



AGENDA
Administration Committee Meeting

Tuesday, January 13, 2026

8:30 am

111 Pinehouse Drive, Saskatoon, SK

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/273290781>

You can also dial in using your phone.

Access Code: 273-290-781

Canada: [+1 \(647\) 497-9391](tel:+16474979391)

	Pages
1. Call to Order	
2. Agenda	
3. Declaration of Conflict of Interest	
4. Delegation(s) -	
4.1 Con-Tech General Contractors - Duane Shapka - (5 min)	2
To discuss commercial subdivision municipal reserve cash in lieu of land value calculations and commercial subdivision servicing fees.	
5. Administration Carryforward Action List	3
No new updates	
6. Council Appointment updates – P4G ROC & REC, AC-26-001	4
7. Division 8 January 2026 Newsletter , AC-26-002	10
8. Proposed Council Professional Development Policy GG-006, AC-26-003	13
9. Considerations for a New R.M. Municipal Office, AC-26-004	19
10. Adjourn	



Information Sheet for Presentations to Council by Individuals &/or Groups

1. Please indicate the preferred date and at least one alternative date for the presentation.
November 25th, 2025 - Regular Council Meeting Dec 9/25 Jan 13/26

2. Briefly specify the purpose of the presentation and the key points you or your group expect to address at the Council meeting:

Commercial subdivision municipal reserve cash in lieu of land value calculations and Commercial subdivision servicing fees

3. List the names of the individuals who wish to address Council.

Duane Shapka and/or Michael Lawton from Con-Tech General Contractors.

4. Will any written material be available to Council? No

Will the material be available for pre-distribution at least 4 business days prior to the publication of the Council Agenda? No

5. Your delegation presentation time is maximum 5 minutes. (Time limits are strictly enforced)

6. Please provide the following information on the contact person:

Name: Michael Lawton

Organization or Group if applicable: Con-Tech General Contractors Ltd

Address: 9 Capital Circle Postal Code S7R 0H4

Home: Cell: (306) 260-2123 Bus: (306) 664-5970

Fax: E-mail: mlawton@contechgc.ca

> Request & written materials must be submitted 4 business days prior to publication of meeting agenda. (Note: Publication of meeting agendas occur the Wednesday prior to the Council or Committee meeting)

> Meetings are held in the Council Chambers at the RM office, at 111 Pinehouse Drive, Saskatoon. Office phone (306) 242-9303

> Forward to: rm344@rmcormanpark.ca or Fax (306) 242-6965

For office use only:

Date of Appearance: Dec 9/25

Time: 8:30 am

Approved by: [Signature]

Confirmation Date: Nov 17/25

ADMINISTRATION/FINANCE/HUMAN RESOURCES

Carryforward Action List - Current

ORANGE IS CURRENT UPDATE

Date	Action Item	Source	Updated	Status
2024-07-08	Gordie Howe Subdivision Plan No. 102385582	Admin Committee	2025 Dec	Legal has escalated matter to the new mortgage holders national discharge follow up line. Administration has reached out to the property owners to see if they have been able to speed up the process. No response as of yet.
		Admin Committee	2025 Oct	The property has a new mortgage holder as of August 2025. The CIBC discharge has not yet been registered on title. The property owner will take the Consent of Mortgagee to Transform document directly to their branch to see if the bank will complete it. If not, we will contact the lawyer handling the new mortgage to handle the transfer.
			2024 July	No new updates, matter is with legal on CIBC Consent to Mortgagee to Transform document.

REPORT TO COUNCIL



Administration
1/13/2026
Administration Committee Meeting
Decision Item
Priority 5. Partnerships

AC-26-001

Subject

Council Appointment updates – P4G ROC & REC

Recommendation

THAT the Administration Committee review the 2026 Council Appointments for P4G Regional Oversight Committee and nominate one voting member and an alternate and recommend the removal of the Regional Oversight Executive Committee appointments from the R.M.'s yearly appointment listing for approval at the next Council meeting.

Report Summary

The P4G Terms of Reference were updated effective January 1, 2026, eliminating the Regional Oversight Executive Committee (REC) and reducing the number of elected officials to be appointed to the Regional Oversight Committee (ROC).

The following report is for Council to update the ROC appointments.

Background / Discussion

1. At the November 2025 meeting, the following were appointed to the P4G ROC Committee (Regional Oversight Committee):
 1. Reeve
 2. Councillor Trask
 3. CAO (optional)
 4. Alternate – Councillor Pruim

The P4G new Terms of Reference effective January 1, 2026, have reduced the number of appointments per member to a two-person representation of elected officials as follows:

- A. One (1) Elected Official - will be the primary voting member
- B. One (1) Elected Official – as the Alternate.
- C. CAO or designate attends in an advisory capacity

Note: The appointed officials **do not** have to be the Reeve. Both elected officials **may** attend ROC meetings as necessary, but only one may vote (primary voting member).

2. At the November 2025 meeting, the following were appointed to the P4G REC Committee (Regional Executive Committee):
 1. Reeve
 2. CAO

This Committee has now been eliminated.

Report Written By: Administration

Approved for the Agenda: Kerry Hilts, Chief Administrative Officer

P4G Committees – Terms of Reference

Introduction

In the spirit of regional cooperation, the Saskatoon North Partnership for Growth (P4G) includes political and administrative representation from the Cities of Warman, Martensville and Saskatoon, the Rural Municipality of Corman Park and the Town of Osler.

Land Acknowledgment

The P4G acknowledges that the P4G region is in Treaty 6 Territory and the traditional homeland of the Métis. We wish to reaffirm our commitment to honour the Treaty relationship and work together in partnership.

In the spirit of reconciliation, we will conduct our P4G business with trust, understanding and humility respecting the Cree, Dene, Nakota, Lakota, Dakota and Saulteaux nations as well as the Métis and Michif.

P4G Committee Guiding Principles

The following principles will be used to guide the P4G committees:

1. Be inclusive and respectful
 - Facilitate regional co-operation on all issues of development and the collective growth of the region as is deemed to be beneficial to the overall well being of the region;
2. Embrace diversity
 - Acknowledge that individual interests will vary; encourage regional thinking to consider these in a way to achieve benefit for the region as a whole;
3. Plan for the future
 - Maximize opportunities for cooperation; being prepared will better position the region for growth opportunities and economic prosperity.
4. Communicate and engage
 - Foster openness and trust in all forms of communication and provide support for each member as a successful regional partner, including, partnering municipalities, First Nations, stakeholders, other levels of government and the public; and
5. Proceed incrementally and voluntarily
 - Work together with a common purpose; start with small items which will validate the process and be of interest and benefit to the membership as a whole.

P4G Membership & Committees

1. Expansion of the P4G membership will be given, upon the endorsement of revised terms of reference by each partnering Council. Consideration will be given to the rationale for membership and impacts on P4G operations.
2. The P4G will be comprised of a Regional Oversight Committee (ROC), supported by a ROC First Team.

3. Ad-hoc committees may be formed by the ROC to streamline P4G processes and projects, such as to undertake human resources or project management activities. Membership may consist of one or more of the members of ROC or other persons assigned by the ROC First Team who are qualified to assist.
4. These committees, and any sub-committees, are separate from the P4G District Planning Commission (DPC), and any sub-committees of the DPC, which are governed by the approved District Planning Agreement.

The Regional Oversight Committee (ROC)

ROC Reporting

1. The ROC reports to the partnering municipal Councils as required.
2. ROC meeting minutes will be kept and any required motions or reports will be provided to the municipal Councils for a decision as required.

ROC Scope, Duties and Responsibilities

The ROC shall have the following specific functions, duties and responsibilities:

1. Act as the regional oversight group, to represent the respective Councils, providing direction on priorities and necessary resources to action the P4G strategic plan.
2. Develop a two year work plan to be presented for endorsement to the respective Councils, with consideration to items of high regional priority.
3. Recommend the hiring of any consultants or employees that may be necessary for the purpose of researching, communicating, preparing and implementing the work plan.
4. Liaise with a variety of stakeholders and rightsholders, including other levels of government, First Nations and the broader community on P4G initiatives.
5. Approve an annual report on P4G initiatives, including the progress of the work plan, to be shared with the respective Councils and stakeholders, rightsholders and the public.
6. Regularly host an all Councils reunion to provide opportunities for relationship building, group feedback and strategic goal setting.

ROC Membership

1. Each participating municipality shall ask for Council to appoint one elected official to the ROC, along with an alternate. One or both elected officials may attend ROC meetings.
2. The City Manager/Chief Administrative Officer (CAO), or their designate, from the participating municipalities may attend ROC in an ex-officio, advisory capacity. Additional staff may attend in an advisory capacity as necessary to hear a specific item on the meeting agenda, or provide delegations.
3. Members of the ROC shall be appointed on an annual basis by the respective Councils prior to January 1 of every year. Councils will be required to appoint replacement representatives when necessary.

ROC Meetings

1. A quorum for meetings shall be representation from four of the five municipalities, based on a single political representative member present, either in person or by telephone or other

telecommunications device that permits all members participating in the meeting to speak to and hear each other.

2. The ROC shall operate as a simple majority with each participating municipality or community, receiving one vote, represented by the primary elected official ROC member should both members be present.
3. Notwithstanding meeting quorum, a motion may be made to defer an item for decision, pending full municipal representation at a ROC meeting for debate and discussion.
4. Motions do not require seconders but the Chair must permit discussion and amendments as required prior to calling for the vote.
5. The ROC meetings are not open to the public. The ROC shall at all times have the right to conduct in-camera sessions during the meeting as required.
6. The ROC shall at all times have the right to determine who will be present at any part of the meetings of the ROC which may include but is not limited to, other staff members, technical advisors or guest presenters.
7. The ROC shall appoint a Chair and Vice Chair as per the P4G Chair Policy.
8. The ROC shall meet bi-monthly or as deemed necessary, in a regular location as determined by the Secretary, in consultation with the Chair and Vice-Chair.
9. A meeting of the ROC may be called by the Chair, or by two members of the ROC.
10. The Secretary to the ROC shall be the P4G Executive Director or otherwise determined by the ROC membership.
11. The Secretary, in consultation with the Chair and Vice Chair, shall prepare each meeting agenda and minutes for circulation a minimum of four business days prior to a meeting.

ROC First Team

ROC First Team Reporting

1. The ROC First Team reports to the ROC as required.
2. Meeting minutes will be kept and any required motions or reports will be provided to the ROC for a decision as required.

ROC First Team Scope, Duties and Responsibilities

The ROC First Team shall have the following specific functions, duties and responsibilities:

1. Assist in the creation, actioning and management of ROC agenda reports and recommendations.
2. Serve as an advisor to the ROC and a liaison between consultants, project managers and/or municipal employees and the ROC.
3. Provide advice to the ROC on regional strategic priorities and the necessary resources to achieve the P4G strategic plan through a two-year P4G work plan and budget. The work plan must align the various tasks with a corresponding timeline and budget that outlines the financial and staffing resources necessary to initiate, support and implement the work plan.

4. Direct the compilation of any necessary background information such as maps, drawings, texts, statistical information and any other material necessary for P4G related project management, communication, marketing and advertising.
5. Provide direction to any consultants, project managers and/or municipal employees as required.
6. Prepare an annual report on the progress of the P4G at the end of each year, to be provided to the ROC for review.
7. Compile annual P4G financial reporting, to be provided to the ROC for review.
8. Provide recommendations on any necessary continuing education, skills development and training required for P4G operations.
9. Conduct a regular operational and governance assessment every three years, on how the P4G is functioning, to gauge performance, and realign P4G operations, governance, policies, duties and responsibilities as necessary.
10. Work with the ROC in forming ad-hoc committees.
11. Planning for the annual all Councils reunion will be overseen by the ROC First Team, with advice and assistance from the ROC.
12. Monitor the implementation of the strategic plan, and report on its progress to the ROC on a regular basis.

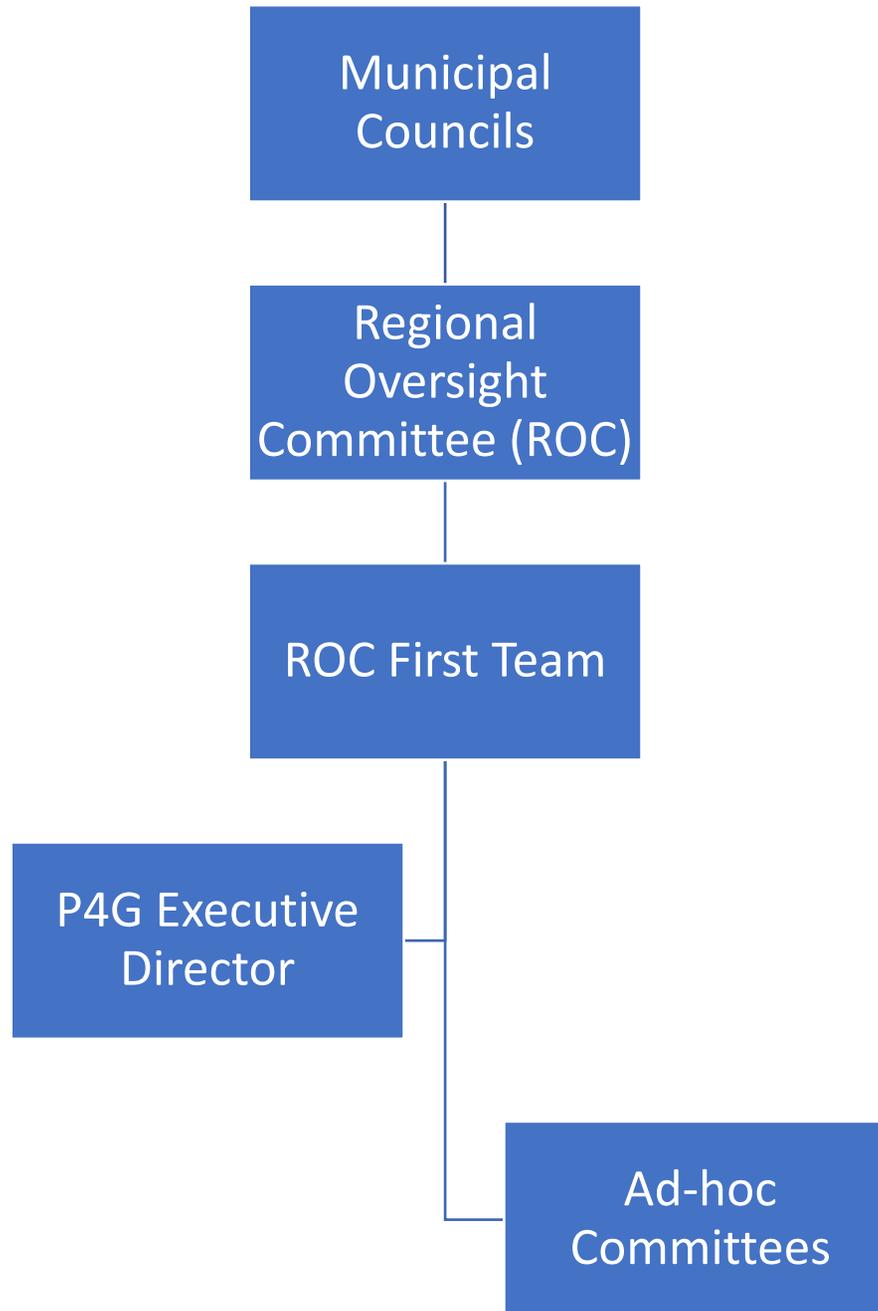
ROC First Team Membership

1. The ROC first team is comprised of the City Managers/CAO or designate from each participating municipality.
2. The P4G Executive Director is an ex-officio on the ROC First Team, providing input and support as well as acting as Secretary during meetings.

ROC First Team Meetings

1. The ROC First Team shall operate on a consensus basis, with no motions required. In the case where a consensus on an issue is not obtained, an item may be referred to the ROC for discussion, or a decision if required.
2. The ROC First Team meetings are not open to the public, however this does not limit other staff members, technical advisors or guest presenters being present for all or part of the meeting.
3. The ROC First Team shall appoint a Chair at the first meeting of each year.
4. The ROC First Team shall monthly, or as deemed necessary, in a regular location as determined by the ROC First Team Secretary, in consultation with the ROC First Team Chair.
5. A meeting of the ROC First Team may be called by the ROC First Team Chair, or by two other members.
6. The ROC First Team Secretary shall be the P4G Executive Director.
7. The Secretary, in consultation with the Chair, shall prepare each meeting agenda and minutes for circulation a minimum of four business days prior to a meeting.

P4G Organizational Chart/Reporting Structure



REPORT TO COUNCIL



Administration
1/13/2026
Administration Committee Meeting
Decision Item
Priority 3. Service Delivery

AC-26-002

Subject

Division 8 – Councillor Trask January 2026 Newsletter

Recommendation

THAT the Administration Committee recommends to Council to APPROVE the January 2026 Newsletter from Councillor Trask for distribution to Division 8 under Policy GA-006.

Report Summary

Per *Policy GA-006*, Councillors are authorized to send out a maximum of two (2) letters per year, in their division, at the cost of the R.M. subject to Council approval.

Attachment(s):

Division 8 January 2026 Newsletter

Report Written By: Administration

Approved for the Agenda: Kerry Hilts, Chief Administrative Officer



NEWSLETTER

Division 8

January 2026



DIVISION #8 Councillor – Wendy Trask

Phone: 306-280-2470 Email: wtrask@rmcormanpark.ca



"Coffee & Coffee Talk"

As we welcome 2026, I extend my heartfelt greetings to you and your families. In our rural community, your feedback and support continues to inspire me. May this new year

bring prosperity, good health and strengthened bonds as we work together to build a brighter future for our municipality. Wishing you a joyful and successful year ahead!

- Wendy

We have been planning for the year ahead. In the last few months of 2025, council developed and finalized the budget for 2026. This was done through the course of numerous meetings, following our Strategic Plan to guide our decisions and with advisory from our professional staff. Council approved the final 2026 budget at our December 16, 2025 meeting. The approved budget will be posted on the RM website. 2026 Mill rates and other Property tax tools will be confirmed in the spring of 2026 once assessments are known.

HOME WATCH PROGRAM

Corman Park Police Service - Home Watch Program

CPPS officers will conduct exterior checks of your residence to provide peace of mind while you are traveling or your home is vacant.

Residents with a residential property in the RM of Corman Park who are traveling between 5 days and up to 2 months, qualify for this program.

There are NO fees associated with this program.

An application must be submitted 7 days before your travel departure date to allow processing time. Applications can be completed online and returned by email to police.service@cormanparkpolice.ca or completed in person at the RM of Corman Park Police Service Office at 111 Pinehouse Drive in Saskatoon.

Applications are available on the RM of Corman Park website.

APAS FLEET PROGRAM

The RM of Corman Park is an APAS member, therefore ratepayers of the RM are eligible for the APAS Fleet Program.

Eligibility:

- * Must be a ratepayer in the RM of Corman Park
- * Provide a tax notice confirming ratepayer status
- * Provide your GST number to meet Chrysler program requirements
- * FAN #: G5280 (must provide this number)

APAS members can access exclusive Chrysler fleet discounts of up to \$14,250 on select vehicles. Purchases can be made directly off the lot and still qualify.

To see this year's model pricing and learn how to maximize savings, log into the RM website and under the APAS Fleet Program info, click on the link to visit the Chrysler Fleet Program - APAS

FIRE SERVICES BYLAW

We are currently reviewing the Fire Services bylaw. At the December committee meeting, council provided administration with the changes to be made and to bring back a revised bylaw for review and approval by council in early 2026. More information will be provided once the new bylaw has been approved.

TAX EXEMPTION POLICY

Council is reviewing the Tax Exemption Policy to stimulate new business development, promote business expansion and to encourage job creation within the RM of Corman Park.

At the time of writing this newsletter, council will be reviewing and considering a new policy at the January 27, 2026 meeting.

INFRASTRUCTURE RENEWAL

In the RM of Corman Park Strategic Plan, council identified Infrastructure Renewal as a Priority.

By providing safe infrastructure and transportation networks throughout the RM efficiently, the municipality ensures that its roads are well taken care of through infrastructure renewal, rehabilitation, maintenance, snow clearing and weed control.

Goal #2 - Paving more R.M. Roads

The objective was to identify arterial roads for paving as recommended in the Transportation Master Plan by 2026. We are looking at cost effective and alternative paving strategies that will allow the RM to pave arterial roads. This will allow us to reallocate gravel funding savings to additional paved roads.

In 2025, paving was continued on 374 from 3070 to 3072 in Division 8 and 3052 was paved from Baker Road south 140 meters in Division 2.

Council has identified which paving projects will proceed each year going forward the next 3 years, (subject to change).

Also in Division 8, Road 384 was built to an *All Weather* standard between 3082 to 3083.

In 2025 council implemented a Base Tax of \$235 that was applied to every property in the RM for infrastructure and maintenance services in the RM.

In 2025, this 1.7 million + was included in the investment in better roads for Corman Park.

DID YOU KNOW?

* The RM has over 1100 miles or 1,800 km of municipal roads (260 km hard surface, 1,376 km gravel road & 173 km summer roads)

* The RM is actively working with 14 First Nations throughout our community in a variety of capacities

* The RM of Corman Park is one of the province's largest municipalities in area measuring over 800 sq miles (2100 sq km) and is also the most densely populated RM

* Corman Park surrounds the City of Saskatoon in all directions; with all major highways leading to the City of Saskatoon within Corman Park

* Corman Park also surrounds the Cities of Warman and Martensville and the Towns of Langham, Dalmeny and Osler

* The RM hosts the largest concentration of dairy farms in the province

SERVICE REQUEST/REPORT A PROBLEM

On the RM website under Public Information is a form that is intended for reporting issues requiring work to be done by the Public Works Department, such as problems relating to Corman Park's public infrastructure or Custom Work Services.

Issues such as: carcass on road; drainage; garbage; pothole; broken/faded/missing signs; snow clearing, etc.

On the form you will be able to provide detailed information of the issue; land location; civic address; you are also able to "drop a pin" of the location on a map; you can choose from a list regarding the "category" it falls under; and you can also upload photos.

Please log in and familiarize yourself with this form as it will expedite your information to the right department. With a fully completed form, that includes all of the information/location; it will provide the staff with the ability to assist you with the problem in a much more timely manner.

SALE & RENTAL ITEMS

Also under Public Information you will find Sale & Rental Items. Learn about the items the rural municipality offers for sale, and on a rental basis.

Sale items:

- * RM Maps
- * *No Trespassing* Signs
- * *Private Property* Signs
- * *No ATV* Signs
- * *No Hunting* Signs
- * *Hunting With Permission* Signs
- * *No Snowmobiling* Signs
- * *Rural Crime Watch* Signs

Gopher Poison, Rat/Mouse Bait

TAX ENFORCEMENT

In 2025 the RM contracted TAXervice to handle all the eligible tax enforcement files.

TAXervice will take care of the entire process from publishing, registering the lien, serving all notices, and making application to the Provincial Mediation Board right through to Transfer of Title.

REPORT TO COUNCIL



Administration
1/13/2026
Administration Committee Meeting
Decision Item
Priority 3. Service Delivery

AC-26-003

Subject

Proposed Council Professional Development Policy GG-006

Recommendation

THAT the Administration Committee review proposed Policy GG-006 and advise Administration with any recommendations before submission for further review and approval by Council.

Report Summary

The purpose of this Policy is to support ongoing professional development for Council by providing flexibility to attend training, conferences, meetings, and learning opportunities that benefit both the Councillor and the R.M. This policy is intended to strengthen governance, leadership capacity, and informed decision making.

Discussion

In Saskatchewan, an average 61% of municipal Councillors seek re-election with a success rate of 80-90% (SK Gov, General Municipal Election Report (2020)). The R.M. itself has several long-serving elected officials; therefore, professional development costs have long-term value that warrants continuous relevance and adaptability in an evolving Corman Park.

The R.M. is a unique mix of urban, rural, and industrial, with potential large urban development applications and municipal district strategic planning possibilities whereby a review of attendance at other conferences/conventions are worthy of consideration to attend in addition to SARM.

Currently, the R.M. has no policy addressing Council members' approval to attend conferences or workshops outside of annual SARM events. In governance practice, when a policy is silent, approval is typically required. This Policy would allow Council members to attend eligible conferences or workshops without prior approval from Council as a whole. In practice, when members inquire about attending events, the pre-approval step often becomes a barrier and attendance does not proceed. This Policy provides flexibility and enables timely participation without extensive pre-planning or formal approval.

The following are a few examples of conferences and workshops that may be of interest to elected officials:

SUMA – Saskatchewan Urban Municipal Association

SUMA offers a useful opportunity to connect with urban-focused municipalities, share knowledge, and learn best practices that could benefit the R.M. The annual four-day convention is held in Saskatoon or Regina. Membership is not required, but non-members pay higher registration fees, with early-bird rates around \$600. If attendance is approved, the conference budget would need to increase, with a high-end cost estimate of approximately \$1,500 plus per person (including accommodation and per diems), less if travel is limited to Saskatoon.

FCM – Federation of Canadian Municipalities

The R.M. currently pays an annual FCM membership of \$2,694 and has not attended conferences. FCM events provide broader learning and networking beyond Saskatchewan, offering direct value through peer engagement, national perspectives, and diverse educational sessions. Conferences attract 1,500–2,500+ municipal leaders from across Canada, with participation from Saskatchewan municipalities such as Yorkton, Moose Jaw, and Estevan. The four-day conference is held annually in late spring at rotating locations, with the 2026 conference in Edmonton and the 2027 conference in Saskatoon. If attendance is approved, the conference budget would need to increase considering flights and hotels – less when the conference is being held in Saskatoon.

Other Professional Development Opportunities:

- o These may include a ticketed event, for example - a special speaking engagement at the Chamber of Commerce for which a member is not appointed but is interested in attending; or,
- o A course to attend either online or in person, such as one from the Municipal Leadership Development Program or one regarding elections, LA FOIP, governance, planning, finance, etc.

Implications

Strategic

There is great value to be gained from Councillors attending events of interest to municipal government. These events contribute to continuous learning and development and better equip Councillors to deal with the wide range and depth of governance issues facing municipalities. They also provide a forum to exchange ideas, best practices, and expertise on municipal government related issues.

Financial

If Council approves the policy, the operating budget for Training/Professional Development operating budget needs to be increased as it is currently \$1,000 for all Councillors.

Also, if Council chooses to add in attendance for one or more Councillors to attend FCM or SUMA Conventions the budget for indemnities, travel, etc. would need to be increased.

Policy / Legal

R.M. Policy GG-002 Policy Development allows for Administration to develop policies for Councils consideration.

Communication

If approved, Policy will be added to the website.

Other Implications

None

Attachment(s): Policy GG-006 Councillor Professional Development

Report Written By: Administration

Approved for the Agenda: Kerry Hilts, Chief Administrative Officer



General Government – Council

Title: Councillor Professional Development	Policy Number: GG-006
Authority:	

1. Purpose

The purpose of this Policy is to support ongoing professional development for Council by providing flexibility to attend training, conferences, meetings, and learning opportunities that benefit both the Councillor and the R.M. This Policy is intended to strengthen governance, leadership capacity, and informed decision making.

2. Scope

This Policy applies to all members of Council, including the Reeve. It applies to professional development opportunities outside of Council's participation at the Saskatchewan Association of Rural Municipalities (SARM) Annual Convention and Mid-term Convention, which are considered a core responsibility of serving as an R.M. Councillor and is addressed separately through the municipal budget.

3. Guiding Principles

Professional development expenditures under this Policy should:

- Provide a clear benefit to the R.M. and its governance capacity
- Support Council's strategic, economic, governance, or leadership objectives
- Be reasonable, responsible, and defensible to the public
- Respect approved annual budget limits

4. Eligible Activities

Eligible activities may include, but are not limited to:

- Conferences, conventions, or forums related to municipal governance, leadership, or public administration in-person or online
- Economic development, infrastructure, planning, or regional collaboration forums
- Training or workshops offered by municipal, provincial, or national organizations
- Meetings or learning opportunities that enhance Council effectiveness or knowledge

Examples include (but are not limited to): municipal conferences, economic forums, governance workshops, and inter municipal or national municipal association events.

Note: Attendance to political party campaign or religious events is not an eligible activity funded by the R.M.



5. Annual Allowable Amounts

Each calendar year, the following professional development allowances apply:

- Councillors: up to \$1,000 per Councillor
- Reeve: up to \$1,500

These amounts are:

- Per individual, per year
- Not transferable between members of Council
- Not cumulative or carried forward to future years
- Additional allowances to be approved by Council

6. Pre Approval Requirements

Council members may use their individual professional development allowance without prior Council approval, provided:

- The activity falls within the intent and eligible activities outlined in this Policy
- Total annual expenditures do not exceed the individual allowance

Administrative coordination (registration, travel booking, or reimbursement processing) shall be completed through Administration in accordance with standard municipal procedures. All expenses will be highlighted as part of Council's indemnification.

7. Eligible Expenses

Allowable expenses may include:

- Registration or attendance fees
- Accommodation
- Transportation (mileage, airfare, or other reasonable travel costs)
- Meals and incidentals in accordance with the municipality's travel and expense guidelines

All expenses must be supported by receipts and submitted in accordance with municipal financial policies and practices.

Any non-eligible expenses are to be reimbursed to the R.M. If a Council member challenges the reimbursement, it will be voted on at the Council meeting.

8. Reporting and Accountability

Council members are encouraged to share key learnings or observations from professional development activities with Council where appropriate, particularly where the information may inform Policy, strategy, or governance practices.

Administration shall track expenditures under this Policy and report annually, or upon request, to ensure transparency and budget compliance.



9. Council Team-Building Dinner at SARM

In addition to individual professional development allowances, Council may participate in one Council team building dinner during the SARM Annual and Mid-Term Convention for relationship building and governance effectiveness.

The following conditions apply:

- The dinner is intended for Council members and invited Administration as appropriate
- Costs are limited to reasonable meal expenses
- Alcohol is not an eligible expense and shall not be reimbursed
- The dinner cost shall be included in the approved Council travel or governance budget, but outside the allocated amounts under Section 5 of this Policy

10. Budget

Council professional development expenditures under this Policy shall be accommodated within the annual operating budget approved by Council.

11. Review and Amendments

This Policy shall be reviewed periodically by Council to ensure it remains aligned with best practices, budget capacity, and Council priorities. Amendments require Council resolution.

Kerry Hilts, Chief Administrative Officer

Seal

Date

REPORT TO COUNCIL



Administration

1/13/2026

Administration Committee Meeting

Information Item

Priority 3. Service Delivery

AC-26-004

Subject

Considerations for a New R.M. Municipal Office

Recommendation

THAT the Administration Committee recommends to Council to receive the report AS INFORMATION.

Report Summary

Administration has completed a high-level evaluation of long-term accommodation options for the R.M.'s municipal office, including the construction or purchase of a new facility versus leasing comparable office space in the Saskatoon region over a 25-year period. The analysis incorporates current market conditions, lifecycle costs, borrowing scenarios, and the estimated \$3,000,000 sale of the existing municipal office. Based on financial and operational considerations, ownership of a new facility provides greater long-term value, service stability, and asset retention when compared to leasing.

Background / Discussion

The R.M.'s existing municipal office no longer meets operational needs due to limited workspace, constrained public service areas, insufficient Council chambers and meeting rooms, parking limitations, and growing requirements for technology, accessibility, and security. The current facility is ~10,000 sq ft. Council directed Administration to review long-term options for municipal accommodation that support effective service delivery and organizational growth.

Administration evaluated three primary options:

- (1) constructing a new municipal office building;
- (2) purchasing and retrofitting an existing building; and
- (3) leasing comparable office space over a 25-year term.

The analysis focused on total cost of ownership, net present value, operational flexibility, and long-term risk.

The information contained within the report is considered high-level and can change based on market conditions, existing building valuation, organizational needs, building requirements, and location. The timing of the project implementation is anticipated to be four (4) to five (5) years.

Financial Implications

The financial estimates shown are based on similar sized building constructed, or for sale, in the Saskatoon region for office business purposes.

Building New

The estimated cost to construct a new municipal office is approximately \$7.8 million (Class D estimate and based on ~20,000 sq. ft.). Sale of the existing office is estimated at \$3.0 million (summer 2025 estimate), reducing net capital requirements to approximately \$4.8 million. Under a 25-year borrowing scenario at approximately 5% interest, total borrowing and operating costs

are estimated at \$13.9 million. At the end of the term, the R.M. would retain an estimated \$12 million municipal asset.

Mortgage: Borrowing 70% (\$5.4 M) at 5% interest over 25 years = \$31,550 per month in mortgage payments (\$378,600 per year).

Retrofit an Existing Building

The estimated cost to purchase an existing building for retrofit is approximately \$6 million (Class D estimate). Sale of the existing office is estimated at \$3.0 million (summer 2025 estimate), reducing net capital requirements to approximately \$3 million. We would also need to consider retrofit costs of up to \$2 million. Total capital requirements of approximately \$5 million. Under a 25-year borrowing scenario at approximately 5% interest, total borrowing and operating costs are estimated at \$13.9 million. At the end of the term, the R.M. would retain an estimated \$10 to \$12 million municipal asset.

Mortgage costs would be in line with new building costs at \$29,200 per month or \$350,000 annually.

Leasing

Leasing approximately 20,000 square feet of comparable office space at current market rates would result in an estimated 25-year total cost of \$18.7 million, assuming a 2% annual escalation, with no residual asset value. Net present value analysis confirms that purchasing results in lower long-term costs than leasing.

Leasing costs would average \$560,000 per year (rental and operating costs) and a 2% escalation assumption.

Options Analysis (High-Level)

Option	Description	25-Year Cost (Est.)	Key Benefits	Key Risks
Option 1 – New Build / Purchase	Construct or purchase a purpose-built municipal office.	\$13.9M (net of sale)	Purpose-built design, long-term cost control, asset retained	Upfront capital, site selection risk, construction timing
Option 2 – Retrofit Existing Building	Purchase and renovate an existing commercial building.	\$12–16M	Lower initial capital, faster occupancy	Design compromises, unknown retrofit costs, lifecycle limits
Option 3 – Lease	Lease comparable office space in Saskatoon region.	\$18.7M	No capital outlay, flexibility	Escalating lease costs, no asset, long-term dependency

Based on preliminary financial and operational considerations, ownership of a new facility (Option 1) provides greater long-term value, service stability, and asset retention when compared to leasing or retrofitting.

Space and Functional Considerations

Administration's preliminary space assessment indicates a requirement of approximately 18,000–22,000 square feet to accommodate current and projected needs. This includes dedicated space for public service counters, Council chambers, committee rooms, administrative offices, meeting rooms, records storage, IT/server rooms, general storage, and staff collaboration areas. It also includes space for R.M. Police Services.

A new or purpose-designed facility would allow Council chambers and meeting rooms to be configured to support hybrid / virtual meetings, public attendance, accessibility standards, and secure in-camera sessions. Adequate parking, barrier-free access, and separation between public-facing and administrative areas are also key considerations.

Space planning should also consider modest future growth, evolving technology needs to avoid premature capacity constraints, and the ability to adapt the space to grow forward.

Police services require specialized spaces that drive building design, including secure vehicle access, detention and interview rooms, evidence storage, and 24/7 operational areas. These functions require strong acoustic, physical, and security separation from general office space and must be designed in from the outset.

The facility should incorporate layered security at the site, building, and internal levels. Public access must be safe and welcoming, while police operations remain secure. Emergency lockdown and evacuation capabilities are essential. For example, the cost of secured holding areas for Police Services could add significant costs to the project.

The above noted amenity considerations may not be needed at the front end of the project, but the ability to add them to the existing facility will be key moving forward.

Office Location Considerations

Location selection is a strategic decision with operational, financial, and service implications. Key factors include accessibility for residents across the R.M., proximity to partner agencies and Saskatoon services, visibility, transit and road access, availability of serviced land, and long-term expansion potential.

Locating the office within or near the R.M. boundary supports municipal identity and service alignment, while proximity to Saskatoon may provide improved cost, serviced land, and accessibility advantages. Administration recommends that multiple sites be evaluated using clear criteria, including land cost, servicing requirements, zoning, and total lifecycle cost. Consideration should also be given to travel distance and policing calls for service.

A future Council workshop will be held to evaluate potential location criteria.

Strategic Implications

Ownership of a municipal office supports long-term organizational stability, enables purpose-built design for Council and public services, and aligns with Council's strategic priorities related to governance, service delivery, and asset management. 2024 to 2028 R.M. Strategic Plan, key priority area: Service Delivery.

Policy / Legal Implications

Any disposal of the existing municipal office will require a transparent process and formal Council resolution guided by Provincial legislation and Council policies. Further, acquisition or construction of a new facility must comply with Municipal / Provincial procurement policies, borrowing requirements, and applicable building and accessibility codes.

Communication Implications

Clear communication with staff and the public will be required regarding the rationale for the selected option, timelines, and transition planning once Council direction is provided.

Other Implications

A new facility provides opportunities to improve public access, staff working conditions, technology infrastructure, and long-term operational efficiency. Early planning will reduce relocation risks and service disruption. The intent is to have a facility that will last the R.M. for the next 30-plus years.

Next Steps

- A workshop on location scenarios will be held in the first half of 2025.
- Once Council resolves to move forward, we would hire professional services to secure locations (confidentially) as well as provide design options and costing models.

Report Written By: Kerry Hilts, Chief Administrative Officer

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