

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, May 13, 2020

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

ABSENT:

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

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

168/2020 AGENDA

COUNCILLOR WILKE: THAT the agenda be adopted as amended.

Move agenda item 8.3.1 Award Long Term Debt – WTP Financing to 12.2
Closed Session under LAFOIP S.18(1)(b)(c)(iii)

Move 8.2.3 DU 20-004 Discretionary Use Application for one additional
serviced campsite located at SE-10-18-21-W2 Ext 41 to before 8.2.8

CARRIED UNANIMOUSLY

169/2020 RECESS

COUNCILLOR CULBERT: THAT this meeting recess at 5:40 p.m. for the
purpose of the Public Hearing for Bylaw No. 05/20 – A Bylaw to Amend Bylaw
No. 16/16, Bylaw No. 06/20 – A Bylaw to amend the Rural Municipality of
Sherwood No. 159 Zoning Bylaw No. 18/17, Bylaw No. 10/20 – A Bylaw to
Amend Bylaw No. 16/16 and Bylaw No. 11/20 – A Bylaw to amend the Rural
Municipality of Sherwood No. 159 Zoning Bylaw No. 18/17.

CARRIED UNANIMOUSLY

RECONVENE

Reeve Poissant reconvened the meeting into regular session at 5:46 p.m.

169A/2020 BYLAW NO. 05/20 – A BYLAW TO AMEND BYLAW NO. 16/16

COUNCILLOR HUSUM: THAT Bylaw No. 05/20, being a Bylaw to amend Bylaw
No. 16/16, be read a second time.

CARRIED UNANIMOUSLY

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169B/2020 BYLAW NO. 05/20 – A BYLAW TO AMEND BYLAW NO. 16/16

COUNCILLOR WILKE: THAT Bylaw No. 05/20, being a Bylaw to amend Bylaw No. 16/16, be read a third time and hereby adopted.

CARRIED UNANIMOUSLY

169C/2020 BYLAW NO. 06/20 – A BYLAW TO AMEND THE RURAL MUNICIPALITY OF SHERWOOD NO. 159 ZONING BYLAW NO. 18/17

COUNCILLOR CULBERT: THAT Bylaw No. 06/20, being a Bylaw to amend the Rural Municipality of Sherwood No. 159 Zoning Bylaw No. 18/17, as amended be read a second time.

CARRIED UNANIMOUSLY

169D/2020 BYLAW NO. 06/20 – A BYLAW TO AMEND THE RURAL MUNICIPALITY OF SHERWOOD NO. 159 ZONING BYLAW NO. 18/17

COUNCILLOR CULBERT: THAT Bylaw No. 06/20, being a Bylaw to amend the Rural Municipality of Sherwood No. 159 Zoning Bylaw No. 18/17, as amended be read a third time and hereby adopted.

CARRIED UNANIMOUSLY

170/2020 MARCH 11, 2020 REGULAR COUNCIL MEETING MINUTES

COUNCILLOR CULBERT: THAT the March 11, 2020 Regular Council Meeting minutes be approved as presented.

CARRIED UNANIMOUSLY

171/2020 MAY 7, 2020 SPECIAL COUNCIL MEETING MINUTES

COUNCILLOR HUSUM: THAT the May 7, 2020 Special Council Meeting minutes be approved as presented.

CARRIED UNANIMOUSLY

172/2020 MAY 7, 2020 SPECIAL COUNCIL MEETING MINUTES

COUNCILLOR WILKE: THAT the May 7, 2020 Special Council Meeting minutes be approved as presented.

CARRIED UNANIMOUSLY

173/2020 MONTHLY FINANCIAL REPORTS – APRIL 2020

COUNCILLOR WILKE: THAT the Monthly Financial Reports for April 2020 be accepted as information and filed.

CARRIED UNANIMOUSLY

174/2020 MONTHLY RESERVE FUND SUMMARY

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

CARRIED UNANIMOUSLY

175/2020 LIST OF ACCOUNTS FOR REVIEW

COUNCILLOR WILKE: THAT cheque numbers 18325 to 18404 totaling \$135,631.76 for February 2020 and that cheque numbers 18405 to 18450 totaling \$260,880.17 for March 2020 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 February 2020 totaling \$115,572.48 and March 2020 totaling \$130,907.80 be ratified.

CARRIED UNANIMOUSLY

176/2020 ROAD HAUL MAINTENANCE AGREEMENT FOR ASL PAVING LTD.

COUNCILLOR CULBERT: THAT road maintenance agreements 2020-06 with ASL Paving Ltd. (ASL) be approved effective May 12, 2020 to October 15, 2020, and may be extending by the agreement of both parties, and according to the following conditions.

- ASL to pay the fee's associated with the road maintenance agreement that shall be in accordance to *The Municipalities Regulations* based on declared weights by the hauler and specific dates for summer/winter haul periods.
- Fees will be as per the Provincial fee schedule outlined in the Municipal Regulation, Part III sections 9, 10, 11, 12 & 13.
- ASL to adhere to the terms and conditions in the Road Maintenance Agreement.

CARRIED UNANIMOUSLY

177/2020 ROADATA REPORT FOR VEHICLE PERMITS APRIL 2020

COUNCILLOR WILKE: THAT the April 2020 Roadata Report for Vehicle Permits Report be accepted as information and filed.

CARRIED UNANIMOUSLY

178/2020 DPA 19-045: DISCRETIONARY USE APPLICATION FOR A PERMANENT R.V. CAMPGROUND AT BLK/PAR D-PLAN 64R40422 EXT. 1, SE-24-17-19-2

COUNCILLOR CULBERT: THAT Discretionary Use application DPA-19-045 for a permanent RV campground located at Blk/Par D-Plan 64R40422 Ext.1, SE-24-17-19-2 be approved with the following conditions:

1. The campground shall have a landscaped buffer on the boundary of no less than five (5) meters.
2. The operator of the campground shall designate a campsite to each rental party. Campsite sizes must be satisfactory to the development officer.
3. All campsites shall provide a buffer between sites. Campsite sizes will not include the buffer area.
4. Each campsite shall have direct and convenient access to an internal roadway.
5. Each travel trailer shall be located at least 3 meters from any other travel trailer, and each campsite shall have sufficient dimensions to allow such location of travel trailers.
6. Roadways within the campground shall be at least 7.5 meters in width, or a width satisfactory to the development officer.
7. That the site is developed in accordance with the attached site plan.
8. This permit is subject to the standards and requirements of provincial regulations and requirements and other applicable municipal bylaws.
9. The lot is to be kept free of refuse and not cause a nuisance (Bylaw 09/15).

Resolution No. 178/2020 continued

10. Drainage shall be maintained on-site and not negatively affect adjacent properties.
11. The intended use of this development is for a permanent RV campground, any other use may require a separate development permit or discretionary use approval from council.
12. Prior to any new construction, renovations, or significant alterations to buildings on-site the applicant is to submit completed development and building permit applications (where applicable).
13. Site must be accessed using Highway #1 East South Service Road (South Plains Road), any new approach or site access requires approval from the Ministry of Highways.
14. Minimum setbacks measured from the center line of Provincial Highway No. 1 South Service Road are 9 metres for homes and 4 metres for trees, shrubs, dugouts, etc. and 4 metres for commercial developments. Any permanent development within 90 metres of the highway right-of-way requires a permit from the Ministry of Highways and Infrastructure.
15. A campground license must be obtained from the Saskatchewan Health Authority prior to operating site as a campground; ensuring site complies with provincial camp facility standards and The Public Accommodation Regulations.

CARRIED UNANIMOUSLY

179/2020 DISCRETIONARY USE APPLICATION DPA 20-003 FOR A PET DAYCARE FACILITY LOCATED AT NE-05-17-20-W2

COUNCILLOR WILKE: THAT Discretionary Use application DPA-20-003 for a pet daycare facility at NE-05-17-20-W2 be approved with the following conditions:

1. The lot is always to be kept free from refuse and not cause a nuisance (Bylaw 07/15).
2. Any directional, wayfinding or other freestanding signs must first receive municipal approval prior to being installed.
3. Applicant must provide the municipality with a plan outlining how animal manure will be properly disposed.
4. This permit authorizes an animal training facility. Animals shall not be kenneled or kept overnight on-site. If the applicant intends on kenneling animals, additional permits will be required.
5. This permit is subject to the standards and requirements of all Provincial regulations and requirements and other applicable municipal bylaws.

CARRIED UNANIMOUSLY

180/2020 DISCRETIONARY USE APPLICATION DPA 20-005 FOR A WASTE TRANSFER, RECYCLING, AND SALVAGE YARD AT BLK/PAR D PLAN 90R01770 EXT. 1, NW-18-18-19-W2 (68 GOTTSSELIG ROAD)

COUNCILLOR CULBERT: THAT Discretionary Use application DPA-20-005 for a waste transfer, recycling, and salvage yard for the grinding, stockpiling, and recycling of salvaged asphalt/wood products at Blk/Par D-Plan 90R01770 Ext. 1, NW-18-18-19-W2M be approved with the following conditions:

1. The Intended use of this site is for grinding, stockpiling, and recycling salvaged asphalt/wood products. Any other use may require a separate development permit or discretionary use approval from council.
2. That this site shall be developed in accordance with the site plan attached to the development permit.
3. The lot is to be kept free from refuse and not cause a nuisance at all times (Bylaw 07/15).
4. The applicant must submit an approach construction application prior to construction of any new approaches.
5. Within thirty (30) days, you are required to:
 - a. Provide the R.M. a plan that addresses mitigation of potential nuisance effects beyond the site such as dust and noise;
 - b. Provide the R.M. a plan to improve aesthetics at the site. These measures may include solid fencing, berming, vegetative planting, or landscape material, or any combination of the above at least 2m in height.
6. Within sixty (60) days, you are required to:
 - a. Implement the plan to reduce potential nuisance effects beyond the site and provide notification of this plan to the Development Officer.
 - b. Implement the plan to address improving aesthetics at the site and provide notification of this plan to the Development Officer.
 - c. Drainage shall be maintained on-site and not negatively affect adjacent properties. Natural drainage shall not be affected by stockpiled materials.
 - d. This permit is subject to the standards and requirements of Provincial Regulations, and all other applicable bylaws and requirements.
 - e. Once more permanent development/structures present on site applicant will connect to RM waterline.

CARRIED UNANIMOUSLY

181/2020 SU 20-003: SURFACE PARCEL SUBDIVISION FOR SEPARATING/EXPANSION OF SASKATCHEWAN POWER CORPORATION'S POLE YARD AND MAINTENANCE CENTRE; N ½ 07-18-19-W2

COUNCILLOR CULBERT: THAT proposed subdivision application SU 20-003 (Community Planning File R0126-20R), which intends to subdivide for the purposes of expanding SaskPower's Maintenance Centre lands by 9.19ha. and separates the existing pole yard from the parent parcel (19.57ha.) be recommended for approval by Community Planning with the following considerations:

1. Municipal Reserve to be provided as cash in lieu of land (the value of 5% of the land area proposed for subdivision) in accordance to The Planning and Development Act, 2007;
2. That Road Widening be provided by plan of survey along the parcel frontage of Inland Drive with an additional 6 metre width throughout.
3. To provide a professional engineered drainage plan for the parent parcel that is consistent with the adopted Sherwood Industrial Park Master Drainage Plan including dedication of the associated stormwater ponds for the N ½ Sec. 7-18-19 W2M in a manner deemed suitable to the municipality;
4. That a servicing agreement is required to be signed prior to final subdivision approval.

CARRIED UNANIMOUSLY

182/2020 SU 20-004: SURFACE PARCEL SUBDIVISION TO ACCOMMODATE ONE NEW 10 ACRE RESIDENTIAL SITE ON AGRICULTURAL ZONED LANDS AT NE-15-16-19-W2

COUNCILLOR CULBERT: THAT proposed subdivision application SU 20-004 (Community Planning File R0145-20R), which intends to subdivide 10 acres for the purposes of an additional residential parcel on primarily cultivated agricultural lands be recommended for approval by community planning with the following conditions:

1. No construction or development shall commence until the applicant obtains necessary development and/or building permits.
2. Confirmation of site suitability for residential development as certain areas within subdivided land may be prone to flooding.

CARRIED UNANIMOUSLY

183/2020 SU 20-005: SURFACE PARCEL SUBDIVISION TO ACCOMMODATE ONE NEW 9.92 ACRE RESIDENTIAL SITE ON AGRICULTURAL ZONED LANDS AT NW-25-17-19-W2

COUNCILLOR WILKE: THAT proposed subdivision application SU 20-005 (Community Planning File R0147-20R), which intends to subdivide for the purposes of separating an existing residential farmyard from the remainder of the quarter section be recommended for approval by Community Planning as proposed.

CARRIED UNANIMOUSLY

**184/2020 DU 20-004: DISCRETIONARY USE APPLICATION FOR ONE
ADDITIONAL SERVICED CAMPSITE LOCATED AT SE-10-18-21-W2,
EXT. 41**

COUNCILLOR HUSUM: THAT Discretionary Use application DPA-20-004 for 1 additional seasonal campsite at SE 10-18-21-W2, Ext 41 be approved with the following conditions:

1. The Campground operator shall provide the Municipality with a plan of the campground, identifying any buildings, uses of the land and the location of all roadways and trailer coach or tent campsites within the park including dimensions. The addition or rearrangement of campsites, construction/demolition/moving or material change in the use of portions of land, or the filling or clearing of land shall require additional building permits, and the operator shall submit for approval an amended plan incorporating the development.
2. A campground shall have a landscaped buffer on the boundary of not less than 5 m which shall contain no buildings or permanent structures.
3. No portion of any campsite shall be located within a roadway or required buffer area.
4. Each campsite shall have direct and convenient access to an internal roadway, which is not located in the buffer areas.
5. Each trailer coach or dwelling structure shall be located at least 3m (10ft) from other trailers and dwelling structures.
6. The space provided for roadways within a campground shall be at least 7.5m (25ft) in width or a width satisfactory to Council. No portion of any campsite, other use or structure shall be located in any roadway.
7. That the applicant provide an "as-built" plan within 60 days of development completion that the site has been developed in accordance with conditions 1 – 6.
8. Underground sewage holding tanks will be installed and inspected under supervision of the Saskatchewan Health Authority.
9. All utilities shall be contacted to ensure they are not affected prior to development. Applicants planning to excavate or dig are required to contact Sask 1st Call for line locates: 1-866-828-4888 or visit www.sask1stcall.com.
10. The applicant **shall** provide a geotechnical report to the Municipality prepared by an engineer licensed in the province of Saskatchewan prior to development confirming that the site is suitable for the proposed development, recommended setbacks from the top/ bottom of slope and that slope stability is not a public safety concern.
11. Campsites are to be kept free from refuse and not cause a nuisance at all times (Bylaw 07/15).
12. This permit is subject to the standards and requirements of all Provincial regulations and requirements and other applicable municipal bylaws.
13. All buildings within the campground must be constructed in compliance with the National Building Code, National Energy Code, and the municipal Building Bylaw (Bylaw No. 03/20)
14. The applicant shall work with the RM of Sherwood towards shared maintenance and repairs along Sherwood Forest Road due to increased traffic volume resulting from Campground patrons.

CARRIED UNANIMOUSLY

185/2020 RETAIN ADDITIONAL 5 METRES AS DEDICATED ROAD ALLOWANCE

COUNCILLOR OAKLEY-PAUL: THAT the RM retain an additional 5 metres (total of 42 metres width) as dedicated road allowance on the west side of RR2212 from parcel no. MU1 and MU2 Plan No. 102226485 and SW 11-18-21-2 Ext. 3 for the purposes of future road widening.

CARRIED UNANIMOUSLY

186/2020 SALE OF LAND ALONG SHERWOOD FOREST ROAD

COUNCILLOR OAKLEY-PAUL: THAT following dedication of a 42-metre road allowance on parcel no. MU1 and MU2 Plan No. 102226485 and SW 11-18-21-2 Ext. 3, Council accepts the offer to purchase the residual acres pursuant to section 127 (j) of *The Municipalities Act*, and sell the subject lands to Sherwood Forest Country Club for \$10,000.00.

CARRIED UNANIMOUSLY

187/2020 UNCOLLECTIBLE FIRE DISPATCH INVOICE 2019-00169

COUNCILLOR WILKE: WHEREAS the improvement at Lot 306 located at PT NE 36-16-20-W2 was removed May 2019 preventing TAXservice from being able to proceed under *The Tax Enforcement Act*;

THEREFORE BE IT RESOLVED THAT Fire Dispatch Invoice remaining balance of \$655.00 be written off as uncollectible.

CARRIED UNANIMOUSLY

188/2020 2020 WUQWATR MEMBERSHIP

COUNCILLOR HUSUM: THAT the request for Wascana Upper Qu'Apelle Watersheds Association Taking Responsibility Inc. (WUQWATR) 2020 Membership in the amount of \$250.00 be denied.

CARRIED UNANIMOUSLY

189/2020 BYLAW NO. 07/20 – A BYLAW TO EXTEND THE TIME REQUIRED FOR THE COMPLETION OF THE FINANCIAL STATEMENTS AND THE AUDITOR'S REPORT ON THE FINANCIAL STATEMENTS

COUNCILLOR HUSUM: THAT Bylaw No. 07/20, being a Bylaw to Extend the Time Required for the Completion of the Financial Statements and the Auditor's Report on the Financial Statements, be read a first time.

CARRIED UNANIMOUSLY

190/2020 BYLAW NO. 07/20 – A BYLAW TO EXTEND THE TIME REQUIRED FOR THE COMPLETION OF THE FINANCIAL STATEMENTS AND THE AUDITOR'S REPORT ON THE FINANCIAL STATEMENTS

COUNCILLOR WILKE: THAT Bylaw No. 07/20, being a Bylaw to Extend the Time Required for the Completion of the Financial Statements and the Auditor's Report on the Financial Statements, be read a second time.

CARRIED UNANIMOUSLY

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191/2020 BYLAW NO. 07/20 – A BYLAW TO EXTEND THE TIME REQUIRED FOR THE COMPLETION OF THE FINANCIAL STATEMENTS AND THE AUDITOR’S REPORT ON THE FINANCIAL STATEMENTS

COUNCILLOR HUSUM: THAT Bylaw No. 07/20, being a Bylaw to Extend the Time Required for the Completion of the Financial Statements and the Auditor’s Report on the Financial Statements, be given three readings at this meeting.

CARRIED UNANIMOUSLY

192/2020 BYLAW NO. 07/20 – A BYLAW TO EXTEND THE TIME REQUIRED FOR THE COMPLETION OF THE FINANCIAL STATEMENTS AND THE AUDITOR’S REPORT ON THE FINANCIAL STATEMENTS

COUNCILLOR WILKE: THAT Bylaw No. 07/20, being a Bylaw to Extend the Time Required for the Completion of the Financial Statements and the Auditor’s Report on the Financial Statements, be read a third time and hereby adopted.

CARRIED UNANIMOUSLY

193/2020 2020 EDUCATION PROPERTY TAX MILL RATES

COUNCILLOR HUSUM: THAT the 2020 Education Property Tax Mill Rates be accepted as presented by the Government of Saskatchewan:

Property Class	Mill Rate
Agricultural	1.43 mills
Residential	4.12 mills
Commercial/Industrial	6.27 mills
Resource	9.68 mills

CARRIED UNANIMOUSLY

194/2020 TAX INCENTIVE ANNUAL REPORT FORM – 118 HUSUM ROAD

COUNCILLOR CULBERT: THAT the Annual Report Form related to 118 Husum Road, Tax Incentive Application No. 18-001, submitted by Alice Investments Inc., be accepted as information and filed.

CARRIED UNANIMOUSLY

195/2020 TAX INCENTIVE ANNUAL REPORT FORM – 317 ADOLPH DRIVE

COUNCILLOR WILKE: THAT the Annual Report Form related to 317 Adolph Drive, Tax Incentive Application No. 18-009, submitted by RT Real Estate Holdings Inc., be accepted as information and filed.

CARRIED UNANIMOUSLY

196/2020 TAX INCENTIVE ANNUAL REPORT FORM – 313 ADOLPH DRIVE

COUNCILLOR HUSUM: THAT the Annual Report Form related to 313 Adolph Drive, Tax Incentive Application No. 18-008, submitted by Sandrock Commercial Properties Inc., be accepted as information and filed.

CARRIED UNANIMOUSLY

197/2020 TAX INCENTIVE ANNUAL REPORT FORM – 134 C HUSUM ROAD

COUNCILLOR WILKE: THAT the Annual Report Form related to 134 C Husum Road, Tax Incentive Application No. 19-002, submitted by Wiltre Holdings Inc., be accepted as information and filed.

CARRIED UNANIMOUSLY

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198/2020 COMMUNICATIONS

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

1. Prairie Central District – April.2020 E-News Update
2. Prairie Central District – Mid-April.2020 E-News Update
3. White Butte RCMP – March 2020 Stats
4. Prairie Central District – May.2020 E-News Update
5. White Butte RCMP – April 2020 Stats

CARRIED UNANIMOUSLY

199/2020 CLOSED SESSION

COUNCILLOR CULBERT: THAT this meeting go into closed session at 6:38 p.m.

CARRIED UNANIMOUSLY

Councillor Crassweller entered the meeting online through Zoom at 7:27 p.m.

200/2020 RECONVENE

COUNCILLOR WILKE THAT this meeting go into regular session at 7:45 p.m.

CARRIED UNANIMOUSLY

201/2020 LONG TERM FINANCING FOR THE WATER TREATMENT PLANT

COUNCILLOR HUSUM: That the RM Administration be directed to enter into negotiations for a 25 year fixed rate loan.

CARRIED UNANIMOUSLY

202/2020 ADJOURNMENT

COUNCILLOR PAUL: THAT this meeting be adjourned at 7:51 p.m.

CARRIED UNANIMOUSLY

Reeve

Administrator