

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 21, 2018

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
Adam Toth, Manager of Planning & Development
Susan Stevenson, Development Officer
Tony Wood, Municipal Planner
Emily Keddy, Administrative Assistant
Christine Trithardt, Assistant Administrator

ORDER: Reeve Poissant called the meeting to order at 5:31 p.m.

365/2018 AGENDA

COUNCILLOR WILKE: THAT the agenda be adopted as amended.

Add In Camera: CAO Evaluation between 9.0 and 10.0

CARRIED UNANIMOUSLY

366/2018 DEPUTY REEVE

COUNCILLOR WILKE: THAT Councillor Carl Husum be nominated for Deputy Reeve to act in the absence of the Reeve.

CARRIED UNANIMOUSLY

367/2018 REGULAR COUNCIL MEETING DATE AND TIME

COUNCILLOR HUSUM: THAT the Regular Meetings of Council take place on the 2nd Wednesday of every month starting at 5:30 p.m.

CARRIED UNANIMOUSLY

368/2018 OCTOBER 12, 2018 SPECIAL COUNCIL MEETING MINUTES

COUNCILLOR WILKE: THAT the October 12, 2018 Special Council Meeting minutes be approved as presented.

CARRIED UNANIMOUSLY

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369/2018 OCTOBER 17, 2018 REGULAR COUNCIL MEETING MINUTES

COUNCILLOR CULBERT: THAT the October 17, 2018 Regular Council Meeting minutes be approved as presented.

CARRIED UNANIMOUSLY

370/2018 OCTOBER 17, 2018 PUBLIC HEARING MEETING MINUTES

COUNCILLOR CRASSWELLER: THAT the October 17, 2018 Public Hearing Meeting minutes be approved as presented.

CARRIED UNANIMOUSLY

371/2018 CLOSED SESSION

COUNCILLOR CULBERT: THAT this meeting go into closed session at 5:35 p.m.

CARRIED UNANIMOUSLY

372/2018 RECONVENE

COUNCILLOR CRASSWELLER: THAT this meeting reconvene into regular session at 6:18 p.m.

CARRIED UNANIMOUSLY

373/2018 SALARY INCREASE TO THE CHIEF ADMINISTRATIVE OFFICER

COUNCILLOR OAKLEY-PAUL: THAT Council approve the salary increase for Chief Administrative Officer, Pam Malach as indicated in her offer letter dated November 21, 2018 and signed by the Reeve.

CARRIED UNANIMOUSLY

374/2018 MONTHLY BUDGET REPORT

COUNCILLOR CULBERT: THAT the Monthly Budget Reports for the period ending October 31, 2018, attached to and forming a part of these minutes, be accepted as information and filed.

CARRIED UNANIMOUSLY

375/2018 LIST OF ACCOUNTS FOR REVIEW

COUNCILLOR HUSUM: THAT cheque numbers 16766 to 16869 totaling \$367,015.25 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 \$122,138.85 be ratified.

CARRIED UNANIMOUSLY

376/2018 PUBLIC WORKS MONTHLY REPORT – OCTOBER

COUNCILLOR WILKE: THAT the October Public Works Monthly Report be accepted as information and filed.

CARRIED UNANIMOUSLY

377/2018 SHERWOOD INDUSTRIAL PARK POTABLE WATER PROGRAM (SIP PWP)

COUNCILLOR CULBERT: THAT the Sherwood Industrial Park Potable Water Program (SIP PWP) report be accepted as information and filed.

CARRIED UNANIMOUSLY

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**378/2018 WATER TREATMENT PLANT AND DISTRIBUTION LINES UPDATE –
NOVEMBER 21, 2018**

COUNCILLOR CULBERT: THAT the Water Treatment Plant and Distribution Lines Update Report be accepted as information and filed.

CARRIED UNANIMOUSLY

379/2018 INLAND DRIVE COST SHARING

COUNCILLOR CULBERT: THAT the Inland Drive Cost Sharing Report be accepted as information and filed.

CARRIED UNANIMOUSLY

Reeve Poissant declared a personal conflict of interest due to his parent's land being rezoned in the new Zoning Bylaw and departed Council Chambers at 6:44 p.m.

Reeve Poissant passed the Chair to Deputy Reeve Husum at 6:44 p.m.

Deputy Reeve Husum assumed the Chair at 6:44 p.m.

380/2018 BYLAW NO. 18/17 – A BYLAW TO ADOPT A REVISED ZONING BYLAW

COUNCILLOR CRASSWELLER: THAT Bylaw No. 18/17, A Bylaw to adopt a revised Zoning Bylaw, be read a second time.

CARRIED UNANIMOUSLY

381/2018 BYLAW NO. 18/17 – A BYLAW TO ADOPT A REVISED ZONING BYLAW

COUNCILLOR WILKE: THAT Bylaw No. 18/17, A Bylaw to adopt a revised Zoning Bylaw, be read a third time as amended and hereby adopted.

CARRIED UNANIMOUSLY

Reeve Poissant entered Council Chambers at 6:46 p.m.

Deputy Reeve Husum passed the Chair to Reeve Poissant at 6:46 p.m.

Reeve Poissant assumed the Chair at 6:46 p.m.

**382/2018 SU 18-017: SURFACE PARCEL SUBDIVISION FOR EXISTING
RESIDENTIAL SITE; SW 34-16-19-W2**

COUNCILLOR HUSUM: THAT proposed subdivision application SU 18-017 (Community Planning File R0874-18R), which intends to subdivide for the purposes of acknowledging an existing residential site, be recommended for approval by Community Planning.

CARRIED UNANIMOUSLY

**383/2018 DISCRETIONARY USE APPLICATION DPA 18-041 FOR STORAGE OF
MARINE PRODUCTS AND RECREATIONAL VEHICLES**

COUNCILLOR WILKE: THAT discretionary use application 18-041 for storage of Marine Products and Recreational Vehicles at SW 22-18-20-W2 is approved and the Development Officer be directed to issue a Development Permit with the following conditions:

1. That prior to development, the applicant obtains a report from a Licensed Saskatchewan Professional to determine if any mitigative environmental measures are required for this development to proceed.
2. That prior to development, the applicant submits a revised site plan for review and approval by the Development Officer depicting the

Resolution No. 383/2018 continued

dimensions of the parking area with setbacks in metres from the south and west property lines. Additional fees may apply.

3. That any drainage works, ditching, or improvements on the SW-22-18-20-W2 are considered development and will require approval from the Water Security Agency and the R.M. of Sherwood.
4. Dust suppression due to increased seasonal traffic impacting adjacent residential property(ies) will be the responsibility of the applicant.
5. **That this permit authorizes the storage of Marine and Recreational Vehicles only.** This permit does not allow for dumping of RV holding tanks, heaters, toilets or the maintenance of RV or Marine Vehicles for winterizing or summer usage.
6. That the applicant applies to the City of Regina under the *City of Regina Interim Extra Municipal Servicing Policy* if they are looking to connect or haul to any City infrastructure or facilities (water, wastewater, drainage or hauling of septage).
7. No building is authorized under this development permit.
8. This permit is subject to the standards and requirements of Provincial regulations and requirements and other municipal bylaws.
9. All utilities shall be contacted to ensure facilities are not affected.
10. Applicants are required to contact SK 1st Call if they are planning to dig or excavate: 1-866-828-4888 or visit www.sk1stcall.com.
11. The lot is to be kept free of refuse and not cause a nuisance at all times (Bylaw 09/15).

CARRIED UNANIMOUSLY

384/2018 2018 MUNICIPAL ELECTION RESULTS

COUNCILLOR CULBERT: THAT the R.M. of Sherwood No. 159 acknowledge receipt of the Declaration of Results for each office from the 2018 Municipal Election provided by Pam Malach, Returning Officer.

CARRIED UNANIMOUSLY

385/2018 SASKATCHEWAN FEDERATION OF POLICE OFFICERS – 2018 CRIME PREVENTION GUIDE

COUNCILLOR WILKE: THAT in accordance with R.M. of Sherwood Policy No #2000-02 the request for a charitable donation or purchase of an advertisement space from the Saskatchewan Federation of Police be denied.

CARRIED UNANIMOUSLY

386/2018 2018 BUDGET FORECAST

COUNCILLOR CULBERT: THAT the 2018 Budget Forecast Report be accepted as information and filed.

CARRIED UNANIMOUSLY

387/2018 2018 OFFSITE RESERVE TRANSFERS

COUNCILLOR CULBERT: THAT \$1,438,293.51, being the total offsite and onsite water, and cash in lieu of municipal reserve fees received in 2018, be transferred to Offsite Reserve Account from the R.M. of Sherwood No. 159 general operating account.

CARRIED UNANIMOUSLY

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388/2018 2018 OFFSITE RESERVE TRANSFERS – CAPITAL COSTS OF INLAND DRIVE

COUNCILLOR WILKE: THAT \$576,338.82 be transferred from Offsite Reserve Account to the R.M. of Sherwood No. 159 general operating account to be applied towards the 2018 capital costs of Inland Drive.

CARRIED UNANIMOUSLY

389/2018 2018 OFFSITE RESERVE TRANSFERS – CAPITAL COSTS OF THE SIP WATER PROJECT

COUNCILLOR WILKE: THAT \$677,538.18, be transferred from Offsite Reserve Account to the R.M. of Sherwood No. 159 general operating account to be applied towards the 2018 capital costs of the SIP Water Project.

CARRIED UNANIMOUSLY

390/2018 2018 GENERAL RESERVE TRANSFERS

COUNCILLOR HUSUM: THAT \$365,000, be transferred from the General Operating Account to the General Reserve (Savings Account No. 1) to replenish the funds utilized for cash flow purposes in 2018.

CARRIED UNANIMOUSLY

391/2018 2018 GENERAL RESERVE TRANSFERS – INTERNAL DEBT REPAYMENT

COUNCILLOR PAUL: THAT \$91,528.53, be transferred from the General Operating Account to the General Reserve (Savings Account No. 1) for internal debt repayment per the 2018 budget.

CARRIED UNANIMOUSLY

392/2018 FIRE DISPATCH INVOICE 2018-00312

COUNCILLOR HUSUM: THAT the outstanding amount of \$563.85 for a fire dispatch call on Accounts Receivable Account No. DAR003 be transferred to Tax Roll No. 1876 000.

CARRIED UNANIMOUSLY

393/2018 FIRE DISPATCH INVOICE 2018-00480

COUNCILLOR CULBERT: WHEREAS the property owner of Accounts Receivable No. NUT001 was found not to be the cause of a fire dispatch call on September 3, 2018 to the owner's property;

BE IT RESOLVED THAT Council dismiss the outstanding amount of \$1,729.66 for a fire dispatch call on Accounts Receivable Account No. NUT001.

CARRIED UNANIMOUSLY

394/2018 FIRE DISPATCH INVOICE 36792 FROM CITY OF REGINA

COUNCILOR CULBERT: THAT invoice 36792 from the City of Regina, in the amount of \$1,729.66 for the September 3, 2018 fire dispatch call be submitted for payment as there is no confirmed location or source of the cause of the fire.

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395/2018 FIRE INVOICE STATUS UPDATE

COUNCILLOR WILKE: THAT the Fire Invoice Status Update Report be accepted as information and filed.

CARRIED UNANIMOUSLY

Councillor Culbert departed Council Chambers at 7:12 p.m.

396/2018 RECESS

COUNCILLOR HUSUM: THAT this meeting recess at 7:12 p.m.

CARRIED UNANIMOUSLY

RECONVENE

Reeve Poissant reconvened the meeting into regular session at 7:28 p.m.

397/2018 COMMUNICATIONS

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

1. October 31, 2018 Government of Saskatchewan – Provincial and Municipal Election Dates to be Adjusted
2. Prairie Central District November 2018 E-News Update

CARRIED UNANIMOUSLY

398/2018 CLOSED SESSION

COUNCILLOR PAUL: THAT this meeting go into closed session at 7:43 p.m.

CARRIED UNANIMOUSLY

399/2018 RECONVENE

COUNCILLOR HUSUM: THAT this meeting reconvene into regular session at 8:32 p.m.

CARRIED UNANIMOUSLY

400/2018 DECEMBER COUNCIL MEETING

COUNCILLOR CRASSWELLER: THAT the December 12, 2018 Regular Council Meeting be moved to December 20th, 2018.

CARRIED UNANIMOUSLY

401/2018 ADJOURNMENT

COUNCILLOR PAUL: THAT this meeting be adjourned at 8:34 p.m.

CARRIED UNANIMOUSLY

Reeve

Administrator