

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, June 12, 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  
Susan Stevenson, Development Officer  
Christine Trithardt, Assistant Administrator

**ORDER:** Reeve Poissant called the meeting to order at 5:36 p.m.

**152/2019 AGENDA**

COUNCILLOR WILKE: THAT the agenda be adopted as presented.

CARRIED UNANIMOUSLY

**153/2019 MAY 8, 2019 REGULAR COUNCIL MEETING MINUTES**

COUNCILLOR WILKE: THAT the May 8, 2019 Regular Council Meeting minutes be approved as presented.

CARRIED UNANIMOUSLY

**154/2019 MAY 30, 2019 SPECIAL COUNCIL MEETING MINUTES**

COUNCILLOR HUSUM: THAT the May 30, 2019 Special Council Meeting minutes be approved as presented.

CARRIED UNANIMOUSLY

**155/2019 JUNE 3, 2019 SPECIAL COUNCIL MEETING MINUTES**

COUNCILLOR CULBERT: THAT the June 3, 2019 Special Council Meeting minutes be approved as presented.

CARRIED UNANIMOUSLY

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**156/2019 MONTHLY FINANCIAL REPORTS**

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

CARRIED UNANIMOUSLY

**157/2019 LIST OF ACCOUNTS FOR REVIEW**

COUNCILLOR WILKE: THAT cheque numbers 17441 to 17533 totaling \$363,169.24 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 \$134,577.63 be ratified.

CARRIED UNANIMOUSLY

**158/2019 PUBLIC WORKS PROJECT UPDATE**

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

CARRIED UNANIMOUSLY

**159/2019 BYLAW NO. 09/18 – A BYLAW TO AMEND THE RURAL MUNICIPALITY OF SHERWOOD NO. 159 ZONING BYLAW, BYLAW NO. 7/11**

COUNCILLOR CRASSWELLER: THAT Resolution No. 287/2018, which was first reading of Bylaw No. 09/18, A Bylaw to amend the Rural Municipality of Sherwood No. 159 Zoning Bylaw, Bylaw No. 7/11 be rescinded.

CARRIED UNANIMOUSLY

**160/2019 BYLAW NO. 03/19 - A BYLAW TO AMEND THE RURAL MUNICIPALITY OF SHERWOOD NO. 159 ZONING BYLAW, BYLAW NO. 18/17**

COUNCILLOR CRASSWELLER: THAT Bylaw No. 03/19, A Bylaw to amend the Rural Municipality of Sherwood No. 159 Zoning Bylaw, Bylaw No. 18/17 be read a first time.

CARRIED UNANIMOUSLY

**161/2019 BYLAW NO. 13/18, A BYLAW TO AMEND BYLAW NO. 16/16**

COUNCILLOR CULBERT: THAT Bylaw No. 13/18, A Bylaw to amend Bylaw No. 16/16, be read a first time.

CARRIED UNANIMOUSLY

**162/2019 BYLAW NO. 14/18, A BYLAW TO AMEND THE RURAL MUNICIPALITY OF SHERWOOD NO. 159 ZONING BYLAW NO. 18/17**

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

CARRIED UNANIMOUSLY

**163/2019 SUBDIVISION OF PROPOSED PARCEL JJ, NW 36-16-20-W2**

COUNCILLOR HUSUM: THAT proposed subdivision application SU 19-010 (Community Planning File R0275-19R), which intends to subdivide for the purpose of creating a parcel for future commercial purposes, be tabled.

CARRIED UNANIMOUSLY

**164/2019 PROFESSIONAL BUILDING INSPECTIONS CERTIFICATE OF APPOINTMENT ADDENDUM**

COUNCILLOR PAUL: THAT in accordance with the service agreement with Professional Building Inspections, Inc., the R.M. of Sherwood hereby resolves to issue a Certificate of Appointment for Dustin Masuk, a Licensed Building Official, class 1 inspector; who is a resident of the Province of Saskatchewan.

CARRIED UNANIMOUSLY

**165/2019 DPA 19-022 DISCRETIONARY USE FOR SOLAR COLLECTOR AT BLK/PAR N, PLAN FL3603 Ext 0, SW 18-16-19-W2**

COUNCILLOR CRASSWELLER: THAT Discretionary Use Development Permit Application 19-022 for a Solar Collector at Blk/Par N, Plan FL3603 Ext 0, SW 18-16-19-W2 be approved; and,

THAT a Development Permit be issued with the following conditions:

1. That all utilities shall be contacted prior to development to locate facilities.
2. Applicants are required to contact Sask 1st Call if they are planning to excavate or dig: 1-866-828-4888 or visit [www.sask1stcall.com](http://www.sask1stcall.com).
3. This permit allows for installation of a rooftop mount 34 module PV Solar array. Any other development or change of use may require a separate development or approval from Council. A pre-application meeting with the Development Officer/Planner is recommended to verify use.
4. Construction may not commence until a building permit has been issued.

CARRIED UNANIMOUSLY

**166/2019 DPA 19-024 DISCRETIONARY USE DEVELOPMENT APPLICATION FOR A COMMERCIAL COMPOSTING FACILITY AT BLK/PARK C, PLAN 101350370 EXT 10, SE 15-18-19-W2**

COUNCILLOR CULBERT: THAT Discretionary Use Development Permit Application 19-024 for a Commercial Composting facility at Blk/Par C, Plan 101350370 Ext 10, SE 15-18-19-W2 be approved; and,

THAT a Development Permit be issued with the following conditions:

1. That this site shall be developed in accordance with the site plan attached to the development permit.
2. That the approach on Inland Drive to Blk/Par C is relocated on the site plan to adhere to Canadian National Railway's Grade Crossing Standards and submitted to the Development Officer for approval prior to construction.
3. That an approach permit is obtained from the RM of Sherwood and that the approach is constructed in accordance with Approach Construction Permit General Conditions.
4. That the owner/applicant enters into a road haul agreement with the RM of Sherwood and ensures that all trucks have necessary municipal and provincial permits.
5. That dust suppression is applied for the distance deemed necessary by the Manager of Public Works for public safety and the cost is borne by the applicant.
6. A servicing agreement with an approved wastewater receiving station will be required for all wastewater other than the composting (e.g.: washrooms, sinks, etc.). If the City of Regina facilities will be used an Extra-municipal servicing agreement will be required.
7. The applicant shall apply to the Water Security Agency for a commercial license for a well at this location.
8. Drainage from this site shall be maintained onsite and not affect adjacent properties.

**Resolution No. 166/2019 continued**

9. A landscaping plan must be submitted to the RM for approval. Landscaping must be installed within two (2) years in accordance with the final landscaping plan.
10. This lot is to be kept free of refuse and not be a nuisance (Bylaw 07-15).
11. This permit is subject to the standards and requirements of Provincial regulations and requirements and other applicable bylaws.
12. This development permit allows for construction of one (1) 1,858 m<sup>2</sup> building for commercial composting.
13. Construction of building may not commence until a building permit has been issued.
14. The intended use of the building is for agricultural commercial composting. Any other proposed use 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.
15. Prior to use and occupancy of the building the Development Officer requires:
  - a. A final landscaping plan
  - b. A bank draft or cheque as security in the amount of the cost of landscaping and installation
  - c. An agreement with an approved septage disposal facility to accept effluent and a letter from a sewage hauler that sewage can be accepted at this facility. This hauler must be on Water Security Agency's list of approved haulers.
16. A rural civic address is forthcoming, and the landowner will be notified when their rural address becomes available.
17. That City of Regina comments are forthcoming and will be appended to this permit.

CARRIED UNANIMOUSLY

**167/2019 DPA 19-030 DISCRETIONARY USE FOR AN INTENSIFICATION OF USE AT BLK/PAR A, PLAN 102286065 EXT 0, SW 16-18-19-W2**

COUNCILLOR CULBERT: THAT Discretionary Use Development Permit Application 19-030 for the intensification of use - a larger building at a Steel Processing Facility at Blk/Par A, Plan 102286065 Ext 0, SW 16-18-19-W2 be approved; and,

THAT a Development Permit be issued with the following conditions:

1. The approaches must be paved with culverts and shall be inspected and approved by the R.M. of Sherwood.
2. That the applicant shall provide detailed design drawings for upgrade of Range Road 2194 to be approved by the RM and construct this road at the applicant's cost as specified in the servicing agreement.
3. That the applicants must provide detailed design drawings for drainage, utility connections, approach and landscaping for R.M. review and approval. The applicant will be invoiced for review of these plans.
4. The landowner must provide an engineering design for the approval of the R.M. of Sherwood for:
  - a. Installation of a holding tank, sanitary sewer force main, water connection, water line, tie-in, and connection to the municipal services, either existing or to be installed.
  - b. Curb box or shut off valves shall be located at the property line.
5. The landowner must provide:
  - a. Payment to the municipality for all service connection fees.
  - b. All mains, pipe fittings, valves and equipment shall be installed in strict accordance with the manufacturer's recommendations.
  - c. "As-built" drawings showing the location of water and sanitary sewer services installed accompanied by the Regional Health Authority approvals.
6. The lot is to be kept free of refuse and not cause a nuisance at all times (Bylaw 07/15).

**Resolution No. 167/2019 continued**

7. Prior to occupation of the building the Development Officer requires:
  - a. Confirmation that an address has been posted on the front of the building, visible from the street, not obstructed from view, not smaller than 8" high and contrasting color to the building to ensure visual clarity.
  - b. As built drawings confirming that the site has been developed in accordance with conditions 2,3,4(c).
  - c. A final landscaping plan
  - d. A bank draft or cheque as security in the amount of the cost of landscaping and installation.
8. Approach permit location must be in accordance with the Servicing Agreement.
9. That the Plan of Subdivision be registered on title.
10. All utilities must be contacted to ensure that facilities are not affected prior to development and construction. Applicants are required to contact Sask 1st Call if they are planning to excavate or dig: 1-866-828-4888 or visit [www.sask1stcall.com](http://www.sask1stcall.com).
11. This permit is subject to the standards and requirements of Provincial regulations and requirements and other applicable municipal bylaws.
12. This permit allows for construction of one (1) 9,550m<sup>2</sup> building and 3.1 ha storage yard.
13. That the building and storage yard shall be located as shown on site plan dated April 4, 2019 and attached to the development permit.
14. Construction of the building shall not commence until a building permit has been issued.
15. That the intended use of the building is for steel processing. Any other proposed use may require a separate development permit or discretionary use approval from Council. A preapplication meeting with the Planner/Development Officer will be required to verify use.

CARRIED UNANIMOUSLY

**168/2019 APPOINTMENT OF DEVELOPMENT OFFICER**

COUNCILLOR CULBERT: THAT the Chief Administrative Officer (or equivalent) be appointed as the Development Officer who shall administer the Zoning Bylaw No. 18/17; and,

THAT the designated person may delegate responsibilities to other RM staff to act in this capacity; and,

FURTHERMORE, THAT all prior appointments of Development Officers be the Council of the Rural Municipality of Sherwood No. 159 be rescinded.

CARRIED UNANIMOUSLY

**169/2019 FIRE DISPATCH INVOICE 2019-00173**

COUNCILLOR CULBERT: THAT invoice 2019-00173 in the amount of \$2,471.42 for the March 2, 2019 fire dispatch call be the responsibility of the landowner at NW 28-18-21-W2.

*Councillor Crassweller departed Council Chambers at 6:40 p.m.*

CARRIED UNANIMOUSLY

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**170/2019 FIRE DISPATCH INVOICE 2019-00174**

COUNCILLOR WILKE: THAT invoice 2019-00174 in the amount of \$2,050.77 for the January 14, 2019 fire dispatch call be submitted for payment by the RM of Sherwood as the Regina Humane Society is a not for profit charity with limited resources and this false alarm call would directly impact their resources available to care for animals;

BE IT RESOLVED THAT Administration request partial contribution of invoice 2019-00174 from the City of Regina.

CARRIED UNANIMOUSLY

**171/2019 2019 LIST OF LANDS IN ARREARS**

COUNCILLOR HUSUM: THAT the 2019 List of Lands with Arrears, which excludes any lands with arrears that are less than half of the previous year's levy, attached and forming part of these minutes, be accepted as presented; and,

THAT the 2019 Tax Enforcement List be published in one edition of the Regina Leader Post; and,

FURTHERMORE, THAT a tax lien be registered against any land on the 2019 Tax Enforcement List still having taxes in arrears sixty (60) clear days after the publication of the Tax Enforcement list in the Regina Leader Post.

CARRIED UNANIMOUSLY

**172/2019 RESERVE FUND ALLOCATIONS**

COUNCILLOR HUSUM: THAT the RM of Sherwood No. 159 allocate reserve funds on deposit according to Financial Reserve Fund Policy 2019-02 as follows:

1. General \$468,336.33
2. Projects & Purchases \$132,000.00
3. Capital Equipment \$100,000.00
4. Infrastructure \$511.12
5. Offsite/Development Fees \$1,995,081.55

CARRIED UNANIMOUSLY

**173/2019 SERVICING AGREEMENT OFF-SITE SEWER FEES REFUND**

COUNCILLOR CULBERT: THAT \$473,910.00 plus interest accumulated thereon, estimated to be \$27,000, be transferred from the Offsite Reserve Account to the R.M. of Sherwood No. 159 general operating account; and,

THAT refund First West Developments L.P's for offsite sewer fees and accumulated interest per S.5.5 of the Servicing Agreement entered into in 2014.

CARRIED UNANIMOUSLY

**174/2019 APPOINTMENT OF PEST CONTROL OFFICERS FOR CLUBROOT SURVEY 2019**

COUNCILLOR WILKE: THAT Katey Makohoniuk, Joanne Kwasnicki, Betty Johnson, Lynne Roszell, Chelsea Baraniecki and Colleen Fennig, from SARM be appointed as the R.M. of Sherwood No. 159 Pest Control Officers for the purpose of the 2019 Clubroot Survey.

CARRIED UNANIMOUSLY

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**175/2019 BYLAW NO. 05/19, A BYLAW TO AUTHORIZE A SPECIAL ASSESSMENT WITH RESPECT TO THE UNDERTAKING OF WELLINGS SUBDIVISION PAVING PROJECT**

COUNCILLOR WILKE: THAT Bylaw No. 05/19, A Bylaw to Authorize a Special Assessment with Respect to the Undertaking of Wellings Subdivision Paving Project, be read a first time.

CARRIED UNANIMOUSLY

**176/2019 BYLAW NO. 05/19, A BYLAW TO AUTHORIZE A SPECIAL ASSESSMENT WITH RESPECT TO THE UNDERTAKING OF WELLINGS SUBDIVISION PAVING PROJECT**

COUNCILLOR HUSUM: THAT Bylaw No. 05/19, A Bylaw to Authorize a Special Assessment with Respect to the Undertaking of Wellings Subdivision Paving Project, be read a second time.

CARRIED UNANIMOUSLY

**177/2019 BYLAW NO. 05/19, A BYLAW TO AUTHORIZE A SPECIAL ASSESSMENT WITH RESPECT TO THE UNDERTAKING OF WELLINGS SUBDIVISION PAVING PROJECT**

COUNCILLOR CULBERT: THAT Bylaw No. 05/19, A Bylaw to Authorize a Special Assessment with Respect to the Undertaking of Wellings Subdivision Paving Project, be given three readings at this meeting.

CARRIED UNANIMOUSLY

**178/2019 BYLAW NO. 05/19, A BYLAW TO AUTHORIZE A SPECIAL ASSESSMENT WITH RESPECT TO THE UNDERTAKING OF WELLINGS SUBDIVISION PAVING PROJECT**

COUNCILLOR CULBERT: THAT Bylaw No. 05/19, A Bylaw to Authorize a Special Assessment with Respect to the Undertaking of Wellings Subdivision Paving Project, be read a third time and hereby adopted.

CARRIED UNANIMOUSLY

**179/2019 COMMUNICATIONS**

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

1. May.29.2019 – Combined Traffic Services RCMP in your Area
2. June.3.2019 – The Royal Canadian Legion Military Service Recognition Book
3. Prairie Central District June 2019 E-News Update
4. June.7.2019 – Join APAS and help fight for agriculture in Saskatchewan

CARRIED UNANIMOUSLY

**180/2019 RECESS**

COUNCILLOR WILKE: THAT this meeting recess at 7:27 p.m.

CARRIED UNANIMOUSLY

*Councillor Crassweller entered Council Chambers at 7:45 p.m.*

**RECONVENE**

Reeve Poissant reconvened the meeting into regular session at 7:48 p.m.

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**181/2019**    **CLOSED SESSION**

COUNCILLOR CULBERT: THAT this meeting go into closed session at 7:48 p.m.

CARRIED UNANIMOUSLY

**182/2019**    **RECONVENE**

COUNCILLOR HUSUM: THAT this meeting go into closed session at 8:51 p.m.

CARRIED UNANIMOUSLY

**183/2019**    **EXETER ESTATES CONCEPT PLAN PRE-SUBMISSION**

COUNCILLOR WILKE: WHEREAS The applicant has pre-submitted the Exeter Estates Concept Plan for peri-urban residential development of over 100 residential units within the NE ¼ 26-16-20-W2M;

AND WHEREAS: The Exeter Estates Concept Plan is located directly in a floodway as part of the Stice-Rowatt Slough as designated by the Water Security Agency;

AND WHEREAS: The RM of Sherwood Official Community Plan Bylaw No. 16/16 PROHIBITS the subdivision or permanent development of residential, commercial and industrial land uses within a designated Floodway to prevent property damage, injury, and loss of life associated with flooding (Sec. 7.12.2);

AND WHEREAS: The Statements of Provincial Interest Regulations PROHIBIT new development in flood way areas (Sec. 7.7.3);

AND WHEREAS: Amending the RM of Sherwood OCP and Zoning Bylaw to allow for significant permanent residential development in the floodway would be met with significant resistance from the Province of Saskatchewan, Government Relations, Community Planning Branch and would be considered irresponsible planning and development constituting significant risk to the RM for allowing such development to occur;

BE IT RESOLVED: that the RM of Sherwood Council does not support subdivision and development within a floodway as designated by the Water Security Agency and cannot support further consideration of a Residential Estates community located within the NE ¼ 26-16-20-W2M.

CARRIED UNANIMOUSLY

**184/2019**    **ADJOURNMENT**

COUNCILLOR PAUL: THAT this meeting be adjourned at 8:51 p.m.

CARRIED UNANIMOUSLY

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Reeve

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Administrator