

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 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  
Garret Halbgewachs, Manager of Roadways  
Adam Toth, Manager of Planning & Development  
Susan Stevenson, Development Officer  
Tony Wood, Municipal Planner  
Christine Trithardt, Assistant Administrator

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

**028/2019 AGENDA**

COUNCILLOR WILKE: THAT the agenda be adopted as presented.

CARRIED UNANIMOUSLY

**029/2019 JANUARY 9, 2019 REGULAR COUNCIL MEETING MINUTES**

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

CARRIED UNANIMOUSLY

**030/2019 MONTHLY BUDGET REPORT**

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

CARRIED UNANIMOUSLY

**031/2019 LIST OF ACCOUNTS FOR REVIEW**

COUNCILLOR CULBERT: THAT cheque numbers 17046 to 17176 totaling \$1,196,551.41 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 \$129,563.54 be ratified.

CARRIED UNANIMOUSLY

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**032/2019 PUBLIC WORKS MONTHLY REPORT – JANUARY**

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

CARRIED UNANIMOUSLY

**033/2019 WATER TREATMENT PLANT UPDATE – FEBRUARY 13, 2019**

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

CARRIED UNANIMOUSLY

**034/2019 2019 GRAVEL SUPPLY & SPREADING TENDER**

COUNCILLOR CRASSWELLER: THAT the 2019 Gravel Supply & Spreading tender be awarded to JJ Trucking at their tendered price estimated at \$689,141.25.

CARRIED UNANIMOUSLY

**035/2019 2019 FUEL TENDER**

COUNCILLOR CRASSWELLER: THAT the 2019 Fuel Tender be awarded to Sherwood Co-operative Association Limited as per their wholesale markup bid price for supply of Low Sulphur Diesel and Regular Unleaded Gasoline for the following price:

<b>Diesel</b>		<b>Gasoline</b>	
Natural Resources Daily Rack Price Jan 25, 2019	0.781	Natural Resources Daily Rack Price Jan 25, 2019	0.583
Federal Tax	0.040	Federal Tax	0.100
Provincial Tax	0.150	Provincial Tax	0.150
Markup	-.021	Markup	-.02
Sub-Total	.950	Sub-Total	.813
GST	0.0475	GST	.0407
<b>Total Price</b>	<b>0.9975</b>	<b>Total Price</b>	<b>0.8537</b>

CARRIED UNANIMOUSLY

**036/2019 DPA 18-051 DISCRETIONARY USE DEVELOPMENT PERMIT APPLICATION FOR OVERNIGHT CAMPING AT SW 13-18-19-W2 LS 6**

COUNCILLOR CULBERT: THAT Development Permit Application 18-051 for overnight camping during recreational events at SW 13-18-19-W2, LS 6 be approved; and,

THAT a Development Permit be issued with the following conditions:

1. That a detailed site plan showing individual parking area be submitted to the development officer for approval.
2. That any work occurring within the bed, bank, boundary or indirectly affects the bed, bank boundary of the creek requires an Aquatic Habitat Protection Permit prior to construction. Erosion and sediment control measures should be installed when developing the campground to ensure no exposed soil from the construction site enters the creek.
3. Any future development of kart trails through or adjacent to the creek require an Aquatic Habitat Protection Permit prior to construction.
4. Contact Sask 1<sup>st</sup> Call at 1-866-828-4888 for line locates prior to any construction.

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**Resolution No. 036/2019 continued**

5. That the City of Regina submit the landscaping concept plan as requested (DPA 15-052) and coordinate with the applicant to provide execution of:
  - a. A final landscaping plan
  - b. A bank draft or security in the amount of the cost of landscaping and installation
  - c. Execution of all landscaping to the approval of the R.M.
6. South Sask Kart Club must ensure that:
  - a. No person shall make any loud, excessive noise likely to disturb another person;
  - b. No person shall create loud unnecessary noise in the operation of a motor vehicle at this site outside of race events and not after 11:00 p.m.;
  - c. Animal owners must supervise pets, so they do not cause a nuisance with excessive barking or howling;
  - d. A nightly curfew of 11:00 p.m. is observed
7. The City of Regina will continue to provide dust proofing on Tower Road prior to race event weekends.
8. Water servicing is not required; therefore, no approvals are required.
9. A septic tank onsite is being serviced by the City of Regina; when a permanent washroom/clubhouse is approved, if the sewage is intended to go the City Waste Water Treatment Plant approval from the City of Regina will be required.
10. That the lot is kept free of refuse and not cause a nuisance at all times (Bylaw 09/15).
11. This permit is subject to the standards and requirements of Provincial regulations and requirements and other municipal bylaws.
12. Natural drainage is not intended to change; any changes to drainage may require a separate development permit or discretionary use approval from Council. A pre-application meeting with the Planner/Development Office will be required to verify use.
13. That all campers and camping accommodation must be vacated from site after race events have finished.
14. That the Development Officer receives a copy of the applicant's emergency plan.

CARRIED UNANIMOUSLY

*Councillor Culbert departed Council Chambers at 5:53 p.m.*

**037/2019 DPA 18-052 DISCRETIONARY USE DEVELOPMENT PERMIT APPLICATION FOR OVERNIGHT CAMPING AT SE 13-18-19-W2 EXT 0**

COUNCILLOR HUSUM: THAT Development Permit Application 18-052 for overnight camping during recreational events a SE 13-18-19-W2 Ext 0 be approved; and,

THAT a Development Permit be issued with the following conditions:

1. That a detailed site plan showing individual parking area be submitted to the development officer for approval.
2. That SW 13-18-19-W2 LS 5 and LS 6 are tied to SE 13-18-19 W2 to allow physical and legal access.
3. That any work occurring within the bed, bank, boundary or indirectly affects the bed, bank boundary of the creek requires an Aquatic Habitat Protection Permit prior to construction. Erosion and sediment control measures should be installed when developing the campground to ensure no exposed soil from the construction site enters the creek.
4. Any future development of trails through or adjacent to the creek require an Aquatic Habitat Protection Permit prior to construction.
5. Contact Sask 1st Call at 1-866-828-4888 for line locates prior to any construction.

**Resolution No. 037/2019 continued**

6. That the City of Regina submit a landscaping concept plan and coordinate with the applicant to provide execution of:
  - a. A final landscaping plan
  - b. A bank draft or security in the amount of the cost of landscaping and installation
  - c. Execution of all landscaping to the approval of the R.M.
7. Regina and Area Motocross Club must ensure that:
  - a. No person shall make any loud, excessive noise likely to disturb another person;
  - b. No person shall create loud unnecessary noise in the operation of a motor vehicle at this site outside of race events and not after 11:00 p.m.;
  - c. Animal owners must supervise pets, so that they do not create a nuisance with excessive barking or howling;
  - d. A nightly curfew of 11:00 p.m. is observed.
8. The City of Regina will continue to provide dust proofing on Tower Road prior to race event weekends.
9. Water servicing is not required; therefore, no approvals are required.
10. No septic servicing is indicated or required.
11. That the lot is kept free of refuse and not cause a nuisance at all times (Bylaw 09/15).
12. This permit is subject to the standards and requirements of Provincial regulations and requirements and other municipal bylaws.
13. Natural drainage is not intended to change; any changes to drainage may require a separate development permit or discretionary use approval from Council A pre-application meeting with the Planner/Development Officer will be required to verify use.
14. That all campers and camping accommodation must be vacated from site after race events have finished.
15. That the Development Officer receives a copy of the applicant's emergency plan.

CARRIED UNANIMOUSLY

*Councillor Culbert entered Council Chambers at 5:56 p.m.*

**038/2019 DPA 18-053 DISCRETIONARY USE DEVELOPMENT PERMIT APPLICATION FOR OVERNIGHT CAMPING AT SW 13-18-19-W2 LS 3 AND LS 4**

COUNCILLOR CULBERT: THAT Development Permit Application DPA 18-052 for overnight camping during recreational events a SW 13-18-19-W2 LS 3 and LS 4 be approved; and,

THAT a Development Permit be issued with the following conditions:

1. That a detailed site plan showing individual parking area be submitted to the development officer for approval.
2. That any work occurring within the bed, bank, boundary or indirectly affects the bed, bank boundary of the creek requires an Aquatic Habitat Protection Permit prior to construction. Erosion and sediment control measures should be installed when developing the campground to ensure no exposed soil from the construction site enters the creek.
3. Any future development of trails through or adjacent to the creek require an Aquatic Habitat Protection Permit prior to construction.
4. Contact Sask 1st Call at 1-866-828-4888 for line locates prior to any construction.
5. That the City of Regina submit a landscaping concept plan and coordinate with the applicant to provide execution of:
  - a. A final landscaping plan
  - b. A bank draft or security in the amount of the cost of landscaping and installation
  - c. Execution of all landscaping to the approval of the R.M.
6. Regina Auto Racing Club must ensure that:
  - a. No person shall make any loud, excessive noise likely to disturb another person;

**Resolution No. 038/2019 continued**

- b. No person shall create loud unnecessary noise in the operation of a motor vehicle at this site outside of race events and not after 11:00 p.m.;
  - c. Animal owners must supervise pets, so that they do not create a nuisance with excessive barking or howling;
  - d. A nightly curfew of 11:00 p.m. is observed.
7. The City of Regina will continue to provide dust proofing on Tower Road prior to race event weekends.
  8. Water servicing approvals by the Regional Health Authority shall be provided to the Development Officer.
  9. A septic servicing agreement with the City of Regina shall be provided to the Development Officer.
  10. That the lot is kept free of refuse and not cause a nuisance at all times (Bylaw 09/15).
  11. This permit is subject to the standards and requirements of Provincial regulations and requirements and other municipal bylaws.
  12. Natural drainage is not intended to change; any changes to drainage may require a separate development permit or discretionary use approval from Council A pre-application meeting with the Planner/Development Officer will be required to verify use.
  13. That all campers and camping accommodation must be vacated from site after race events have finished.
  14. That any loose tires forming part of the tire fence must be removed from site in order to comply with the RM of Sherwood Nuisance Abatement Bylaw (Bylaw 7/15).
  15. That the Development Officer receives a copy of the applicant's emergency plan.

CARRIED UNANIMOUSLY

**039/2019 DEVELOPMENT PROCESS GUIDE**

COUNCILLOR HUSUM: THAT the Development Process Guide Report be accepted as information and filed.

CARRIED UNANIMOUSLY

**040/2019 SU 19-001: SURFACE PARCEL SUBDIVISION OF THREE NEW RESIDENTIAL SITES AND ONE EXISTING RESIDENTIAL SITE WITHIN THE NE ¼ OF 14-18-19-W2**

COUNCILLOR WILKE: THAT proposed subdivision application SU 19-001 (Community Planning File r0058-19r), which intends to subdivide for the purposes of recognizing three new residential sites and one existing residential site, be tabled until a concept plan is submitted with Official Community Plan and Zoning Bylaw amendment applications for administrative review.

CARRIED UNANIMOUSLY

**041/2019 2019 SOUTH CENTRAL TRANSPORTATION PLANNING COMMITTEE MEMBERSHIP**

COUNCILLOR WILKE: THAT the request for the South Central Transportation Planning Committee 2019 Membership in the amount of \$600.00 be denied.

CARRIED UNANIMOUSLY

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**042/2019    2019 SAMA ANNUAL MEETING**

COUNCILLOR HUSUM: THAT Erin Halliday, Director of Finance & Administration attend the Saskatchewan Assessment Management Agency (SAMA) 2019 Annual Meeting in Regina on April 10<sup>th</sup>, 2019; and,

THAT the Rural Municipality appoint Erin Halliday, Director of Finance & Administration as the Voting Delegate at the Saskatchewan Assessment Management Agency (SAMA) 2019 Annual Meeting.

CARRIED UNANIMOUSLY

**043/2019    APRIL 2019 COUNCIL MEETING**

COUNCILLOR HUSUM: THAT the April 10<sup>th</sup>, 2019 Council Meeting be rescheduled to April 17<sup>th</sup>, 2019.

CARRIED UNANIMOUSLY

**044/2019    2019 SARM ANNUAL CONVENTION**

COUNCILLOR HUSUM: THAT the Chief Administrative Officer, Directors and any Member of Council that so wishes, attend the Saskatchewan Association of Rural Municipalities (SARM 2019 Annual Convention in Saskatoon, SK from March 11<sup>th</sup> – 14<sup>th</sup>, 2019; and,

THAT Councillor Wilke and Councillor Oakley-Paul be appointed Voting Delegates at the Saskatchewan Association of Rural Municipalities (SARM) 2019 Annual Convention.

CARRIED UNANIMOUSLY

**045/2019    APPOINT VOTING DELEGATE AT THE SASKATCHEWAN MUNICIPAL HAIL INSURANCE 2019 ANNUAL MEETING**

COUNCILLOR HUSUM: THAT Councillor Wilke be appointed Voting Delegate at the Saskatchewan Municipal Hail Insurance 2019 Annual Meeting on Tuesday, March 12<sup>th</sup>, 2019.

CARRIED UNANIMOUSLY

**046/2019    MARCH 2019 COUNCIL MEETING**

COUNCILLOR HUSUM: THAT the March 13<sup>th</sup>, 2019 Council Meeting be rescheduled to March 20<sup>th</sup>, 2019.

CARRIED UNANIMOUSLY

*Councillor Husum departed Council Chambers at 6:35 p.m.*

*Councillor Husum entered Council Chambers at 6:37 p.m.*

**047/2019    BYLAW NO. 02/19 – A BYLAW TO ESTABLISH RESERVE FUNDS**

COUNCILLOR CULBERT: THAT Bylaw No. 02/19 – A Bylaw to Establish Reserve Funds, be read a first time.

CARRIED UNANIMOUSLY

**048/2019    INTEGRITY COMMISSIONER 2018 ANNUAL REPORT**

COUNCILLOR CRASSWELLER: THAT the Integrity Commissioner 2018 Annual Report be accepted as information and filed.

CARRIED UNANIMOUSLY

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**049/2019**    **RECESS**

COUNCILLOR WILKE: THAT this meeting recess at 6:55 p.m.

CARRIED UNANIMOUSLY

**RECONVENE**

Reeve Poissant reconvened the meeting into regular session at 7:23 p.m.

*Councillor Crassweller entered Council Chambers at 7:24 p.m.*

**050/2019**    **COMMUNICATIONS**

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

1. Prairie Central District January 2019 E-News Update
2. RCMP Stats – December 2018
3. Jan.9.2019 Letter from Ministry of Highways and Infrastructure re:  
Notice of Sight Triangle Clearing
4. Prairie Central District February 2019 E-News Update

CARRIED UNANIMOUSLY

*Councillor Crassweller departed Council Chambers at 7:28 p.m.*

*Councillor Crassweller entered Council Chambers at 7:29 p.m.*

*Councillor Culbert entered Council Chambers at 7:30 p.m.*

**051/2019**    **CLOSED SESSION**

COUNCILLOR CULBERT: THAT this meeting go into closed session at 7:58 p.m.

CARRIED UNANIMOUSLY

**052/2019**    **RECONVENE**

COUNCILLOR HUSUM: THAT this meeting reconvene into regular session at 9:07 p.m.

CARRIED UNANIMOUSLY

**053/2019**    **ADJOURNMENT**

COUNCILLOR PAUL: THAT this meeting be adjourned at 9:08 p.m.

CARRIED UNANIMOUSLY

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Reeve

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Administrator