



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, April 3rd, 2023 @ 9:00 am

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

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AGENDA

1. Call to Order
2. Adopt Agenda
3. Public Works Carry Forward Action List
4. Administration Carry Forward Action List
5. AD 23-004 – North Saskatchewan River Basin Council Request for Financial Support
6. AD 23-005 – River Ridge Trails Request for Funding
7. Adjourn

INFRASTRUCTURE AND PUBLIC WORKS

Carryforward Action List – CURRENT

Date Action Item/Request	Status
<p>October 12, 2021</p> <p>Civic Addressing Process</p> <p>Issue: The RM adopted civic addressing in February 2019 in the municipality for emergency services.</p>	<ul style="list-style-type: none"> • October 12, 2021 – Previous anticipated timelines for the rural addressing initiative were delayed. Administration conducted an audit of the procedures required to complete the project. The initial process established required some re-work to align the project with established provincial civic addressing processes. • January 10, 2022 – Council received an information package containing an update on the expected project completion timelines (late Fall 2022). • March 1, 2022 – Research into the process of registering civic addresses with Canada Post is underway. An update to Council will be provided in May. • March 21, 2022 – Finalization of assigned addressing and road name verification is underway. • June 2022 - Sign installation for the summer has begun. This project remains on track to have civic addresses and road names registered, sign installation of existing addresses completed, and emergency services updated by end of quarter four. • August 2022 – Sign installation will continue while weather permits. Registration of civic addresses is in progress. Consultation is ongoing to ensure process continuity for the future phase of registering civic addressing with Canada Post. • October 2022 – First data batch of Civic Addresses was received by the Civic Address Registry and confirmed compatible with their system. The next step, address verification, can proceed for this batch. Canada Post consultation has been fruitful and remains ongoing. • December 2022 – Second data batch is being prepared to be sent to the Civic Address Registry. Road name change application to be submitted to ISC once the November Council Meeting minutes have been posted. • February 2023 – Registration with external parties for emergency services is ongoing. Updates to follow as the process progresses. • March 2023 <ul style="list-style-type: none"> ○ Awaiting completion of road name updates with external parties. In communication with these parties. ○ In queue for CAR to complete their address verification and registration with emergency services (ETC 6-9 months) ○ Continued review and updating of civic addresses ○ Preparation for the completion of sign installations for the initial program implementation is ongoing ○ Work has begun on program maintenance. Internal consultation to embed civic addressing in development processes is in progress. A workflow is being created. Documentation will be reviewed.

INFRASTRUCTURE AND PUBLIC WORKS

Carryforward Action List – CURRENT

Date Action Item/Request	Status
Sourcing of future gravel sites in the RM.	<ul style="list-style-type: none">• Currently establishing a process for identification of sites. One site has been identified and is being explored.
Valley Road Corridor Assessment	<ul style="list-style-type: none">• Currently establishing the scope of this project and determining the viability of addressing issues pertaining to this transportation link.• April 2023 – Council will need to determine in conjunction with Administration the implications to the 2024 budget.
Recycled Asphalt Shingles Report	<ul style="list-style-type: none">• Verbal report to Committee April 2023 providing update. Administration is to further research the H & S issues to seek clarification from an independent source.

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>	Administration Committee	<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. • October 31, 2022 – Administration has followed up. No change from above. • February 6, 2023 – Report on the history of this file presented to January 26, 2023 council meeting. • March 2023 – Reviewing previous files to prepare a report with options of what to do with the property.
	Gordie Howe Subdivision	Administration Committee	<p>RM legal counsel continues to follow up with the lenders for the Willison subdivision.</p> <ul style="list-style-type: none"> • March 2023 – Waiting on the Consent of Mortgagee to Transform. Legal has resent the request and is following up.

ADMINISTRATION/FINANCE/HR
Carryforward Action List – CURRENT

Date	Action Item/Request	Source	Status
December 2021	<p>RM Emergency Plan</p> <p>Issue: Is the RM's Emergency Plan up to date?</p>	Administration Committee	<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. • March 1, 2023 – health and safety coordinator position starts.
September 12, 2022	<p>Italian Canadian Association</p> <p>Issue: Administration tasked to request information on recent Association activities and report back to council</p>	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 and March, 2023 - Administration contacted the Association requesting information on its activities. No response to date.
November 21, 2022	<p>Municipal Reserve Funding Request</p> <p>Issue: Administration tasked to follow up with information regarding applications for MR funding and report back to council</p>	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. • March 2023 – Corporate Services and Planning departments are working to establish a framework for this program and bring forth a report on the details of anticipated MR revenues and requests for funding.

Subject

North Saskatchewan River Basin Council Request for Financial Support

Recommendation

THAT the request from North Saskatchewan River Basic Council for \$1,000 of financial support for Notice Nature 2023 be received as information.

Background

At its May 17, 2021 meeting, Council accepted correspondence from the North Saskatchewan River Basin Council (NSRBC) and made a motion to receive as information.

Discussion

The NSRBC is a non-profit organization that was formed to support and direct the implementation of the Source Water Protection Plan for Corman Park's watershed. The Plan was built over 4 years of public consultations with assistance of the Water Security Agency (WSA). Because the watershed is so large and source water protection is a long-term project, NSRBC requires community support to be successful. NSRBC formerly requested membership in the amount of \$750 per year.

For 2023, the organization is not requesting membership. Instead, it is asking RMs for \$1,000 of financial support for Notice Nature 2023, to be delivered across West-Central Saskatchewan. Information on the Notice Nature program is provided.

This request for funding is ineligible for funding through Sask Lotteries and Municipal Reserve Funds. The RM's Donation Policy FI-003 states that community groups, individuals, or organizations who do not qualify for the Sask Lotteries Community Grant or Municipal Reserve Fund may receive assistance through this donation policy, provided they meet the criteria and requirements in the policy. Eligibility shall be limited to those community groups, individuals or organizations that are registered as a Non-Profit Corporation under *The Non-Profit Corporations Act* of Saskatchewan, under *The Co-operative Act* of Saskatchewan, a federally registered charity or a community group or individual based in the Rural Municipality of Corman Park (RM).

To be considered eligible, community groups, individuals or organizations must serve the needs of RM residents and should therefore have membership that resides within the geographical boundaries of the RM. In addition, the major overall criteria by which applicants shall be judged is the degree to which the proposed activity meets a demonstrated community need that is supported by the RM.

In 2022, the Notice Nature program had successful delivery and uptake from schools and libraries. Program content with youth activities was provided and distributed through the Prairie Spirit School Division, including Walter P. Brown and Langham Elementary Schools.

Implications

Strategic	This initiative provides awareness and stewardship of the environment and watersheds in the region.
Financial	The request for funding is not eligible for Sask Lotteries or Municipal Reserve Funds; however, it may be eligible to receive funds under the RM's donation policy. The donation account, after the annual STARS Foundation donation is made, has approximately \$15,000 available.
Policy/Legal	Policy FI-003, Donation Policy, states that community groups, individuals, or organizations who do not qualify for the Saskatchewan Lotteries Community Grant or Municipal Reserve Fund may receive assistance through this donation policy, provided they meet the criteria and requirements in the policy.
Communication	Correspondence will be sent to the applicant indicating Council's decision.
Other Implications / Options	Council may approve an amount up to \$1,000.

Subject

River Ridge Trails Request for Funding

Recommendation

THAT the request from River Ridge Trails in the amount of \$24,500 be denied, and that a donation in the amount of \$5,000 be made from the donation GL.

Background

At its July 6, 2020 Administration Committee Meeting, the Langham Trail Association was in attendance to discuss the trail system being built near the Town of Langham. The Association approached Council to match the \$49,000 grant provided by the Town of Langham. Committee passed a resolution that "Council accept the presentation from the Town of Langham as information and that Administration provide funding options for consideration by Council at the August Committee meeting."

At its August 17, 2020 Council Meeting, Council passed a resolution that the RM contribute \$24,500 for 2020 to the Langham Trail Association, subject to receipt of a letter confirming a contribution of \$49,000 and full project support from the Town of Langham. Administration at that time indicated some capital bids had come in lower than expected, so any budget that would be allocated to the Association would come from general revenues. The \$24,500 came from the GL "Contributions to Other Municipalities" which had no budget allocated to it.

Discussion

River Ridge Trail Association is a non-profit organization committed to maintaining the River Ridge Trails for year-round outdoor enjoyment. Donations help them upkeep existing trails, build new trails, improve facilities, and help their affiliate organizations.

This request for funding is for a subsequent \$24,500, following the Association's request for \$24,500 in 2020 which council approved. The attached donation letter (no date) indicates that the delegation from the August 17, 2020 meeting was encouraged to come back for additional funding.

The RM has various funding programs, namely Saskatchewan Lotteries Community Grant Program (Sask Lotteries), Municipal Reserve Funding (MR Funding), and a donation policy (FI-003). The request is not eligible for either Sask Lotteries or the MR Funding. The RM's Donation Policy FI-003 is available for those community groups, individuals, or organizations that do not qualify for Sask Lotteries or MR Fund.

The policy states that community groups, individuals, or organizations that are registered as a non-profit corporation are eligible to apply and that organizations must serve the needs of RM residents and should have membership that resides within the geographical boundaries of the RM. The policy also states that the major overall criteria by which applicants shall be judged is the degree to which the proposed activity meets a demonstrated community need that is supported by the RM.

Further, the policy states that donations will not be provided to fund accumulated deficits or program shortfalls and that council may attach conditions to the approval of donation under this policy which will require the recipient to perform certain activities or provide additional information in connection with the project or activity receiving support. The request meets the policy requirements.

Because this request exceeds what is available in the donation GL and is an unbudgeted expense, Administration recommends denying the full request. If the upper limit is approved, that depletes all budget from the donation GL. The donation account, after the annual STARS donation is made, has approximately \$15,000 available. The policy states that the annual donation request from STARS Air Ambulance shall stand over and above the required criteria outlined in this policy.

Administration has received funding requests from other organizations which are currently being reviewed.

Implications

Strategic	River Ridge Trail Association is a non-profit organization committed to maintaining the River Ridge Trails for year-round outdoor enjoyment.
Financial	The request for funding is not eligible for the Sask Lotteries Community Grant or Municipal Reserve Funds. It may be eligible for the funds under the RM's donation policy; however, the full amount exceeds what is budgeted in the donation GL.
Policy/Legal	Policy FI-003, Donation Policy, states eligibility requirements for donations. Community groups, individuals, or organizations that are registered as a non-profit corporation are eligible to apply. In addition, organizations must service the needs of RM residents and should have membership that resides within the geographical boundaries of the RM.
Communication	Correspondence will be sent to the applicant indicating Council's decision.
Other Implications / Options	Council may choose to approve a specific dollar amount.

Subject: Request for Seed Funding from River Ridge Trails

Good Afternoon Ken,

I am the treasurer of the River Ridge Trails and we would like to put in a formal request for seeding funding in the amount of 24,500.00.

Back in the summer of 2020, maybe even before this board formed, Dione and Craig (Board Members) attended a RM Corman Park council meeting asking for the RM to match the Town of Langham seed funding. During that meeting they came up with funding sources, motioned, and approved a 50% match (\$24.5k) for the project. Additionally, the Reeve, Judy Harwood, invited us to return and ask for the other half in the future. Given that we have attained several permits, developed the project to beyond the plans presented in 2020, and even completed the re-zoning of the property which wasn't even known about at the time, we feel like this is the right time for the request.

During these short couple years, we have gone above and beyond anything we could have dreamed up. We are going forward, and this is bringing so much excitement to the community, the surrounding areas, the province and even we believe the country. We have created an outdoor space where families, the schools, communities, friends, families and even strangers come to enjoy the outdoors. This area is used all year round and the sky is the limit to what we can achieve. We are now looking ahead as we are getting an Event Center out to the site, and we will be finishing up the many trails. We are looking for funding to complete the event center which we are hoping to have operational by April of this year. As we get the Event Center moved onto the site (ETA March 20, 2023), we will be needing operating funds as well. We are continuing to fundraise and have been the recipient of some grants which we will continue to apply for.

We hope you have been able to make it out to the Trails. But if you are needing more background about what the Trails have to offer, please feel free to call me and I will let you know all the amazing activities that are happening out at the trails. The once almost deserted area has become an area where the parking lot has continuous traffic coming and going and the setting is beautiful. We are promoting this on provincial and national levels and the support we have been given has been fabulous.

Thank you for your consideration, we truly appreciate what you have done for us already.

Thank you,

Daphne Hanneson

River Ridge Trails - Treasurer

