



MEMORANDUM

FROM: Administration
TO: Chair Trask, Reeve Harwood, All Councillors
SUBJECT: Administration Committee Meeting

A meeting of the Administration Committee will be held on:

Monday, February 6th, 2023 @ 8:30 am
Please join my meeting from your computer, tablet or smartphone.
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AGENDA

1. Call to Order
2. Adopt Agenda
3. Administration Carry Forward Action List
4. AD 23-001 – 2024 Saskatchewan Lotteries Community Grant (SLCG) Application
5. AD 23-002 – Organized Hamlet of Eagle Ridge Estates Special Tax Levies
6. Delegation – 8:45 am
AD 23-003 – South Corman Park Recreational Center Feasibility Study
7. In-Camera – CII 23-001 - Des Nedhe Utilities GP Inc.
closed per clause 120(2)(a) of *The Municipalities Act* in reference to clause 13(1)(b) of *The Local Authority Freedom of Information and Protection of Privacy Act* to discuss an agreement with Des Nedhe Utilities GP Inc.
8. Adjourn

ADMINISTRATION/FINANCE/HR
Carryforward Action List – CURRENT

Date	Action Item/Request	Source	Status
November 2015	<p>Eagle Creek Regional Park</p> <p>Issue: Application to the Ministry of Parks, Culture, and Sport to remove the RM from the Eagle Creek Regional Park Authority (ECRPA).</p>		<ul style="list-style-type: none"> • July 11, 2022 – The Town of Asquith, the R.M. of Eagle Creek, The R.M. of Biggar, the Town of Biggar and the Town of Langham have all replied indicating support for the RM's request. The Village of Perdue and RM of Vanscoy do not support the RM's request. • September 2 – Administration contacted RM of Vanscoy. Vanscoy Council wants to meet with Corman Park Council and suggested we determine some dates in October. • September 27 – meeting set for October 3rd with RM of Vanscoy Council to discuss. • October 28, 2022 – Administration Committee to revisit 2021 decision at November 7 committee meeting. • December 5, 2022 – Councillor Greenwood was re-appointed as a representative.

ADMINISTRATION/FINANCE/HR
Carryforward Action List – CURRENT

Date	Action Item/Request	Source	Status
October 2021	<p>Asquith Transfer Station (NE 8-37-9 W3rd)</p> <p>Issue: Land purchased from the Town of Asquith for the Asquith Transfer station is required to be subdivided from the quarter section to complete the sale.</p>		<ul style="list-style-type: none"> • March 29, 2022 – Community Planning has received the RM’s application for subdivision and has provided a referral to the RM. The Planning Department is reviewing the file and will bring forward a recommendation to Council for its May 2, 2022, Council Meeting. • June 13, 2022 – The report to create the parcel will be going in June • July 11, 2022 – The report to create the parcel went to the June 20, 2022, Regular Council Meeting where it was approved. Title for the property is expected by the end of July. • September 27, 2022 – The subdivision has now registered for the Town of Asquith and property and title has been updated. RM legal counsel continues to follow up with the lenders for the Willison subdivision. • October 31, 2022 – Administration has followed up. No change from above. • February 6, 2023 – Administration is currently looking at the possibilities for sale or retention of the land and the implications related to such.
December 2021	<p>RM Emergency Plan</p> <p>Issue: Is the RM’s Emergency Plan up to date?</p>		<ul style="list-style-type: none"> • March 29, 2022 – The Emergency Plan is being reviewed by the Coordinator of Health, Safety, and Environmental Control. Sections 6 (RM Notification System) and Section 7 (Resource List) are currently being updated to ensure contact information is up to date. • September 6, 2022 – this is currently being evaluated by Administration. • October 31, 2022 – Administration has a draft job description for a Health & Safety Coordinator. Position posting anticipated in early November. • December 2022 – position to be posted in December. • January 2023 – screening applications and interviewing.

ADMINISTRATION/FINANCE/HR
Carryforward Action List – CURRENT

Date	Action Item/Request	Source	Status
September 12, 2022	Italian Canadian Association Issue: Administration tasked to request information on recent Association activities and report back to council	Administration Committee	<ul style="list-style-type: none"> • October 28, 2022 – a letter was sent to the Association with notice of their grant approval and with a request for further information. No response has been received. • December 2022 – no response to report.
November 21, 2022	Municipal Reserve Funding Request Issue: Administration tasked to follow up with information regarding applications for MR funding and report back to council	Administration Committee	<ul style="list-style-type: none"> • December 2022 – Administration reviewing the municipal reserve fund and anticipated projects and revenues. • January 2023 – still part of workplan.

Subject

2024 Saskatchewan Lotteries Community Grant (SLCG) Application

Recommendation

THAT the 2024/2025 Saskatchewan Lotteries Community Grant Program current allocation method remain the same as 2022, and that the \$57,463.00 funding amount be received as information.

Background and Description

The Sask Lotteries Community Grant Program is a partnership among the Government of Saskatchewan, Sask Sport, Sask Culture, and the Saskatchewan Parks and Recreation Association. The grant program assists in the development of sport, cultural and recreation programs by providing funds to non-profit community organizations operated by volunteers.

The goal of the program is to get people involved in sports, culture, and recreation activities by enabling communities to address the needs of local residents. Expenditures must be directly related to the delivery of a sport, culture or recreation program.

Eligible projects must take place between April 1, 2024 and March 31, 2025. The deadline for organizations to apply to Corman Park to be considered for funding is October 1, 2024.

For 2024, Corman Park will receive \$57,463.00 dollars through the funding program, with \$23,682.63 of this amount to be distributed to surrounding municipalities. Since 2013, Corman Park has distributed funding to adjacent urban municipalities based on population, the exception being Warman and Martensville as these are larger communities that already receive significant Saskatchewan Lotteries funding and are capped at \$7,500 each.

Municipality	Community Allocation Based on % of Population	Current Community Allocation received from Lotteries Grant
Asquith	\$1,051.57	\$6,833.00
Clavet	\$689.55	\$4,927.00
Dalmeny	\$2,706.50	\$19,338.00
Langham	\$2,321.50	\$16,622.00
Martensville	\$7,500.00	\$77,008.00
Osler	\$1,913.51	\$13,698.00
Warman	\$7,500.00	\$90,659.00
Corman Park	\$33,780.37	
Total	\$57,463.00	

Provided below is a summary of Sask Lotteries Community Grant payments that have been distributed over the last 2 years.

2022

App #	Organization Name	Amount Applied For	Amount Approved by Council & Spent	Type
#1-2022	South Corman Park Comm Ass'n	\$ 3,600.00	\$ 3,600.00	Expenses for Spring Fling
#2-2022	Merrill Hills Community Ass'n	\$ 150.00	\$ 150.00	Expenses for Little Library
#3-2022	Sask Valley Riding Club	\$ 1,500.00	\$ 1,500.00	Horsemanship Clinics/Events
#4-2022	Langham Skating Club	\$ 7,500.00	\$ 7,500.00	Coaching Fees, rink fees
#5-2022	Mirror Image Vaulters	\$ 2,000.00	\$ 3,000.00	Upgrade Equipment
#6-2022	Twin Rivers Music Festival	\$ 1,000.00	\$ 2,000.00	Music Festival
#7-2022	Dalmeny Seniors Association	\$ 3,600.00	\$ 3,600.00	Health & Fitness Programs
#8-2022	Cathedral Bluffs Comm. Ass'n	\$ 4,275.69	\$ 3,134.66	Family Fun Day
#9-2022	Merrill Hill Community Ass'n	\$ 1,750.00	\$ 2,500.00	Bulletin Bd & Benches
#10-2022	Corman Park Horse Riders' Ass'n	\$ 3,200.00	\$ 3,200.00	Program Coordinator

Lottery Funds Received	\$30,651.00
Lottery Grant Applications Approved	\$30,184.66
Total Lottery Funds Remaining	\$466.34

2021

App #	Organization Name	Amount Applied For	Amount Approved by Council & Spent	Type
#1-2021	Country Kids Cooperative Preview	\$ 8,953.00	\$ 4,476.50	Expenses for Teacher's Ass't
#2-2021	Dalmeny Senior's Association	\$ 3,000.00	\$ 3,000.00	Expenses-Senior's Programs
#3-2021	Sask Valley Riding Club	\$ 1,950.00	\$ 1,950.00	Horsemanship Clinics/Events
#4-2021	Twin River's Music Festival	\$ 1,000.00	\$ 3,000.00	Music Festival
#5-2021	Cathedral Bluffs Comm. Ass'n	\$ 1,611.98	\$ 1,766.21	Grand Opening of Park
#6-2021	Cathedral Bluffs Comm. Ass'n	\$ 16,305.06	\$ 16,459.29	Park Development

Lottery Funds Received	\$30,652.00
Lottery Grant Applications Approved	\$30,652.00
Total Lottery Funds Remaining	\$0.00

Criteria to Qualify for Funding

ELIGIBLE PROJECTS and PROGRAM PRIORITIES

- Projects that focus on increasing participation in sport, recreation, or culture activities.
- Projects that are predominantly for RM residents.

ELIGIBLE EXPENSES

- Fees for artists, instructors, leaders, and mentors.
- Project equipment, supplies, facility rental and other direct project costs.
- Transportation for participants (taxi, bus, or rented vehicle).
- Elder fees (maximum \$150/day); Elder helper's fees (maximum \$50/day).
- Operation costs of facilities that are directly related to the project are eligible for 25% of the total grant received up to a maximum of \$500 (including cleaning staff).

- Employment expenditures that are no more than 35 hours a week and no more than 90 days in a grant period (or 455 hours in a grant period).
- Fireworks are eligible for 25% of the total grant received for each program to a maximum of \$500 per program.

Who Can't Apply?

- Individuals (including for-profit businesses).
- Health districts, libraries, private schools, government agencies, educational institutions, universities, preschools, and daycares.
- Schools are not eligible to apply by themselves but can apply in partnership with an eligible organization (such as a Community Association).
 - Activities held in schools or organized by schools must be held outside of regular school hours.
 - Separate and distinct from the regular school curriculum; and, not just for the students of a particular school.
 - Organizations that provide third-party funding and exist for the primary purpose of fundraising.

Financial

The RM's current SLCG allocation is \$30,652.00 and has been included in the annual budget. The RM has been able to allocate all the funds to date, with the exception of 2022 (\$466.34 remaining).

Subject

Organized Hamlet of Eagle Ridge Estates Special Tax Levies

Recommendation

THAT the Eagle Ridge Estates road tax levy of \$31,200 be approved for 2023, with 100% of the levy added to the organized hamlet's reserve account, and

THAT the Eagle Ridge Estates waste and recycling levy of \$8,723 be approved, with 100% of the levy added to the organized hamlet's reserve account.

Background

At its June 13, 2022 meeting, RM Council approved a recommendation for two special tax levies for the Organized Hamlet of Eagle Ridge Estates. One levy was dedicated to a road tax in the amount of \$31,200, the other a waste and recycling tax in the amount of \$8,723. Both levies were applied to the 26 properties within the hamlet.

Discussion

Section 70(1) of *The Municipalities Act* (Act) states that "on or before March 1 in any year, the hamlet board may request a special levy within the organized hamlet and the council shall make the levy." Subsection (2) states that "on receipt of a request pursuant to subsection (1), the council shall levy the required special levy, and a sum equal to 85% of that levy, or another percentage agreed to by the council and the hamlet board, shall be added to the hamlet account mentioned in section 69."

Administration corresponded with the board of the Eagle Ridge Estates hamlet to confirm that the \$31,200 road levy and the \$8,723 garbage and recycling levy remain in place for 2023. The road levy, applied to the 26 properties in the hamlet, is to be used for future capital road upgrades and has been in place since 2020. The garbage and recycling levy, applied to all 26 properties in the hamlet, is used to provide the cost of Loraas Disposal waste and recycling cart service in the hamlet, and has been in place since 2018.

The waste and recycling levy is applied to all 26 properties, equally distributed to \$335.50 per property. The road levy is applied to all 26 properties, equally distributed to \$1,200.00 per property.

Subject

South Corman Park Community Association – Feasibility Study

Recommendation

THAT the request for Municipal Reserve Funding of \$55,000 to conduct a feasibility study for a Community Recreation center on MR land located NE 22-35-5 W3rd be approved, and

THAT the request by Prairie Spirit School Division to sign a memorandum of understanding with Prairie Spirit School Division, South Corman Park Community Association, and the RM of Corman Park to explore a joint-use School/Community Recreation center be approved.

Background

The South Corman Park Community Association brought forward a proposal for a community recreation center in 2021 that contemplated the construction of a community center, which included a natural ice rink, a gymnasium, childcare space, and small meeting rooms. Given the nature of the proposal and the potential for the RM to be required to provide operational funding for a recreation facility, the proposal was denied.

Since that time, Administration, Councillor for Division 2 and the South Corman Park Community Association (SCPCA) have been in discussions concerning the development of a conceptual plan that takes into consideration the needs of the community and one that could operate without ongoing financial assistance from the RM.

The purpose of a community recreation center for South Corman Park would be to serve the needs of the growing population in that area, create a gathering place for the community and RM members, and provide much-needed community and recreation space, including child care.

The current log cabin facility used for preschool, and before and after school child care is inadequate to meet the needs of programming requirements. Additionally, this program has a wait list extending to 2025.

Prairie Spirit School Division has indicated it is requesting that a new K-12 school be constructed in south Corman Park with the capacity of 400 students. The school division will be forwarding its capital request to the Province on or about March 8, 2023 for the 2024-2025 budget year.

The school division wants to work with the RM and the SCPCA to develop a joint-use school and is requesting that all three parties sign an MOU to support this concept. A joint-use community/recreation facility/school will provide a stronger case for its capital funding request from the Province and assist in funding a portion of the capital and operating costs of the community/recreation center.

The feasibility study will be collaborative and include community open house and interviews, a design charette, a review of programming and prioritization of users of the facility, the

development of a conceptual design and provide an opinion of probable cost on the construction of the facility as well as ownership considerations and operating costs. The Prairie Spirit School Division will be a primary stakeholder in this project.

Implications

Strategic

The development of a joint-use community recreation facility in conjunction with the construction of a new K-12 school for South Corman Park, will benefit residents of the area, provide a community gathering place for area and RM residents, and accommodate the growing needs of the community (child care and recreation).

Financial

The cost of the feasibility study is estimated to be \$55,000.

Policy/Legal

Clause 8(1)(b) of *The Municipalities Act* provides that a municipality may provide for the safety, health, and welfare of people and the protection of people and property.

Section 192 of *The Planning and Development Act, 2007*, provides that municipalities may use monies set aside in a municipal reserve for the following:

- a) A public park or buffer strip;
- b) A public recreation area;
- c) School purposes;
- d) A public building or facility;
- e) A building or facility used and owned by a charitable corporation;
- f) Agricultural or horticultural uses; or
- g) Any other specific or general use that the minister may prescribe in regulation.

Communication

Communication will be provided to the SCPCA and the Prairie Spirit School Division to determine next steps.