

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, November 13, 2019

**PRESENT:** Jeffrey Poissant, Reeve  
Brad Crassweller, Councillor Division 1  
Susan Oakley-Paul, Councillor Division 2  
John Wilke, Councillor Division 3  
Carl Husum, Councillor Division 4  
Rod Culbert, Councillor Division 5  
Grant Paul, Councillor Division 6

**ABSENT:**

**STAFF:** Pam Malach, Chief Administrative Officer  
Mike Mamona, Director of Operations  
Erin Halliday, Director of Finance & Administration  
Brad Wiebe, Manager of Planning & Development  
Barry Wiebe, Manager of Public Works  
Penni Greensides, Manager of Administration  
Christine Trithardt, Assistant Administrator

**ORDER:** Reeve Poissant called the meeting to order at 5:43 p.m.

**309/2019 AGENDA**

COUNCILLOR CULBERT: THAT the agenda be adopted as amended.

Remove 8.3.8 – Tax Incentive Application 19-008

CARRIED UNANIMOUSLY

**DELEGATION**

Dave Wellings, Brian Davies and Royce Snitzler with DBR Developments Ltd. made a presentation to Council regarding the issues and concerns with the RM of Sherwood Council, Administration, water distribution lines, drainage issues and retention ponds on site.

*Councillor Wilke entered Council Chambers at 5:45 p.m.*

*Councillor Paul entered Council Chambers at 6:02 p.m.*

*Councillor Culbert departed Council Chambers at 6:25 p.m.*

*Councillor Husum departed Council Chambers at 6:25 p.m.*

**310/2019 OCTOBER 9, 2019 SPECIAL COUNCIL MEETING MINUTES**

COUNCILLOR WILKE: THAT the October 9, 2019 Special Council Meeting minutes be approved as presented.

CARRIED UNANIMOUSLY

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**311/2019 OCTOBER 9, 2019 REGULAR COUNCIL MEETING MINUTES**

COUNCILLOR CRASSWELLER: THAT the October 9, 2019 Regular Council Meeting minutes be approved as presented.

CARRIED UNANIMOUSLY

**312/2019 OCTOBER 15, 2019 SPECIAL COUNCIL MEETING MINUTES**

COUNCILLOR WILKE: THAT the October 15, 2019 Special Council Meeting minutes be approved as corrected.

CARRIED UNANIMOUSLY

*Councillor Husum entered Council Chambers at 6:28 p.m.*

*Councillor Culbert entered Council Chambers at 6:28 p.m.*

**313/2019 MONTHLY FINANCIAL REPORTS**

COUNCILLOR CULBERT: THAT the Monthly Financial Reports for the period ending October 31, 2019, attached to and forming a part of these minutes, be accepted as information and filed.

CARRIED UNANIMOUSLY

**314/2019 MONTHLY RESERVE FUND SUMMARY**

COUNCILLOR CULBERT: THAT the Monthly Reserve Fund Summary Report be accepted as information and filed.

CARRIED UNANIMOUSLY

**315/2019 LIST OF ACCOUNTS FOR REVIEW**

COUNCILLOR WILKE: THAT cheque numbers 17841 to 17926 and Electronic Payment 201901 totaling \$411,613.28 as outlined in the List of Accounts for Review attached to and forming part of these minutes be approved, and,

THAT Payroll and Electronic Fund Transfers totaling \$180,838.10 be ratified.

CARRIED UNANIMOUSLY

**316/2019 OPERATIONS PROJECT UPDATE**

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

CARRIED UNANIMOUSLY

**317/2019 PUBLIC WORKS OPERATIONS UPDATE - OCTOBER**

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

CARRIED UNANIMOUSLY

**318/2019 RECOMMENDATION FOR RFP 19-05 FEASIBILITY STUDY**

COUNCILLOR CULBERT: THAT neither submissions be accepted for the 2019 Feasibility Study 19-05, RM to own and operate a wastewater/sewage hauling operation and re-evaluate the proposal. Due to budget restraints and timelines, the above noted submissions are not recommended.

CARRIED UNANIMOUSLY

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**319/2019 TRUCK PERMITTING - OVERWEIGHT**

COUNCILLOR CRASSWELLER: THAT the Truck Permitting - Overweight Report be accepted as information and filed.

CARRIED UNANIMOUSLY

**320/2019 PRIMARY WEIGHTS BYLAW**

COUNCILLOR HUSUM: THAT Council direct Administration to draft a primary weights bylaw for all roads in Sherwood Industrial Park.

CARRIED UNANIMOUSLY

**321/2019 OVER-WEIGHT AND OVER-DIMENSIONAL BYLAW**

COUNCILLOR HUSUM: THAT Council direct Administration to draft an over-weight and over-dimensional bylaw for all municipal roads.

CARRIED UNANIMOUSLY

**322/2019 ROAD MAINTENANCE AGREEMENTS**

COUNCILLOR HUSUM: THAT the Road Maintenance Agreements Report be accepted as information and filed.

CARRIED UNANIMOUSLY

**323/2019 ROAD HAUL AGREEMENT BYLAW**

COUNCILLOR CULBERT: THAT Administration research if there is a current bylaw for the RM of Sherwood with respect to road haul agreements within our boundaries.

CARRIED UNANIMOUSLY

*Councillor Husum departed Council Chambers at 7:35 p.m.*

*Councillor Husum entered Council Chambers at 7:35 p.m.*

**324/2019 SUNCOR CONCEPT PLAN – BYLAW NO. 13/18**

COUNCILLOR CULBERT: WHEREAS the Suncor Concept Plan has been revised to include multiple options for potable water servicing; and,

WHEREAS the Suncor traffic impact assessment and proposed Highway 1/Grand Coulee Road intersection upgrades have been approved by the Ministry of Highways as the authority having jurisdiction;

BE IT RESOLVED THAT Bylaw 13/18, A Bylaw to amend Bylaw No. 16/16, be read a second time.

CARRIED

**325/2019 BYLAW NO. 14/18, A BYLAW TO AMEND THE RURAL MUNICIPALITY OF SHERWOOD NO. 159 ZONING BYLAW 18/17**

COUNCILOR WILKE: THAT Bylaw No. 14/18, A Bylaw to amend the Rural Municipality of Sherwood No. 159 Zoning Bylaw No. 18/17, be read a second time.

CARRIED

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**326/2019 BYLAW NO. 13/18, A BYLAW TO AMEND BYLAW NO. 16/16**

COUNCILLOR CULBERT: THAT Bylaw 13/18, A Bylaw to amend Bylaw No. 16/16, be read a third time and hereby adopted.

CARRIED

**327/2019 BYLAW NO. 14/18, A BYLAW TO AMEND THE RURAL MUNICIPALITY OF SHERWOOD NO. 159 ZONING BYLAW 18/17**

COUNCILOR WILKE: THAT Bylaw No. 14/18, A Bylaw to amend the Rural Municipality of Sherwood No. 159 Zoning Bylaw No. 18/17, be read a third time and hereby adopted.

CARRIED

**328/2019 RECESS**

COUNCILLOR WILKE: THAT this meeting recess at 7:43 p.m.

CARRIED UNANIMOUSLY

**RECONVENE**

Reeve Poissant reconvened the meeting into regular session at 8:03 p.m.

**329/2019 ROAD NAME CHANGE – CURTIS DRIVE TO SHERWOOD ROAD**

COUNCILLOR WILKE: THAT Curtis Drive be renamed to Sherwood Road, which will be consistent along the alignment throughout the Sherwood Industrial Park.

CARRIED UNANIMOUSLY

**330/2019 SU 19-019 SURFACE PARCEL TIE REMOVAL AND CONSOLIDATION AT SW 18-16-19-W2M**

COUNCILLOR CRASSWELLER: THAT proposed subdivision application SU 19-019 (Community Planning File R0737-19R) to remove the parcel tie between No. 203370005 and 203370016 be recommended for approval by Community Planning with the following comments:

- It is also recommended that Parcel No. 203370016 be tied to the railway Parcel No. 110392400 (south of TWP RD 162) to ensure it is not a severed parcel that does not meet any RM subdivision requirements.
- Additionally, it is recommended Parcel No. 203370005 and Parcel No. 203370038 to be tied to Parcel No. 203370027 to ensure adequate site access, reduce parcel fragmentation, and better accommodate the planned commercial expansion of DPA-19-041.

CARRIED UNANIMOUSLY

**331/2019 BYLAW NO. 09/19, A BYLAW TO AMEND THE RM OF SHERWOOD ZONING BYLAW NO. 18/17**

COUNCILLOR CULBERT: THAT Bylaw No. 09/19, A Bylaw to Amend the RM of Sherwood Zoning Bylaw No. 18/17, A Bylaw to provide minor administrative changes and align with *The Cannabis Act*, be read a first time.

CARRIED UNANIMOUSLY

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**332/2019 ENDORSEMENT OF HIGHWAY 46 LETTER**

COUNCILLOR CULBERT: WHEREAS the RM of Sherwood is not directly affected by the requested improvements to Highway 46; and,

WHEREAS the RM of Sherwood's Official Community Plan does not consider future development intensification along its jurisdiction of Highway 46 corridor;

BE IT RESOLVED THAT although the RM of Sherwood supports and understands the need for safety and highway improvements to support development opportunities for the RM of Edenwold and the Town of Pilot Butte; the request for the RM of Sherwood's participation or advocacy of transportation studies outside of its jurisdiction be denied.

CARRIED

*Councillor Culbert left Council Chambers at 8:27 p.m.*

**333/2019 TAX INCENTIVE APPLICATION 19-001**

COUNCILLOR WILKE: WHEREAS Building Permit # 17-027 for construction on property 134 B Husum Road was issued on October 4, 2017 and Tax Incentive Application being received on January 16, 2019; and,

WHEREAS indicated in Tax Incentive Policy No. 2017-03 the tax incentive application must be received from the property owner prior to issuance of a building permit;

THEREFORE BE IT RESOLVED that Tax Incentive Application 19-001 be denied.

CARRIED UNANIMOUSLY

**334/2019 TAX INCENTIVE APPLICATION 19-002**

COUNCILLOR HUSUM: WHEREAS all conditions of the Tax Incentive Policy No. 2017-03 have been met;

WHEREAS the estimated municipal tax exemption is \$6,199.80 and estimated education tax exemption is \$8,618.27 based on the 2019 tax rates;

THEREFORE BE IT RESOLVED that the Tax Incentive Application 19-002 for 134 C Husum Road be applied to the assessment in accordance to Tax Incentive Policy No. 2017-03 for the three-year term of 2020-2022.

CARRIED UNANIMOUSLY

**335/2019 TAX INCENTIVE APPLICATION 19-003**

COUNCILLOR WILKE: WHEREAS Building Permit # 18-022 for construction on property 225 Hellen Drive was issued on July 27, 2018 and Tax Incentive Application being received on January 16, 2019; and,

WHEREAS indicated in Tax Incentive Policy No. 2017-03 the tax incentive application must be received from the property owner prior to issuance of a building permit;

THEREFORE BE IT RESOLVED that Tax Incentive Application 19-003 be denied.

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**336/2019 TAX INCENTIVE APPLICATION 19-004**

COUNCILLOR WILKE: WHEREAS Building Permit # 19-010 for construction on property 225 C Hellen Drive was issued on October 9, 2019 and Tax Incentive Application being received on January 16, 2019, as indicated in Tax Incentive Policy No. 2017-03 the tax incentive application must be received from the property owner prior to issuance of a building permit;

WHEREAS title transfer date at 225 C Hellen Drive was November 10<sup>th</sup>, 2015, as indicated in the Tax Incentive Policy No. 2017-03, construction will be complete within 3 years of the date of title transfer;

THEREFORE BE IT RESOLVED that Tax Incentive Application 19-004 be denied.

CARRIED UNANIMOUSLY

**337/2019 TAX INCENTIVE APPLICATION 19-005**

COUNCILLOR CRASSWELLER: WHEREAS Building Permit # 17-037 for construction on property 309 Adolph Drive was issued on January 3, 2018 and Tax Incentive Application being received on February 13, 2019; and,

WHEREAS indicated in Tax Incentive Policy No. 2017-03 the tax incentive application must be received from the property owner prior to issuance of a building permit;

THEREFORE BE IT RESOLVED that Tax Incentive Application 19-005 be denied.

CARRIED UNANIMOUSLY

**338/2019 TAX INCENTIVE APPLICATION 19-006**

COUNCILLOR WILKE: WHEREAS the property owner of 284 Mill Street has been issued a stop work order for violation of the RM's Bylaw No. 7/11 and section 116(2) of *The Planning and Development Act, 2007*;

THEREFORE BE IT RESOLVED that under condition #11 of the Tax Incentive Policy No. 2017-03 the Tax Incentive Application 19-006 for 284 Mill Street be denied.

CARRIED UNANIMOUSLY

**339/2019 TAX INCENTIVE APPLICATION 19-007**

COUNCILLOR WILKE: WHEREAS Council passed resolution no. 412/2018 already approving a tax incentive for 302 Mill Street; and,

WHEREAS that under the Tax Incentive Policy No. 2017-03 only one tax exemption under this incentive program will be allowed per property;

THEREFORE BE IT RESOLVED that Tax Incentive Application 19-007 for 302 Mill Street be denied.

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**340/2019 TAX INCENTIVE APPLICATION 19-010**

COUNCILLOR HUSUM: WHEREAS Council passed resolution no. 414/2018 denying this tax incentive application for 320 Mill Street; and,

WHEREAS that property owner of 320 Mill Street has been issued a stop work order for violation of the RM's Bylaw No. 7/11 and section 116(2) of *The Planning and Development Act, 2007*;

THEREFORE BE IT RESOLVED that under condition #11 of the Tax Incentive Policy No. 2017-03 the Tax Incentive Application 19-010 for 320 Mill Street be denied.

CARRIED UNANIMOUSLY

**341/2019 TAX INCENTIVE APPLICATION 19-011**

COUNCILLOR WILKE: WHEREAS Council passed resolution no. 415/2018 denying this tax incentive application for 326 Mill Street; and,

WHEREAS that property owner of 326 Mill Street has been issued a stop work order for violation of the RM's Bylaw No. 7/11 and section 116(2) of *The Planning and Development Act, 2007*;

THEREFORE BE IT RESOLVED that under condition #11 of the Tax Incentive Policy No. 2017-03 the Tax Incentive Application 19-011 for 326 Mill Street be denied.

CARRIED UNANIMOUSLY

**342/2019 TAX INCENTIVE APPLICATION 19-013**

COUNCILLOR WILKE: WHEREAS Building Permit # 17-036 for construction on property 321 Adolph Drive was issued on December 12, 2017 and Tax Incentive Application being received on October 2, 2019; and,

WHEREAS indicated in Tax Incentive Policy No. 2017-03 the tax incentive application must be received from the property owner prior to issuance of a building permit;

THEREFORE BE IT RESOLVED that Tax Incentive Application 19-013 be denied.

CARRIED UNANIMOUSLY

**343/2019 TAX INCENTIVE POLICY NO. 2017-03 REVIEW**

COUNCILLOR CRASSWELLER: THAT Council review the Tax Incentive Policy No. 2017-03 at the December 11, 2019 Council Meeting.

CARRIED UNANIMOUSLY

**344/2019 REGINA DISTRICT ASSOCIATION OF RURAL MUNICIPALITIES MEMBERSHIP**

COUNCILLOR CRASSWELLER: THAT the RM of Sherwood decline the 2019 Membership with the Regina District Association of Rural Municipalities in the amount of \$150.00.

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**345/2019 SHERWOOD C&D REQUEST TO USE MUNICIPAL OFFICE**

COUNCILLOR WILKE: WHEREAS resolution 194/17 determined that the RM's Council Chambers will not be open for a public meeting facility; and;

WHEREAS Sherwood Conservation and Development Area Authorities upcoming board meetings is scheduled after operating hours;

BE IT RESOLVED that the Sherwood Conservation and Development Area Authorities request to use Council Chambers for their upcoming meeting be denied.

CARRIED UNANIMOUSLY

**346/2019 COUNCIL GOVERNANCE TRAINING PROPOSAL**

COUNCILLOR HUSUM: THAT the JSGS Governance Training Proposal as submitted by Johnson Shoyama Graduate School of Public Policy dated November 1, 2019 be accepted.

CARRIED UNANIMOUSLY

**347/2019 COUNCIL GOVERNANCE TRAINING RESOURCE**

COUNCILLOR HUSUM: THAT the optional element identified in the proposal from JSGS to obtain a digital and/or text based training resource for future Council members based on the program content be added to the accepted proposal.

CARRIED UNANIMOUSLY

**348/2019 FIRE DISPATCH INVOICE 2019-00198**

COUNCILLOR HUSUM: THAT Invoice # 2019-00198 in the amount of \$3,008.26 for fire dispatch call on Accounts Receivable Account No. WIL002 be transferred to Tax Roll No. 4093 000.

CARRIED UNANIMOUSLY

**349/2019 GAS TAX AMENDING AGREEMENT NO. 1**

COUNCILLOR WILKE: THAT the R.M. of Sherwood No. 159 ratify the Gas Tax Amending Agreement No. 1.

CARRIED UNANIMOUSLY

**350/2019 2019 BUDGET DELIVERABLES**

COUNCILLOR HUSUM: THAT the 2019 Budget Deliverables Report be accepted as information and filed.

CARRIED UNANIMOUSLY

**351/2019 WOUNDED WARRIORS CANADA SPONSORSHIP MAGAZINE**

COUNCILLOR WILKE: THAT in accordance to the RM of Sherwood Policy No. 2000-02, Council denies the request to purchase an advertisement in the Wounded Warriors Canada magazine.

CARRIED UNANIMOUSLY



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**352/2019 COMMUNICATIONS**

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

1. White Butte RCMP – September 2019 Stats
2. Agricultural Producers Association of Saskatchewan – APAS Membership
3. Oct. 15. 2019 – The Municipal Potash Tax Sharing Administration Board
4. Prairie Valley School Division – 2019-20 Strategic Plan Update and Budget
5. Prairie Central District November 2019 E-News Update

CARRIED UNANIMOUSLY

**353/2019 MEETING EXTENSION**

COUNCILLOR HUSUM: THAT this meeting be extended by minutes to 10:15 p.m.

CARRIED UNANIMOUSLY

**354/2019 CLOSED SESSION**

COUNCILLOR WILKE: THAT this meeting go into closed session at 9:59 p.m.

CARRIED UNANIMOUSLY

**355/2019 RECONVENE**

COUNCILLOR WILKE: THAT this meeting reconvene to regular session at 10:11 p.m.

CARRIED UNANIMOUSLY

**356/2019 CURTIS CONSTRUCTION ROAD HAUL AGREEMENT**

COUNCILLOR HUSUM: THAT the Curtis Construction Road Haul Agreement be tabled.

CARRIED UNANIMOUSLY

**357/2019 ADJOURNMENT**

COUNCILLOR PAUL: THAT this meeting be adjourned at 10:11 p.m.

CARRIED UNANIMOUSLY

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Reeve

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Administrator