

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 12, 2021

**PRESENT:** Susan Oakley-Paul, Reeve  
Brad Crassweller, Councillor Division 1  
Trent Reiger, Councillor Division 2  
John Wilke, Councillor Division 3  
Carl Husum, Councillor Division 4  
Grant Paul, Councillor Division 6

**ABSENT:** Rod Culbert, Councillor Division 5

**STAFF:** Brad Wiebe, Chief Administrative Officer  
Barry Wiebe, Manager of Public Works  
Angela Bottcher, Manager of Administration  
Christine Trithardt, Assistant Administrator  
Luke Brossart, Municipal Planner

**ORDER:** Reeve Oakley-Paul called the meeting to order at 5:36 p.m.

**236/2021 AGENDA**

COUNCILLOR WILKE: THAT the agenda be adopted as presented.

CARRIED UNANIMOUSLY

**237/2021 RECESS**

COUNCILLOR HUSUM: THAT this meeting recess at 5:37 p.m. for the purpose of the Public Hearing for Bylaw No. 06/21 – A Bylaw to amend the RM of Sherwood Zoning Bylaw No. 18/17.

CARRIED UNANIMOUSLY

**RECONVENE**

REEVE OAKLEY-PAUL: THAT this meeting reconvene into regular session at 5:45 p.m.

**238/2021 APRIL 14, 2021 REGULAR COUNCIL MEETING MINUTES**

COUNCILLOR CRASSWELLER: THAT the April 14, 2021 Regular Council Meeting minutes be approved as amended, by amending resolution no. 212/2021 voting as it only Carried.

CARRIED UNANIMOUSLY

**239/2021 APRIL 22, 2021 SPECIAL COUNCIL MEETING MINUTES**

COUNCILLOR WILKE: THAT the April 22, 2021 Special Council Meeting minutes be approved as presented.

CARRIED UNANIMOUSLY

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**240/2021 MONTHLY FINANCIAL REPORTS – MARCH 2021**

COUNCILLOR REIGER: THAT the Monthly Financial Reports for March 2021 be accepted as information and filed.

CARRIED UNANIMOUSLY

**241/2021 MONTHLY RESERVE FUND SUMMARY**

COUNCILLOR HUSUM: THAT the Monthly Reserve Fund Summary for March 2021 be accepted as information and filed.

CARRIED UNANIMOUSLY

**242/2021 2021 INTERIM BUDGET REPORT**

COUNCILLOR REIGER: THAT the 2021 Interim Budget Report ending March 31, 2021 be accepted as information and filed.

CARRIED UNANIMOUSLY

**243/2021 LIST OF ACCOUNTS FOR REVIEW**

COUNCILLOR WILKE: THAT cheque numbers 19358 to 19428 totaling \$75,290.36 for April 2021, 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 March 2021 totaling \$176,498.81 be ratified.

CARRIED UNANIMOUSLY

**244/2021 PUBLIC WORKS OPERATIONS AND PROJECTS UPDATE - APRIL**

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

CARRIED UNANIMOUSLY

**245/2021 DISPOSAL OF MUNICIPAL EQUIPMENT**

COUNCILLOR HUSUM: THAT the Disposal of Municipal Equipment report be accepted as information and filed.

CARRIED UNANIMOUSLY

**246/2021 BYLAW NO. 06/21 – A BYLAW TO AMEND THE RM OF SHERWOOD ZONING BYLAW NO. 18/17**

COUNCILLOR HUSUM: THAT Bylaw No. 06/21 - A Bylaw to amend the RM of Sherwood Zoning Bylaw No. 18/17, be read a second time.

CARRIED UNANIMOUSLY

**247/2021 BYLAW NO. 06/21 – A BYLAW TO AMEND THE RM OF SHERWOOD ZONING BYLAW NO. 18/17**

COUNCILLOR CRASSWELLER: THAT Bylaw No. 06/21 - A Bylaw to amend the RM of Sherwood Zoning Bylaw No. 18/17, be read a third time and hereby adopted.

CARRIED UNANIMOUSLY

**248/2021 DP 21-008: DISCRETIONARY USE APPLICATION FOR A SHINGLE AND WOOD RECYCLING DEPOT LOCATED AT SE 9-18-19-W2M BLK/PAR C-PLAN 102132807 EXT 0**

COUNCILLOR HUSUM: THAT Discretionary Use Application 21-008 for a Waste Transfer, recycling and salvage yard at SE 9-8-19-W2M Blk/Par C-Plan 102132807 Ext 0 be **approved** with the following conditions:

1. That the site shall be developed in accordance with the approved site plan and that the intended use is for grinding and recycling construction and demolition waste products including asphalt/wood products and shipping product to various buyers. Any other use **will** require a separate development permit or discretionary use approval from council.
2. The lot is to be kept free from refuse and not cause a nuisance at all times (Bylaw 07/15).
3. The applicant must submit an approach construction application prior to construction of any new approaches.
4. Prior to operations commencing, the applicant is required to implement measures for screening and aesthetic improvements. These measures may include solid fencing, berming, vegetative planting, or landscape material, or any combination of the above at least 2m in height.
5. Prior to operation, details regarding sewage facilities must be submitted to and approved by Saskatchewan Health Authority.
6. Applicant shall be required to submit a professional grading & drainage plan, signed by a professional engineer licensed to practice in Saskatchewan, and to be reviewed and approved by Administration prior to any construction commencing. Drainage and grading shall be developed to appropriate professional standards and not negatively affect adjoining parcels.
7. This permit is subject to the standards and requirements of Provincial Regulations, and all other applicable bylaws and requirements.
8. Stockpiled materials shall not exceed the height of perimeter fencing or be viewable from public roadways.
9. The Facility is required to monitor leachate and address, if necessary. Any change in operations will require approval from the Ministry of Environment.
10. Site operations shall follow the Ministry of Environment Construction and Demolition Waste Management and Disposal guidelines attached to the development permit approval.

CARRIED UNANIMOUSLY

**249/2021 FUTURE BYLAW NO. 04/21 – NORMAND HOMESTEAD – MUNICIPAL HERITAGE DESIGNATION REPEAL**

COUNCILLOR HUSUM: THAT the Future Bylaw No. 04/21 – Normand Homestead – Municipal Heritage Designation Repeal report be accepted as information and filed.

CARRIED UNANIMOUSLY

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**250/2021 SU 21-007: SURFACE PARCEL SUBDIVISION TO SEPARATE 1.21 HECTARES FROM SOURCE QUARTER SECTION LOCATED AT SW 2-18-19-W2M**

COUNCILLOR HUSUM: THAT proposed subdivision application SU 21-007 (Community Planning File R0153-21R), which intends to subdivide one 1.21ha (3.00ac) parcel from quarter section SW 2-18-19-W2M be recommended for approval by Community Planning with the following consideration:

1. 10 metre (32.8 ft.) width of Road widening to be provided by plan of survey along with frontage of RR 2192.

CARRIED UNANIMOUSLY

**251/2021 MAY.2021 UPDATE – ADMINISTRATION & FINANCE**

COUNCILLOR HUSUM: THAT the May 2021 Administration & Finance Update report be accepted as information and filed.

CARRIED UNANIMOUSLY

*Councillor Wilke departed Council Chambers at 6:24 p.m.*

*Councillor Wilke entered Council Chambers at 6:26 p.m.*

**252/2021 WEBSITE REDESIGN/REDEVELOPMENT**

COUNCILLOR HUSUM: THAT the RM of Sherwood website be redesigned with changes made by Command Base Creative Design at a cost of \$4,500 plus taxes.

CARRIED

**253/2021 SOCIAL MEDIA POLICY NO. 2021-03**

COUNCILLOR WILKE: THAT Policy No. 2021-03 Social Media Policy be denied.

CARRIED

**254/2021 RECESS**

COUNCILLOR HUSUM: THAT this meeting recess at 6:43 p.m.

CARRIED UNANIMOUSLY

**RECONVENE**

REEVE OAKLEY-PAUL: THAT this meeting reconvene into regular session at 7:00 p.m.

CARRIED UNANIMOUSLY

**255/2021 SASKATCHEWAN MUNICIPAL HAIL INSURANCE WITHDRAWAL LIST**

COUNCILLOR CRASSWELLER: THAT the Saskatchewan Municipal Hail Insurance Association List of Applications for Withdrawal of Land, attached and forming part of these minutes, be approved and ratified.

CARRIED UNANIMOUSLY

**256/2021 TAX INCENTIVE ANNUAL REPORT FORM – 118 HUSUM ROAD**

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

CARRIED UNANIMOUSLY

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**257/2021 TAX INCENTIVE ANNUAL REPORT FORM – 134 C HUSUM ROAD**

COUNCILLOR HUSUM: 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. The tax incentive to be applied subject to confirmation prior to May 31, 2021 that the paving of approaches will be completed in 2021 including a security deposit.

CARRIED UNANIMOUSLY

**258/2021 TAX INCENTIVE ANNUAL REPORT FORM – 302 MILL STREET**

COUNCILLOR WILKE: THAT the Annual Report Form related to 302 Mill Street, Tax Incentive Application No. 18-002, submitted by Brandt Properties Ltd., be accepted as information and filed.

CARRIED UNANIMOUSLY

**259/2021 TAX INCENTIVE ANNUAL REPORT FORM – 313 ADOLPH DRIVE**

COUNCILLOR CRASSWELLER: THAT the Annual Report Form related to 313 Adolph Drive, Tax Incentive Application No. 18-008, submitted by Sandrock Commercial Properties Inc. The tax incentive to be applied subject to paving of approaches completion prior to May 31, 2021.

CARRIED UNANIMOUSLY

**260/2021 TAX INCENTIVE ANNUAL REPORT FORM – 317 ADOLPH DRIVE**

COUNCILLOR PAUL: 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. The tax incentive to be applied subject to paving of approaches completion prior to May 31, 2021.

CARRIED UNANIMOUSLY

**261/2021 TAX INCENTIVE ANNUAL REPORT FORM – 900 INLAND DRIVE**

COUNCILLOR REIGER: THAT the Annual Report Form related to 900 Inland Drive, Tax Incentive Application No. 19-012, submitted by Varzari Trading Ltd/Varsteel Ltd, be accepted as information and filed.

CARRIED UNANIMOUSLY

**262/2021 TAX INCENTIVE ANNUAL REPORT FORM – NE 34-16-20-W2, PARCEL C, PLAN 111398845**

COUNCILLOR WILKE: THAT the Annual Report Form related to NE 34-16-20-W2, Parcel C, Plan 111398845, Tax Incentive Application No. 19-014, submitted by Salix Holdings Ltd., be accepted as information and filed.

CARRIED UNANIMOUSLY

**263/2021 BYLAW NO. 08/21 – A BYLAW TO EXTEND THE TIME REQUIRED FOR COMPLETION OF THE ASSESSMENT ROLL**

COUNCILLOR HUSUM: THAT Bylaw No. 08/21 – A Bylaw to Extend the Time Required for Completion of the Assessment Roll, be read a first time.

CARRIED UNANIMOUSLY

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**264/2021 BYLAW NO. 08/21 – A BYLAW TO EXTEND THE TIME REQUIRED FOR COMPLETION OF THE ASSESSMENT ROLL**

COUNCILLOR REIGER: THAT Bylaw No. 08/21 – A Bylaw to Extend the Time Required for Completion of the Assessment Roll, be read a second time.

CARRIED UNANIMOUSLY

**265/2021 BYLAW NO. 08/21 – A BYLAW TO EXTEND THE TIME REQUIRED FOR COMPLETION OF THE ASSESSMENT ROLL**

COUNCILLOR HUSUM: THAT Bylaw No. 08/21 – A Bylaw to Extend the Time Required for Completion of the Assessment Roll, be given three readings at this meeting.

CARRIED UNANIMOUSLY

**266/2021 BYLAW NO. 08/21 – A BYLAW TO EXTEND THE TIME REQUIRED FOR COMPLETION OF THE ASSESSMENT ROLL**

COUNCILLOR CRASSWELLER: THAT Bylaw No. 08/21 – A Bylaw to Extend the Time Required for Completion of the Assessment Roll, be read a third time and hereby adopted.

CARRIED UNANIMOUSLY

**267/2021 BYLAW NO. 09/21 – A BYLAW TO REGULATE AND CONTROL THE ST. JAMES CEMETERY IN THE RURAL MUNICIPALITY OF SHERWOOD NO. 159**

COUNCILLOR PAUL: THAT Bylaw No. 09/21 – A Bylaw to Regulate and Control the St. James Cemetery in the Rural Municipality of Sherwood No. 159, be read a first time.

CARRIED UNANIMOUSLY

**268/2021 BYLAW NO. 09/21 – A BYLAW TO REGULATE AND CONTROL THE ST. JAMES CEMETERY IN THE RURAL MUNICIPALITY OF SHERWOOD NO. 159**

COUNCILLOR CRASSWELLER: THAT Bylaw No. 09/21 – A Bylaw to Regulate and Control the St. James Cemetery in the Rural Municipality of Sherwood No. 159, be read a second time.

CARRIED UNANIMOUSLY

**269/2021 BYLAW NO. 09/21 – A BYLAW TO REGULATE AND CONTROL THE ST. JAMES CEMETERY IN THE RURAL MUNICIPALITY OF SHERWOOD NO. 159**

COUNCILLOR HUSUM: THAT Bylaw No. 09/21 – A Bylaw to Regulate and Control the St. James Cemetery in the Rural Municipality of Sherwood No. 159, be given three readings at this meeting.

CARRIED UNANIMOUSLY

**270/2021 BYLAW NO. 09/21 – A BYLAW TO REGULATE AND CONTROL THE ST. JAMES CEMETERY IN THE RURAL MUNICIPALITY OF SHERWOOD NO. 159**

COUNCILLOR WILKE: THAT Bylaw No. 09/21 – A Bylaw to Regulate and Control the St. James Cemetery in the Rural Municipality of Sherwood No. 159, be read a third time and hereby adopted.

CARRIED UNANIMOUSLY

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**271/2021 ELECTRONIC DEVICE POLICY FOR COUNCIL MEMBERS**

COUNCILLOR HUSUM: THAT Policy No. 2021-04 Electronic Device Policy for Council Members be approved.

CARRIED UNANIMOUSLY

**272/2021 COMMUNICATIONS**

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

1. Prairie Central District for Sport, Culture and Recreation - April 12, 2021 E-News
2. April 21, 2021 SARM News Release – SARM Responds to the 2021 Federal Budget
3. Saskatchewan Municipal Hail Insurance 2020 Annual Report
4. April 22, 2021 Notice – CN Right-of-Way Vegetation Control
5. April 22, 2021 Statistics Canada – The 2021 Census is almost here, and we need your support
6. April 22, 2021 Bloom CME Inc – George Cuff Asks (Again): What's the Roll of Mayor VS Municipal Manager?
7. Prairie Central District for Sport, Culture and Recreation - May 3, 2021 E-News
8. Prairie Central District for Sport, Culture and Recreation 2021 Annual General Meeting.

CARRIED UNANIMOUSLY

**273/2021 2021 GENERAL GOVERNMENT OPERATING AND CAPITAL BUDGET**

COUNCILLOR CRASSWELLER: THAT the Rural Municipality of Sherwood No. 159 2021 General Government Operating and Capital Budget, attached and forming part of these minutes, be adopted as presented.

CARRIED UNANIMOUSLY

**274/2021 2021 ORGANIZATIONAL CHART**

COUNCILLOR HUSUM: THAT the 2021 Organizational Chart, attached and forming part of these minutes, be adopted as presented.

CARRIED UNANIMOUSLY

**275/2021 2021 UTILITY OPERATING AND CAPITAL BUDGET**

COUNCILLOR PAUL: THAT the Rural Municipality of Sherwood No. 159 2021 Utility Operating and Capital Budget, attached and forming part of these minutes, be adopted as presented.

CARRIED UNANIMOUSLY

**276/2021 10 YEAR CAPITAL PLAN**

COUNCILLOR CRASSWELLER: THAT the Rural Municipality of Sherwood No. 159 10 Year Capital Plan, attached and forming part of these minutes, be adopted as presented.

CARRIED UNANIMOUSLY

**277/2021 CLOSED SESSION**

COUNCILLOR REIGER: THAT this meeting go into closed session at 7:57 p.m.

CARRIED UNANIMOUSLY

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**278/2021    RECONVENE**

COUNCILLOR PAUL: THAT this meeting go into regular session at 10:00 p.m.

CARRIED UNANIMOUSLY

**279/2021    EAST COTTONWOOD CREEK WATERSHED ASSOCIATION**

COUNCILLOR REIGER: **THAT** the RM of Sherwood suspends participation with the East Cottonwood Creek Watershed Association for 2021 and will review future considerations prior to 2022.

CARRIED UNANIMOUSLY

**280/2021    ADMINISTRATIVE SUPPORT SERVICES TO THE EAST COTTONWOOD CREEK WATERSHED ASSOCIATION**

COUNCILLOR PAUL: THAT the RM of Sherwood is not interested in continuing to provide administrative support services to the East Cottonwood Creek Watershed Association and will transfer all funds and documentation to the subsequent support organization by May 31, 2021.

CARRIED UNANIMOUSLY

**281/2021    MEETING EXTENSION**

COUNCILLOR HUSUM: THAT this meeting be extended until business is completed.

CARRIED

**282/2021    ADJOURNMENT**

COUNCILLOR PAUL: THAT this meeting be adjourned at 10:49 p.m.

CARRIED UNANIMOUSLY

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Reeve

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Administrator