

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 12, 2020

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
Sundine Sinthavong, Administrative Assistant

ORDER: Reeve Poissant called the meeting to order at 5:45 p.m.

046/2020 AGENDA

COUNCILLOR CULBERT: THAT the agenda be adopted as amended.

Add 11.1 Vehicle Permit Bylaw

CARRIED UNANIMOUSLY

047/2020 RECESS

COUNCILLOR CULBERT: THAT this meeting recess at 5:47 p.m. for the purpose of the Public Hearing for Bylaw No. 02/20 – Planning Fees Bylaw.

CARRIED UNANIMOUSLY

RECONVENE

Councillor Culbert reconvened the meeting into regular session at 5:50 p.m.

048/2020 BYLAW NO. 02/20 – PLANNING FEES BYLAW

COUNCILLOR HUSUM: THAT Bylaw No. 02/20, being a Bylaw to Establish Fees for Planning Related Services, known as *The Planning Fees Bylaw*, as amended to remove 8. (d) Review of Subdivision Applications \$270, be read a second time.

CARRIED UNANIMOUSLY

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049/2020 BYLAW NO. 02/20 – PLANNING FEES BYLAW

COUNCILLOR WILKE: THAT Bylaw No. 02/20, being a Bylaw to Establish Fees for Planning Related Services, known as *The Planning Fees Bylaw*, be read a third time and hereby adopted.

CARRIED UNANIMOUSLY

DELEGATION

Joanne Kwasnicki, Plant Health Officer – SARM Division 2 made a presentation to Council on the SARM's Plan Health Network Program, the 2019 Clubroot Survey and any weed and/or pest issues within the RM.

PUBLIC FORUM

Brent Cowie made a presentation to Council with concerns about potholes and culverts.

050/2020 JANUARY 15, 2020 SPECIAL COUNCIL MEETING MINUTES

COUNCILLOR CRASSWELLER: THAT the January 15, 2020 Special Council Meeting minutes be approved as presented.

CARRIED UNANIMOUSLY

051/2020 JANUARY 15, 2020 REGULAR COUNCIL MEETING MINUTES

COUNCILLOR WILKE: THAT the January 15, 2020 Regular Council Meeting minutes be approved as presented.

CARRIED UNANIMOUSLY

052/2020 MONTHLY FINANCIAL REPORTS – DECEMBER 2019

COUNCILLOR HUSUM: THAT the Monthly Financial Reports for December 2019 be accepted as information and filed.

CARRIED UNANIMOUSLY

053/2020 MONTHLY RESERVE FUND SUMMARY

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

CARRIED UNANIMOUSLY

054/2020 LIST OF ACCOUNTS FOR REVIEW

COUNCILLOR WILKE: THAT cheque numbers 18150 to 18245 totaling \$268,614.36 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 December 2019 totaling \$164,792.83 be ratified.

CARRIED UNANIMOUSLY

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055/2020 OPERATIONS PROJECT UPDATE

Councillor Husum departed Council Chambers at 6:39 p.m.

Councilor Husum entered Council Chambers at 6:41 p.m.

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

CARRIED UNANIMOUSLY

056/2020 PUBLIC WORKS OPERATIONS UPDATE – JANUARY

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

CARRIED UNANIMOUSLY

Councilor Culbert recused himself due to business relations and departed Council Chambers at 6:50 p.m.

057/2020 2020 FUEL TENDER

COUNCILLOR WILKE: THAT the 2020 Fuel Tender be awarded to Nutrien Ag Solutions as per their wholesale markup bid price for supply of Low Sulphur Diesel and Regular Unleaded Gasoline for the following price:

Diesel		Gasoline	
Natural Resources Daily Rack Price Jan 8,2020	0.869	Natural Resources Daily Rack Price Jan 25, 2019	0.682
Federal Tax	0.040	Federal Tax	0.100
Provincial Tax	0.150	Provincial Tax	0.150
Carbon Tax	0.0537	Carbon Tax	0.0442
Markup	-.028	Markup	-.019
Sub-Total	1.0847	Sub-Total	.9572
GST	0.0542	GST	.0479
Total Price	1.1389	Total Price	1.0051

CARRIED UNANIMOUSLY

Councilor Culbert entered Council Chambers at 6:51 p.m.

058/2020 2020 GRAVEL SUPPLY & SPREADING TENDER

COUNCILLOR HUSUM: THAT the 2020 Gravel Supply & Spreading Tender be awarded to KF Aggregates Inc. at their tendered price estimated at \$542,984.40 plus GST.

Councilor Crassweller departed Council Chambers at 6:58 p.m.

Councilor Crassweller entered Council Chambers at 6:59 p.m.

CARRIED UNANIMOUSLY

059/2020 SPRING ROAD BAN POLICY - RESCIND

COUNCILLOR CULBERT: THAT the Spring Road Ban Policy that was approved on December 11th, 2013, be rescinded.

CARRIED UNANIMOUSLY

060/2020 APPOINT ROADATA TO ISSUE VEHICLE PERMITS

COUNCILLOR OAKLEY-PAUL: THAT the Appoint Roadata to issue vehicle permits be tabled until March 11, 2020.

CARRIED UNANIMOUSLY

061/2020 PLANNING AND DEVELOPMENT UPDATE

COUNCILLOR OAKLEY-PAUL: THAT the Planning and Development Update report be accepted as information and filed.

CARRIED UNANIMOUSLY

062/2020 BYLAW NO. 04/20 – REFUSE DISPOSAL & BURNING BYLAW

COUNCILLOR CULBERT: THAT Bylaw No. 04/20, being a Bylaw to Regulate Controlled Burning and Refuse Disposal within the Rural Municipality of Sherwood No. 159, known as the *Refuse Disposal & Burning Bylaw*, be tabled until March 11, 2020.

CARRIED UNANIMOUSLY

063/2020 SHERWOOD INDUSTRIAL PARK MASTER DRAINAGE PLAN

COUNCILLOR HUSUM: THAT the Sherwood Industrial Master Drainage Plan by approved to manage stormwater in an environmentally sustainable manner (maintaining predevelopment flow rates, quantity and quality) and as the guidance document for drainage design and approvals within the designated area.

CARRIED UNANIMOUSLY

064/2020 INVESTING IN CANADA INFRASTRUCTURE PROGRAM (ICIP) APPLICATION

COUNCILLOR CULBERT: WHEREAS the RM of Sherwood Council has adopted the Sherwood Industrial Park Master Drainage Plan to manage stormwater in an environmentally sustainable manner (maintaining predevelopment flow rates, quantity and quality);

AND WHEREAS the project is intended to be completed in phases over multiple years and would be a good fit with the ICIP grant program;

AND WHEREAS the RM of Sherwood commits to contributing its share of the eligible and ineligible costs and any overages related to the project;

AND WHEREAS the RM of Sherwood will fund its share of the project's costs through the annual budget process, designated reserve funds and development levies;

BE IT RESOLVED THAT the RM of Sherwood Council supports the application for the ICIP funding program – Green Infrastructure Stream to support the implementation of the Sherwood Industrial Park Master Drainage Plan.

CARRIED UNANIMOUSLY

065/2020 SU 20-002: FARMYARD SUBDIVISION AND CONSOLIDATION

COUNCILLOR CRASSWELLER: THAT proposed subdivision application SU 20-002 (Community Planning File R0942-19R) to subdivide the farmyard as a 32.375 ha. (80 acre) parcel be recommended for approval with the following considerations:

1. The remainder of the ¼ section to be consolidated with the NE ¼ Sec. 3-17-19-W2M for a parcel size greater than 48.6 ha. (120 acres).
2. That Environmental Reserve dedication be considered along Wascana Creek as determined by the Province of Saskatchewan.

CARRIED UNANIMOUSLY

066/2020 SU 20-001: SURFACE PARCEL SUBDIVISION TO ACCOMMODATE TWO RESIDENTIAL SITES AT SW-22-16-19-2

COUNCILLOR CULBERT: THAT proposed subdivision application SU 20-001 (Community Planning File R0009-20R), which intends to subdivide for the purposes of two residential sites, be recommended for approval by Community Planning with the following conditions:

1. Applicant is required to contact Enbridge Pipelines Inc. prior to any development activities within thirty (30) meters of the Enbridge public utility easement.
2. No construction or development shall commence until the applicant obtains necessary development and/or building permits.
3. Confirmation of site suitability for residential development as the area contains an Enbridge pipeline and potential for flooding [Section 14(b) of the Subdivision Regulations, 2014].
4. A 5 metre road widening to be provided by plan of survey along RR2193 for future requirements.

CARRIED UNANIMOUSLY

067/2020 DU 20-02: DISCRETIONARY USE APPLICATION FOR AN 18 HOLE MINI-GOLF COURSE LOCATED AT NW-19-16-19-W2 EXT 2

Councillor Crassweller recused himself due to business relations and departed Council Chambers at 7:45 p.m.

COUNCILLOR CULBERT: THAT Discretionary Use DPA 20-001 for a Mini Golf Course at NW-19-16-19-W2 Ext 2 be approved with the following conditions:

1. Access to site must be from Twp Rd 164 directly North of proposed development. Public access from Hwy #6 is strictly prohibited.
2. No permanent structures may be placed in the Water Security Agency recognized floodway.
3. All wastewater management shall be in accordance with Provincial Legislation and the RM's Official Community Plan.
4. That the site is developed in accordance with the attached site plan.
5. That all utilities are contacted to locate facilities/infrastructure and confirm with the R.M. that facilities will not be affected prior to development.
6. The lot is to be kept free from refuse and not cause a nuisance at all times (Bylaw 04/20).
7. Applicant to meet the requirements from ministry of highways for site lines and removal of obstructions.

CARRIED UNANIMOUSLY

Councillor Crassweller entered Council Chambers at 7:55 p.m.

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068/2020 **RECESS**

COUNCILLOR WILKE: THAT this meeting recess at 7:55 p.m.

CARRIED UNANIMOUSLY

RECONVENE

Reeve Poissant reconvened the meeting into regular session at 8:06 p.m.

069/2020 **2020 SARM ANNUAL CONVENTION**

COUNCILLOR CULBERT: THAT the Chief Administrative Officer, Directors and any Member of Council that so wishes, attend the Saskatchewan Association of Rural Municipalities (SARM 2020 Annual Convention in Regina, SK from March 9th – 12th, 2020; and,

THAT Councillor Oakley-Paul and Councillor Wilke be appointed Voting Delegates at the Saskatchewan Association of Rural Municipalities (SARM) 2020 Annual Convention.

CARRIED UNANIMOUSLY

070/2020 **2020 SAMA ANNUAL MEETING**

COUNCILLOR CRASSWELLER: THAT Erin Halliday, Director of Finance & Administration attend the Saskatchewan Assessment Management Agency (SAMA) 2020 Annual Meeting in Saskatoon on April 9th, 2020; and,

THAT the Rural Municipality appoint Erin Halliday, Director of Finance & Administration as the Voting Delegate at the Saskatchewan Assessment Management Agency (SAMA) 2020 Annual Meeting.

CARRIED UNANIMOUSLY

071/2020 **APPOINT VOTING DELEGATE AT THE SASKATCHEWAN MUNICIPAL HAIL INSURANCE 2020 ANNUAL MEETING**

COUNCILLOR HUSUM: THAT Councillor Wilke be appointed Voting Delegate at the Saskatchewan Municipal Hail Insurance 2020 Annual Meeting on Tuesday, March 10th, 2020.

CARRIED UNANIMOUSLY

072/2020 **TAX INCENTIVE POLICY NO. 2017-03 REVIEW**

COUNCILLOR HUSUM: THAT the Tax Incentive Policy No. 2017-03 review report for information be accepted as information and filed.

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073/2020 FIRE DISPATCH INVOICE 2019-00333 & 2019-00334

COUNCILLOR WILKE: WHEREAS the property owners of SE-24-17-19-W2 has requested a payment plan for the following invoices # 2019-00333 in the amount of \$28,758.41 and Invoice # 2019-00334 in the amount of \$1,719.00 for fire dispatch calls on Accounts Receivable Account No. MON001;

BE IT RESOLVED THAT the following payment plan be granted until the end of July 2020;

Payment Amount	Date Payment Due on
\$5,079.57	February 29, 2020
\$5,079.57	March 31, 2020
\$5,079.57	April 30, 2020
\$5,079.57	May 31, 2020
\$5,079.57	June 30, 2020
\$5,079.56	July 31, 2020

BE IT FURTHER RESOLVED THAT should the payment plan be defaulted, the remaining account balance on Accounts Receivable Account No. MON001 be transferred to Tax Roll No. 648 000.

CARRIED UNANIMOUSLY

074/2020 FIRE DISPATCH INVOICE 2019-00347, 2019-00348 & 2019-00349

COUNCILLOR CULBERT: THAT Invoice # 2019-00347 in the amount of \$1,719.00, Invoice # 2019-00348 in the amount of \$2,148.75 and Invoice # 2019-00349 in the amount of \$2,050.75 for fire dispatch calls on Accounts Receivable Account No. SAS003 be transferred to Tax Roll No. 1852 000.

CARRIED UNANIMOUSLY

075/2020 ABATEMENT OF TAXES – PT NE 36-16-20-W2 LOT 226

COUNCILLOR CRASSWELLER: WHEREAS the improvement at Lot 226 located at PT NE 36-16-20-W2 was removed in 2015 preventing TAXservice from being able to proceed under *The Tax Enforcement Act*;

THEREFORE BE IT RESOLVED THAT an abatement in the amount of \$1,611.74 be granted to the owner of Lot 226 on PT NE 36-16-20-W2.

Municipal Taxes & Interest	School Taxes & Interest	Tax Enforcement Charges & Interest
\$389.98	\$326.72	\$895.04

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076/2020 2019 YEAR END RESERVE REQUESTS

COUNCILLOR HUSUM: WHEREAS the approved 2019 Budget included amounts for projects or purchases that remain unspent through the end of the 2019 fiscal year;

AND WHEREAS it is desirable to continue with the projects or purchases in future years and allocate surplus funds to reserves;

THEREFORE BE IT RESOLVED THAT the R.M. of Sherwood No. 159 transfer the following amounts from the General Operating Account to reserve funds for future use as follows:

Reserve Category	Type	Project (if applicable)	Amount
Capital Equipment	Committed	Buyout of Truck Lease	\$20,000.00
	Designated		\$52,000.00
General Reserve	Designated		\$225,000.00
Infrastructure	Designated		\$264,000.00
Projects & Purchases	Committed	Council Training Initiative	\$4,500.00
		Development Standards Manual	\$15,000.00
		Legal Fee Recovery	\$33,000.00
		Integrity Comm/Conflict of Interest Reviews	\$17,000.00
		Mapping/GIS	\$20,000.00
		Municipal Office Landscaping	\$10,000.00
		Employee Training Initiative	\$11,000.00
		Railway Site Line Inspections	\$40,000.00
		Server Upgrade	\$14,000.00
		Strategic Plan Execution (UT Awareness/Rate Study)	\$25,000.00
		Office 365 Migration	\$5,000.00
		Computer Purchases	\$7,500.00
		Munisoft E-Notices	\$2,500.00
Protective Services	Committed	Fire Code Compliance Inspections	\$20,000.00
		Bylaw Enforcement - Municipal Court System	\$24,000.00
Total 2019 Year End Transfer to Reserves			\$809,500.00

CARRIED UNANIMOUSLY

077/2020 COMMUNICATIONS

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

1. Highway Improvement Fees – Stakeholder Consultation Summary
2. Prairie Central District – February 2020 E-News Update
3. Jan.31.2020 – Saskatchewan Party – Regina Premier’s Dinner – June.25.2020
4. Feb.6.2020 – SARM Letter to Member RM’s re: SUMA

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078/2020 BYLAW NO. 01/20 – VEHICLE PERMIT BYLAW

COUNCILLOR CRASSWELLER: THAT Bylaw No. 01/20, being a Bylaw to Regulate Vehicle Weights within the Rural Municipality of Sherwood No. 159, known as the *Vehicle Permit Bylaw*, be tabled until February 19, 2020.

CARRIED UNANIMOUSLY

079/2020 BYLAW NO. 16/14 – ADMINISTRATIVE BYLAW

COUNCILLOR WILKE: THAT Bylaw No. 16/14, A Bylaw to Provide for the Establishment of the Duties and Powers of the Administrator and Designated Officers for the Rural Municipality of Sherwood No. 159, be brought to the March 11, 2020 Council Meeting for Discussion/Information.

CARRIED UNANIMOUSLY

080/2020 CHIEF ADMINISTRATIVE OFFICER PERFORMANCE REVIEW

COUNCILLOR PAUL: THAT a yearly performance review on the Chief Administrative Officer be conducted prior to March 12, 2020.

CARRIED UNANIMOUSLY

081/2020 MEETING EXTENSION

COUNCILLOR HUSUM: THAT this meeting be extended for 15 minutes.

CARRIED UNANIMOUSLY

082/2020 CLOSED SESSION

COUNCILLOR CULBERT: THAT this meeting go into closed session at 9:58 p.m.

CARRIED UNANIMOUSLY

083/2020 RECONVENE

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

CARRIED UNANIMOUSLY

084/2020 CLOSED SESSION

COUNCILLOR CULBERT: THAT this meeting go into closed session at 10:13 p.m.

CARRIED UNANIMOUSLY

085/2020 RECONVENE

COUNCILLOR CRASSWELLER: THAT this meeting go into regular session at 10:22 p.m.

CARRIED UNANIMOUSLY

086/2020 MEETING EXTENSION

COUNCILLOR PAUL: THAT this meeting be extended for 15 minutes.

CARRIED UNANIMOUSLY

Councillor Husum recused himself due to potential not to be impartial and departed Council Chambers at 10:25 p.m.

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087/2020 **CLOSED SESSION**

COUNCILLOR CRASSWELLER: THAT this meeting go into closed session at 10:25 p.m.

CARRIED UNANIMOUSLY

088/2020 **RECONVENE**

COUNCILLOR WILKE: THAT this meeting go into regular session at 10:47 p.m.

CARRIED UNANIMOUSLY

089/2020 **SASKATCHEWAN SAFETY COUNCIL SUBDIVISION/SERVICING AGREEMENT**

COUNCILLOR WILKE: THAT the Saskatchewan Safety Council Subdivision/Serviceing Agreement be tabled until March 11, 2020 or unless a Special Meeting has been called in the meantime.

CARRIED UNANIMOUSLY

090/2020 **ADJOURNMENT**

COUNCILLOR PAUL: THAT this meeting be adjourned at 10:50 p.m.

CARRIED UNANIMOUSLY

Reeve

Administrator