

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, March 23, 2022

PRESENT: Susan Oakley-Paul, Reeve
Brad Crassweller, Councillor Division 1
Trent Reiger, Councillor Division 2
John Wilke, Councillor Division 3
Carl A. Husum, Councillor Division 4
Rod Culbert, Councillor Division 5
Grant Paul, Councillor Division 6

ABSENT:

STAFF: Brad Wiebe, Chief Administrative Officer
Angela Bottcher, Manager of Policy & Human Resources
Christine Trithardt, Manager of Administration
Luke Brossart, Municipal Planner

Call to Order

Reeve Oakley-Paul called the meeting to order at 5:34 p.m.

**Resolution
No.
2022/0055**

Approval of Agenda

Moved by: Councillor Wilke

THAT the agenda be adopted as amended by adding:

8.2.14 Update to SU 20-011: Surface Parcel Subdivision for one Residential parcel located at NE 33-16-21-W2M: and,

12.3 Draft Human Resources Policy Manual

CARRIED UNANIMOUSLY

**Resolution
No.
2022/0056**

Public Hearings

Moved by: Councillor Husum

THAT this meeting go into recess at 5:37 p.m. for the purpose of the Public Hearing for Bylaw No. 03/22 - A Bylaw to amend Bylaw No. 16/16 and Bylaw No. 04/22 - A Bylaw to amend the RM of Sherwood Zoning Bylaw No. 18/17.

CARRIED UNANIMOUSLY

Reconvene

Reeve Oakley-Paul reconvened the meeting at 5:41 p.m.

Delegation

Tom Ireton & Gary Exner made a presentation to Council on the lands that Gary owns at SW-25-16-20-W2.

**Resolution
No.
2022/0057**

Recess

Moved by: Councillor Culbert

THAT this meeting go into recess at 6:29 p.m.

CARRIED

Reconvene

Reeve Oakley-Paul reconvened the meeting at 6:41 p.m.

**Resolution
No.
2022/0058**

February 16, 2022 Regular Council Meeting Minutes

Moved by: Councillor Culbert

THAT the February 16, 2022 Regular Council Meeting minutes be approved as presented.

CARRIED UNANIMOUSLY

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- Resolution No. 2022/0059** **March 2, 2022 Special Council Meeting Minutes**
Moved by: Councillor Culbert
THAT the March 2, 2022 Special Council Meeting minutes be approved as presented.
CARRIED UNANIMOUSLY
- Resolution No. 2022/0060** **Financial Update & Interim Budget Report**
Moved by: Councillor Husum
THAT the Financial Update and Interim Budget Report for February 2022 be accepted as information and filed.
CARRIED UNANIMOUSLY
- Resolution No. 2022/0061** **Monthly Reserve Fund Summary**
Moved by: Councillor Culbert
THAT the Monthly Reserve Fund Summary for February 2022 be accepted as information and filed.
CARRIED UNANIMOUSLY
- Resolution No. 2022/0062** **List of Accounts for Review**
Moved by: Councillor Wilke
THAT cheque numbers 20054 to 20108 totaling \$250,949.73 for February 2022, as outlined in the List of Accounts for Review, attached to and forming part of these minutes, be accepted as information and filed; and,

THAT the Payroll and Electronic Funds Transfers for February 2022 totaling \$188,519.79 be ratified.
CARRIED UNANIMOUSLY
- Resolution No. 2022/0063** **Public Works Operations and Projects Update - March**
Moved by: Councillor Wilke
THAT the March 2022 Public Works Operations and Projects Update report be accepted as information and filed.
CARRIED UNANIMOUSLY
- Resolution No. 2022/0064** **2022 Gravel Supply & Spreading Tender**
Moved by: Councillor Husum
THAT the 2022 Gravel Supply & Spreading Tender be awarded to KF Aggregates Recycling Inc. at their tendered price estimated at \$692,023.50 plus GST.
CARRIED UNANIMOUSLY
- Resolution No. 2022/0065** **2022 Dust Control**
Moved by: Councillor Reiger
THAT the purchase of 2022 dust control contract be awarded to Fort Distributors at \$0.35 cents per litre (plus GST) for the 2022 Dust Control Program.
CARRIED
- Resolution No. 2022/0066** **2022 Dust Control Policy**
Moved by: Councillor Culbert
THAT the 2022-02 Dust Control Policy be tabled to the April 27, 2022 Council Meeting.
CARRIED UNANIMOUSLY
- Resolution No. 2022/0067** **Rural Integrated Roads for Growth Program - Earthwork and Grading Project at N 10-18-19-W2**
Moved by: Councillor Husum
THAT the Rural Integrated Road for Growth project agreement between Saskatchewan Association of Rural Municipalities and the RM of Sherwood No. 159 for the Earthworks and Grading project on Inland Drive at N 10-18-19-W2 be CANCELLED.
CARRIED UNANIMOUSLY

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Resolution No. 2022/0068 **Rezone and Redesignation of SE 24-17-19-W2M, Official Community Plan Amendment - 2nd Reading**
Moved by: Councillor Wilke

THAT Bylaw No. 03/22 - A Bylaw to amend Bylaw No. 16/16, be read a second time.

CARRIED UNANIMOUSLY

Resolution No. 2022/0069 **Rezone and Redesignation of SE 24-17-19-W2M, Official Community Plan Amendment - 3rd Reading**
Moved by: Councillor Culbert

THAT Bylaw No. 03/22 - A Bylaw to amend Bylaw No. 16/16, be read a third time and hereby adopted.

CARRIED UNANIMOUSLY

Resolution No. 2022/0070 **Rezone and Redesignation of SE 24-17-19-W2M, Zoning Bylaw Amendment - 2nd Reading**
Moved by: Councillor Crassweller

THAT Bylaw No. 04/22 - A Bylaw to amend the RM of Sherwood Zoning Bylaw No. 18/17, be read a second time.

CARRIED UNANIMOUSLY

Resolution No. 2022/0071 **Rezone and Redesignation of SE 24-17-19-W2M, Zoning Bylaw Amendment - 3rd Reading**
Moved by: Councillor Wilke

THAT Bylaw No. 04/22 - A Bylaw to amend the RM of Sherwood Zoning Bylaw No. 18/17, be read a third time and hereby adopted.

CARRIED UNANIMOUSLY

Resolution No. 2022/0072 **SU 22-003: Surface Parcel Subdivision to separate nine industrial sites at SE 14 18 20 W2M within Pasqua Business Park**
Moved by: Councillor Culbert

THAT proposed subdivision application SU 22-003 (Community Planning File R0038-22R), which intends to separate nine industrial sites at SE 14 18 20 W2M within Pasqua Business Park be recommended for approval by Community Planning with the following considerations:

1. That a servicing agreement is required to be signed prior to final subdivision approval.
2. That Siemens Transportation Concept report is amended to reflect the removal of the Boychuk Gate access to Sakundiak.
3. A drainage easement plan and agreement is required to be registered to protect drainage within the subdivision area between lots.

CARRIED UNANIMOUSLY

Resolution No. 2022/0073 **Cougar Property Management Inc. (Siemens Transportation) Servicing Agreement Phase 2**
Moved by: Councillor Culbert

THAT the draft servicing agreement with Cougar Property Management INC. (Siemens Transportation) be accepted as presented (with a paved requirement for S2 and Sakundiak Drive being extended as a graveled emergency access and built to a heavy haul standard), and the CAO and Reeve be authorized to sign the agreement.

CARRIED UNANIMOUSLY

Resolution No. 2022/0074 **Concept Plan Appending and Rezone of NE/SE 26-17-21-W2M - Official Community Plan Amendment**
Moved by: Councillor Culbert

THAT Bylaw No. 01/22 - A Bylaw to amend Bylaw No. 16/16, be read a first time.

CARRIED UNANIMOUSLY

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Resolution No. **Concept Plan Appending and Rezone of NE/SE 26-17-21-W2M - Zoning Bylaw Amendment**
2022/0075 **Moved by:** Councillor Culbert

THAT Bylaw No. 02/22 - A Bylaw to amend the RM of Sherwood Zoning Bylaw No. 18/17, be read a first time

CARRIED UNANIMOUSLY

Resolution No. **SU 22-002: Surface Parcel Subdivision to separate one industrial site from surrounding parcel at Lot 1 – Blk/Par M, Plan 102297865 Ext 0 within DBR**
2022/0076 **Moved by:** Councillor Crassweller

THAT proposed subdivision application SU 22-002 (Community Planning File R0032-22R), which intends to separate one industrial site from surrounding parcel Lot 1 – Blk/Par M, Plan 102297865 Ext 0 within DBR be recommended for approval by Community Planning with the following consideration:

1. Future development shall meet the ditching and drainage standards required for development within DBR industrial park.

CARRIED UNANIMOUSLY

Resolution No. **SU 22-004: Surface Parcel Subdivision to separate one 4.87 hectare (12.01 acre) parcel from a source quarter section located at N ½ 24-16-21-W2M**
2022/0077 **Moved by:** Councillor Wilke

THAT proposed subdivision application SU 22-004 (Community Planning File R0078-22R), which intends to subdivide one 4.87ha (12.01ac) parcel from a source quarter section located at N ½ 24-16-21-W2M be recommended for approval by Community Planning as presented.

CARRIED UNANIMOUSLY

Resolution No. **SU 22-005: Surface Parcel Subdivision to separate 3 parcels from source quarter section located at NW ¼ 19-18-19-W2M**
2022/0078 **Moved by:** Councillor Culbert

THAT proposed subdivision application SU 22-005 (Community Planning File R0122-22R), which intends to subdivide 3 parcels from a source quarter section located at NW ¼ 19-18-19-W2M be recommended for approval by Community Planning with the following considerations:

1. 5 metre (16.4 ft.) width of Road widening to be dedicated by plan of survey along the frontage of Township Road 184.
2. That the applicant enters into a Drainage Easement Agreement with the RM of Sherwood to ensure that the existing natural drainage channel within NW 19-18-19 W2M is recognized and remains unabated.
3. That the applicant enters into a Drainage Easement Agreement with the RM of Sherwood or enters into a sale agreement for the associated drainage lands to the RM of Sherwood to ensure that the existing drainage channel within SW 19-18-19 W2M is recognized and remains unabated.
4. Provision of cash-in-lieu of Municipal Reserve to the Municipality as required by Community Planning.

CARRIED UNANIMOUSLY

Resolution No. **Development Appeals Board Appointment Update**
2022/0079 **Moved by:** Councillor Husum

THAT Paige Boha's position as Secretary of the Development Appeals Board be revoked.

CARRIED UNANIMOUSLY

Resolution No. **Development Appeals Board Appointment Update**
2022/0080 **Moved by:** Councillor Husum

THAT Aileen Swenson be appointed as the Secretary of the Development Appeals Board for 2022.

CARRIED UNANIMOUSLY

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Resolution No. 2022/0081 Update to SU 20-011: Surface Parcel Subdivision for one Residential parcel located at NE 33-16-21-W2M

Moved by: Councillor Husum

THAT proposed subdivision application SU 20-011 (Community Planning File R0790-20R), which intends to subdivide one ten (10) acre parcel for a future residential site located at NE 33-16-21-W2M be recommended for approval by Community Planning with the following condition:

1. A 10 metre road widening to be provided by plan of survey along the east boundary of the NE 33-16-21-W2M adjacent to Range Road 2213 as this roadway is designated as an over dimensional route and is scheduled for future upgrades.

CARRIED UNANIMOUSLY

Resolution No. 2022/0082 March.2022 Update - Administration

Moved by: Councillor Wilke

THAT the March 2022 Administration Update report be accepted as information and filed.

CARRIED UNANIMOUSLY

Resolution No. 2022/0083 Tax Incentive Annual Report Form - 134 C Husum Road

Moved by: Councillor Culbert

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

Resolution No. 2022/0084 Tax Incentive Annual Report Form - 900 Inland Drive

Moved by: Councillor Wilke

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

Resolution No. 2022/0085 Tax Incentive Annual Report Form - NE 34-16-20-W2, Parcel C, Plan 111398845

Moved by: Councillor Crassweller

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

Resolution No. 2022/0086 Board of Revision Appointment Update

Moved by: Councillor Husum

THAT Abby Lumb's position as Secretary of the Board of Revision be revoked.

CARRIED UNANIMOUSLY

Resolution No. 2022/0087 Board of Revision Appointment Update

Moved by: Councillor Culbert

THAT Aileen Swenson and Christine Trithardt be appointed as the Secretary's of the Board of Revision for 2022.

CARRIED UNANIMOUSLY

Resolution No. 2022/0088 Board of Revision Appointment Update

Moved by: Councillor Crassweller

THAT Jeff Hutton be appointed as a member of the Board of Revision for 2022.

CARRIED UNANIMOUSLY

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Resolution No. 2022/0089 **Regina Airport Authority Board of Directors Nomination**
Moved by: Councillor Husum
THAT Resolution No. 2022/0039 appointing Councillor Trent Reiger to the Regina Airport Authority Inc. Board of Directors be rescinded.

CARRIED UNANIMOUSLY

Resolution No. 2022/0090 **Regina Airport Authority Board of Directors Nomination**
Moved by: Councillor Paul
THAT the RM of Sherwood No. 159 post a call for nominations for the Regina Airport Authority Board of Directors nomination for 14 days on our website and Voyent Alert and bring nominations forward to the April 27, 2022 Council Meeting.

CARRIED

Resolution No. 2022/0091 **Redesignation of Reserve Fund Projects**
Moved by: Councillor Culbert
WHEREAS the yearly review of the Reserve Funds was conducted when reviewing the budgeted reserve transfers and year end surplus reserve transfer;

AND WHEREAS it is desirable to continue some of the projects or purchases in future years and some of the projects or purchases have been completed,

THEREFORE BE IT RESOLVED THAT the RM of Sherwood No. 159 redesignate the General Reserve fund with the amounts in each project as follows:

Current Reserve Categories/Projects		
Reserve Category: General		
Projects:	N/A (Designated)	\$1,673,277.05
Reserve Category: Infrastructure		
Projects:	<ul style="list-style-type: none"> • Armour Road Crossings • Culverts • Future Asphalt Milling & Caping • RR2213 OD Route • RR2214 • Zora Road • 20-039 Bridge Restoration & Maintenance 	\$50,000 \$23,437.40 \$45,000 \$58,800 \$100,000 \$11,900 \$0.00
Reserve Category: Municipal Land & Buildings		
Projects:	• N/A (Designated)	\$90,649.99
Reserve Category: Projects & Purchases		
Projects:	<ul style="list-style-type: none"> • Civic Addressing Project • Civic Addressing Project (Wages) • Computers • Council Training • Crew Safety Training • Development Levy Study • Development Standards Manual • East Cottonwood Creek Watershed • Employee Training • Fire Services Review • Highway Interchange Repayment Model • Integrity Comm/COI Reviews • Land Agent • Mapping/GIS • MEEP – Road Repairs (Inland Drive) • MEEP Muni Office Water & Sewer • Municipal Office Landscaping • Municipal Water & Sewer Connection • Munisoft E-Notices • N/A (Designated) • Office 365 Migration • Railway Site Line Inspections 	\$7,800.00 \$40,452.72 \$7,500.00 \$0.00 \$3,665.50 \$1,250.00 \$16,850.00 \$0.00 \$9,080.15 \$5,000.00 \$4,500.00 \$17,000.00 \$7,500.00 \$30,000.00 \$0.00 \$0.00 \$10,000.00 \$100,000.00 \$214.64

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	<ul style="list-style-type: none"> • Road Signs • Rural Integrated Roads for Growth Projects • SIP Drainage Project • Software • Strat Plan Execution (Risk Analysis) • Strat Plan Execution (UT Awareness) • Union/Labour Relations • Weed Control Program 	\$3,475.42 \$2,751.07 \$12,558.50 \$7,200.00 \$300,000.00 \$71,100.00 \$13,330.00 \$22,000.00 \$10,000.00 \$12,500.00 \$7,077.22
Reserve Category: Protective Services		
Projects:	<ul style="list-style-type: none"> • Annual Contribution • Bylaw Enforcement-Muni Court System • Fire Code Compliance Inspections • N/A (Designated) 	\$40,000.00 \$24,000.00 \$20,000.00 \$111,990.95
Reserve Category: Utility General		
Projects:	<ul style="list-style-type: none"> • 2020 Carryforward-Tax Support • N/A (Designated) • WTP Debenture No. 1 2021 Payment 	\$0.00 \$9.46 \$0.00
New Reserve Categories/Projects		
Reserve Category: General		
Projects:	Annual Contributions <i>(Name change)</i>	\$1,673,277.05
Reserve Category: General		
Projects:	General Infrastructure Projects	\$289,137.40
Reserve Category: Municipal Land & Buildings		
Projects:	General Municipal Land & Buildings <i>(Name change)</i>	\$90,649.99
Reserve Category: Projects & Purchases		
Projects:	<ul style="list-style-type: none"> • General Projects & Purchases • Civic Addressing Project (Wages) • Computers • Municipal Water & Sewer Connection • Rural Integrated Roads for Growth Projects • SIP Drainage Project 	\$203,752.50 \$40,452.72 \$7,500.00 \$100,000.00 \$300,000.00 \$71,100.00
Reserve Category: Protective Services		
Projects:	<ul style="list-style-type: none"> • Bylaw Enforcement-Muni Court System • General Protective Services 	\$24,000.00 \$171,990.95
Reserve Category: Utility General		
Projects:	General Utility <i>(Name change)</i>	\$9.46

CARRIED UNANIMOUSLY

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- Resolution No.** 2022/0092 **Communications**
Moved by: Councillor Wilke
- THAT the following correspondence be accepted as information and filed:
1. Prairie Central District for Sport, Culture and Recreation - February 15, 2022 E-News
 2. White Butte RCMP Stats - January 2022
 3. February 17, 2022 SARM News Release - The end game for Saskatchewan wild boar: SARM seeks to manage these invasive beasts
 4. February 24, 2022 SARM News Release - SARM looking for more volunteers to join Rural Crime Watch initiative to reduce crime in rural municipalities
 5. February 22, 2022 News Release - Manitoba Association of Watersheds leads partnership on AAFC's on-farm climate action fund
 6. Prairie Central District for Sport, Culture and Recreation - March 1, 2022 E-News
 7. March 3, 2022 SARM News Release - A new opportunity to develop livestock and human vaccine in Saskatchewan: SARM supports VIDO's effort to strengthen the response to infectious disease
 8. March 10, 2022 SARM News Release - A new initiative to prevent trespassing: SARM joins Saskatchewan tech startup to help rural landowners manage property and reduce unsolicited visitors & trespassers
 9. Prairie Central District for Sport, Culture and Recreation - March 14, 2022 E-News
- CARRIED UNANIMOUSLY**
- Resolution No.** 2022/0093 **Closed Session (Pursuant to LAFOIP)**
Moved by: Councillor Culbert
- THAT this meeting go into closed session at 8:28 p.m.
- CARRIED UNANIMOUSLY**
- Resolution No.** 2022/0094 **Reconvene**
Moved by: Councillor Culbert
- THAT this meeting reconvene into regular session at 8:38 p.m.
- CARRIED UNANIMOUSLY**
- Resolution No.** 2022/0095 **Human Resources Policy Manual**
Moved by: Councillor Culbert
- THAT Council of the RM of Sherwood No.159 approve the Human Resources Policy Manual; and,
- THAT Policy No.'s 2008-05 Administrator's Cell Phone Usage Policy, 2011-02 Cell Phone Policy, 2012-06 Organizational Structure Policy, 2016-06 Travel & Expense Policy and 2020-02 Out of Scope Personnel Policy be rescinded.
- CARRIED UNANIMOUSLY**
- Resolution No.** 2022/0096 **Closed Session - S. 120(2)(a) of The Municipalities Act**
Moved by: Councillor Reiger
- THAT this meeting go into closed session at 8:40 p.m.
- CARRIED UNANIMOUSLY**
- Resolution No.** 2022/0097 **Reconvene**
Moved by: Councillor Culbert
- THAT this meeting reconvene into regular session at 9:20 p.m.
- CARRIED UNANIMOUSLY**
- Resolution No.** 2022/0098 **2022 Organizational Chart**
Moved by: Councillor Crassweller
- THAT the 2022 Organizational Chart, attached and forming a part of these minutes, be adopted as presented.
- CARRIED UNANIMOUSLY**

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Resolution No. 2022/0099 **2022 Operating & Capital Budget**
Moved by: Councillor Reiger
THAT the Rural Municipality of Sherwood No.159 2022 Operating & Capital Budget, attached and forming part of these minutes, be adopted as presented.

CARRIED UNANIMOUSLY

Resolution No. 2022/0100 **2022 10 Year Capital Plan**
Moved by: Councillor Wilke
THAT the Rural Municipality of Sherwood No.159 2022 10 Year Capital Plan, attached and forming part of these minutes, be adopted as presented.

CARRIED UNANIMOUSLY

Resolution No. 2022/0101 **Closed Session - S. 120(2)(a) of The Municipalities Act**
Moved by: Councillor Husum
THAT this meeting go into closed session at 9:25 p.m.

CARRIED UNANIMOUSLY

Resolution No. 2022/0102 **Reconvene**
THAT this meeting reconvene into regular session at 9:53 p.m.

CARRIED UNANIMOUSLY

Resolution No. 2022/0103 **Adjournment**
THAT this meeting be adjourned at 9:53 p.m.

CARRIED UNANIMOUSLY

Reeve

Administrator