 8:58 p.m.

CARRIED UNANIMOUSLY

**051/2021 RECONVENE**

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

CARRIED UNANIMOUSLY

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**052/2021**    **MEETING EXTENSION**

COUNCILLOR CULBERT: THAT this meeting be extended until 10:45 p.m.

CARRIED UNANIMOUSLY

**053/2021**    **CLOSED SESSION**

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

CARRIED UNANIMOUSLY

**054/2021**    **RECONVENE**

COUNCILLOR WILKE: THAT this meeting go into regular session at 10:45 p.m.

CARRIED UNANIMOUSLY

**055/2021**    **ADJOURNMENT**

COUNCILLOR PAUL: THAT this meeting be adjourned at 10:45 p.m.

CARRIED UNANIMOUSLY

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Reeve

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Administrator