



MEMORANDUM

FROM: Administration
TO: Administration Committee
SUBJECT: Administration Committee Meeting

A meeting of the Administration Committee will be held on:

Monday, October 18, 2021 @ 8:30

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AGENDA

1. Call to Order
2. Adopt Agenda
3. Administration Carry Forward Action List
4. Tax Exemption Policy
5. Delegations
 - a) 9:00 a.m. – Kevin Aebig – South Corman Park Recreation Centre Concept
 - b) 9:30 a.m. – Neil Mooney – RM Pest Control Officer Annual Report
6. Correspondence – Information Items
 - a) SARM Midterm Convention Update
7. Adjourn

ADMINISTRATION/FINANCE/HR
Carry forward Action List – CURRENT

Date/Source	Action Item/Request	Status
Nov 9, 2015	Eagle Creek Regional Park	<ul style="list-style-type: none"> • Council resolved to defer discussion regarding representation requirements to the Eagle Creek Regional Park Authority Board and that a representative from the Board attend a future Council meeting. • Apr 18, 2016 – Council passed a motion to begin the process to amend the membership of the ECRPA, removing the RM of Corman Park from the Order of Council. • May 10, 2016 – Letters were sent to the Ministry of Parks, Culture & Sport, the Sask. Regional Park Assoc., the ECRPA and ECRPA members advising of the RM’s intent to remove itself as a member. • May 26, 2016 – Letter received in response to May 10th correspondence from the Ministry advising of process required. • May 26, 2016 – Letter received in response to May 10th correspondence from the ECRPA Board to delay process until a survey of park use is completed. • June 20, 2016 – Council received update & directed Administration to continue process. • June 28, 2016 – Administration forwarded a letter to the ECRPA advising of Council’s direction to proceed and requesting a complementary resolution. • Sept 12, 2016 – No response has been received from the ECRPA to date. • Dec 7, 2016 – Clint Stack, Chairman of the ECRPA Board was contacted by phone & acknowledged receipt of the correspondence to withdraw & will follow up with the Regional Parks Assoc to review the required withdrawal procedure & to respond. • Dec 22, 2016 – Letter has been received from the Town of Biggar supporting the R.M. the removal of the RM of Corman Park from the Order of Council. • Jan 9, 2017 - Councillor Trask brought forward information regarding an invitation to the ECRPA AGM. • Feb 21, 2017 – Committee presentation item update, included replies from ECRPA municipalities regarding the withdrawal of the R.M. from the Authority. • Mar 20, 2017 – Committee discussion regarding outstanding responses to request for complementary resolution and also discussion on the responsibility of firefighting costs for services extended in regional parks. (SARM investigating). • Apr 18, 2017 – Administration provided an update on the responses received from the ECRPA membership. • June 19, 2017 – Council directed correspondence be sent to Eagle Creek Regional Park Authority requesting a supporting solution regarding the membership amendment and upon receipt of resolution forward a statement of rationale to the Ministry of Parks, Culture and Sport.

ADMINISTRATION/FINANCE/HR
Carry forward Action List – CURRENT

Date/Source	Action Item/Request	Status
	Eagle Creek Regional Park (continued)	<ul style="list-style-type: none"> • June 27, 2017- Letter sent to ECRPA requesting a supporting resolution from the Board. • Sept 29, 2017 – No response so Administration contacted Clint Stack, Board Chairman and further explained what Council was requesting in their June 27th letter. Mr. Stack stated that he was not clear on what Council was asking. He advised he would bring it to the board again in a month or so at their next meeting. • November 23, 2017 – Contacted Clint Stack. They haven't had a meeting yet. He advised he was going to contact Darlene at SRPA regarding the matter. Then Barb Stack called back and requested a copy of the letters we had received from the other members of the Authority. It was confirmed again with both Clint and Barb that the R.M. would be continuing the \$1500 annual donation but that Council didn't feel it was necessary for the R.M. to be involved in the governing of the Park. • January 29, 2018 – Correspondence including responses from Board members sent to Director, Park Planning and Business Services Branch requesting removal from the Board. • A verbal update was presented at the May 14, 2018 Administration Committee Meeting. • Awaiting confirmation from Ministry of Parks, Culture and Sport. • A letter from Park Management Services was received by Administration on October 26, 2018. It was brought forward at the November 5, 2018 Administration Committee Meeting, with members of Council to have additional discussions with Eagle Creek member municipalities. • Reeve Harwood attended the meeting on June 26th. • Council resolved at the September 16, 2019 Council Meeting to forward the request for removal from the Eagle Creek Regional Park Authority to the Province with a copy to the ECRPA. • The letter was sent September 24, 2019 • A letter was received from the Minister of Parks, Culture and Sport on November 4, 2019 advising that ministry staff will be committed to look into the situation with more detail. • Follow up correspondence has been sent to the Ministry to request an update.
April, 2021	Grasswood Estates Lot #57	<ul style="list-style-type: none"> • Administration installed a sign on May 13, 2021 publicly advertising the lot for sale. Lot for sale was advertised on Kijiji on July 22, 2021 • Sale was completed on September 30th, 2021 and funds were deposited to the RM Bank account on October 7th, 2021
August, 2021	Camera System	<ul style="list-style-type: none"> • IT is in process of obtaining 2 more quotes for Council consideration • Administration has received 3 quotes and is in the process of reviewing

ADMINISTRATION/FINANCE/HR
Carry forward Action List – CURRENT

Date/Source	Action Item/Request	Status
October, 2021	Asquith Transfer Station	<ul style="list-style-type: none"><li data-bbox="974 224 2053 284">• Subdivision was never registered. Exploring whether to proceed with the subdivision depending on the costs and value of the property.



**Administration Committee
Presentation Item**

October 18, 2021

Reeve and Councillors

Re: Tax Exemption Policy

Council is presented with a request from Administration to review and consider an amendment to the Tax Exemption Policy – Policy #FI-002.

Council implemented the tax exemption policy to stimulate new business development, business expansion, and to encourage job creation within the RM of Corman Park. The RM encourages commercial development by easing taxation for a period of three years. Currently the policy is approved by bylaw on a case by case basis and once approved the R.M. and property owner enter into a three year agreement.

Current Policy

“The Applicant must submit the Tax Exemption Application prior to obtaining a building permit. Applications received after the date of issuance of a building will not be considered,”

New Policy

“The Applicant must submit the Tax Exemption Application by September 15 in the year prior to assessment. Applications received after the assessment date of a building will not be considered.”

This amendment will assist applicants to ensure they don't miss the deadline and qualify for the tax exemption.

Recommendation:

That Council approves the Tax Exemption Policy amendment as presented.



Rural Municipality of Corman Park No. 344 Policy

Policy # FI-002

Policy Title: Tax Exemption Policy

Policy Objective:

The purpose of this policy (herein referred to as the Tax Exemption Policy) is to foster industrial and commercial economic development through the use of tax exemptions for eligible businesses.

Authority: (Bylaw#, Resolution date/#)

Policy:

1.0 PURPOSE

The Tax Exemption Policy is intended to meet the following objectives of the Rural Municipality of Corman Park No. 344 (herein referred to as the Municipality) to:

1. Attract new businesses to help build the Municipal tax base;
2. Encourage existing businesses to grow and expand within the Municipality;
3. Provide tax relief to eligible businesses creating new jobs; and
4. Foster continued business and industry growth in the Municipality.

2.0 BACKGROUND

Section 295 of *The Municipalities Act* (the Act) provides authority for a municipality to exempt any land or improvement from taxation for economic development purposes for a period up to three years. When an agreement under this section of the Act is entered into, the exemption also applies to taxes collected on behalf of other taxing authorities under Section 298 (i.e. school divisions).

3.0 POLICY

Council may, by agreement, provide tax exemptions to a new or existing business under the following conditions:

- 3.1 Exemptions will be provided for a period of three years on a declining scale at the following increments:



YEAR	EXEMPTION
Construction Year (or portion thereof)	75%
Year 2	50%
Year 3	25%

3.2 Exemption applies to assessment and taxation of permanent improvements, consisting of new facility development and expansion of existing improvements only and is not applicable to assessment and taxes levied on land.

3.3 A new or existing business (herein referred to as an Applicant) may be considered to receive a tax exemption if the Applicant meets **all** of the following eligibility criteria:

3.3.1 The Applicant must be a legally incorporated Entity.

3.3.2 The Applicant must invest a minimum of \$500,000 in the construction of permanent facility improvements in the Municipality where facilities are defined as assessed buildings or structures and the value of improvements for the purposes of determining its eligibility are defined by the value applied for the building permit.

3.3.3 The Applicant must submit the Tax Exemption Application by September 15 in the year prior to assessment. Applications received after the assessment date of a building will not be considered.

~~The Applicant must submit the Tax Exemption Application prior to obtaining a building permit. Applications received after the date of issuance of a building permit will not be considered.~~

3.3.4 The Applicant is responsible for submitting supporting documentation with the Tax Exemption Application demonstrating that a minimum of 5 full time equivalent positions will be created as a result of the proposed facility improvements. All full-time positions are expected to be retained throughout the period of the exemption. Subject to section 3.6 herein, a temporary reduction of workforce does not constitute a default under this Policy. The Applicant is required to provide notice and documentation to the Municipality of workforce reductions and/or rehiring, and the Applicant shall provide to the Municipality, in each year during which the exemption is in force, a sworn statement in the form designated by the Municipality confirming that the Applicant continues to meet the employment requirements set out herein.

3.4 This Policy shall apply to commercial and industrial developments. Residential development, including home based businesses and home occupations are specifically excluded.



- 3.5 Businesses with tax arrears shall not be eligible for tax exemption and where tax exemption has been previously approved and the business fails to keep taxes current during the exemption term, it shall be deemed to be in default of the agreement and is subject to the provisions described in Section 5.
- 3.6 An Applicant may, without affecting its eligibility for exemption from taxes, reduce its workforce on a temporary basis. However, if any temporary reduction of the Applicant's workforce extends beyond a period of twenty-six (26) weeks, it shall be deemed by the Municipality to be a permanent reduction, and the Applicant shall be considered to be in default pursuant to Section 5 hereof.

4.0 PROCEDURES

- 4.1 A complete tax exemption application shall be submitted to the Municipality along with a completed building permit application as required by the Municipal Building Bylaw.
- 4.2 If the application satisfies all of the eligibility requirements noted above, a Bylaw will be prepared for consideration by Council at its next regularly scheduled meeting.
- 4.3 If approved, Council shall formally adopt the Bylaw authorizing the execution of a "Tax Exemption Agreement."
- 4.4 The exemption term commences from the date of issuance of the building permit authorizing the improvement.

5.0 DEFAULT

If the Applicant fails to comply with the terms and conditions contained within this Policy or within a Tax Exemption Agreement at any time during the term for which the exemption was granted, the Applicant shall be considered to be in default, and any taxes previously exempted shall become a debt due to the Municipality by the Applicant. This debt shall be payable by the Applicant upon demand by the Municipality, and if the monies are not repaid, the debt due is collectable by adding them to the tax roll and/or by civil action.

6.0 ANNEXATION

Where a request for annexation is received which includes properties which are currently subject to a tax exemption or which have within the current or previous year completed an exemption program; Council shall request that the annexing jurisdiction provide repayment of the total exempted municipal taxes provided by the exemption program for the affected properties as a condition of support for the annexation in addition to any other compensation requested.



**Administration Committee
Presentation Item**

October 18, 2021

Reeve and Councillors

Re: 9:00 am – Delegation Kevin Aebig South Corman Park Recreation Centre Concept

Kevin Aebig will be in attendance to discuss the proposal of a new community recreation facility on behalf of the South Corman Park Community Association.

Included is a revised feasibility study completed by Colliers which includes a Proposed Operating Budget.

Recommendation:

That Council accept the feasibility study for a new community recreation facility for the South Corman Park Community Association as information.



Project
Leaders

South Corman Park Recreation Centre Feasibility Study

April 21, 2021

Colliers Document #700727-0004(4.0)



For Stakeholder Discussion & Input

Agenda

- 01 Background
- 02 Scope of Work
- 03 Proposed Operating Model- draft for discussion
 - a Stakeholders & Roles
 - b Proposed scope of RM contracts
 - c Cost & Revenue Assumptions
- 04 Recommendation

Background

The current South Corman Park Community Association (SCPCA) log cabin and dome facilities are aging and undersized for the growing community. These facilities are owned by the SCPCA on leased land from the RM.

The SCPCA is championing a proposal for the construction of a new community recreation facility.

The SCPCA cannot finance the construction of a new facility.

It is therefore proposed the new facility be financed and owned by the RM.

The SCPCA would act as Managing Agent for facility operations, on behalf of the RM.

The new facility must be operationally sustainable.

(i.e. at minimum revenue neutral)

This document outlines the proposed business case for a new facility, demonstrating operational sustainability.

Background

The proposed new facility would be located on RM-owned lands comprised of a small arena, sports court, daycare, etc.

The existing log cabin and dome facilities would be relinquished by the SCPCA with any proceeds contributed to the RM and a new facility.

Work to date by the SCPCA includes preliminary concept plans and a capital cost estimate. Significant scope reductions require the capital costs to be updated.

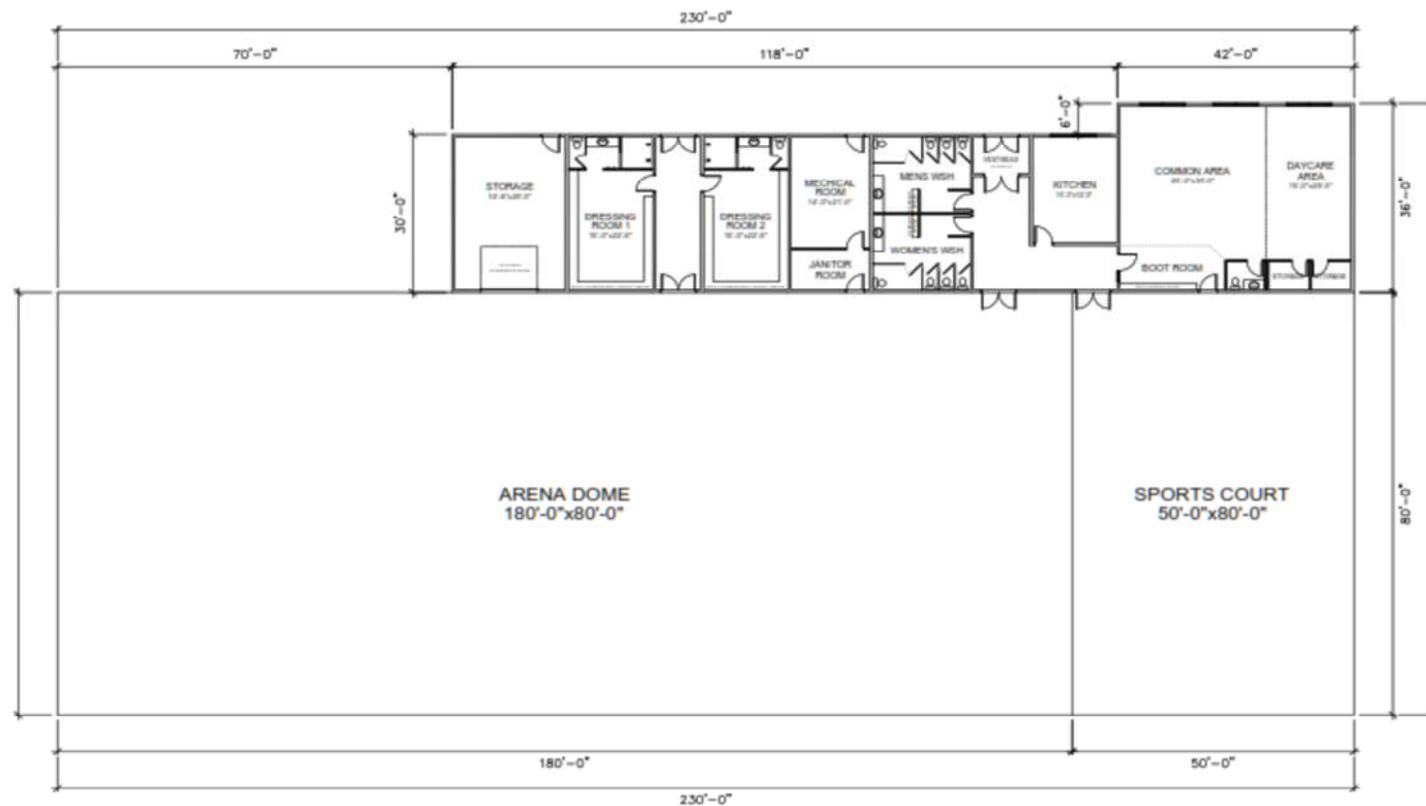


Scope of the proposed facility

New build, approx. **16,500 sq. ft.**

- Target arena size of 120' x 60'
- Sports court size of 50' x 60'
- Four dressing rooms

Arena (naturally chilled), sports court, daycare, common area, kitchen, washrooms, dressing rooms, storage, and janitorial and mechanical rooms.



Indicative drawing only; requirements have evolved, and dimensions modified

Feasibility Study scope of work

Activity

Task 1 Operating Model

Define basic parameters of **proposed operating model** for the new facility and high-level roles and responsibilities for key stakeholders (SCPCA, RM).

Task 2 Benchmark Operating Costs

Conduct **benchmark analysis to estimate future operating costs** for the facility using similar facilities from comparable communities, with assumptions.

Task 3: Financial Model

Develop **operating financial model** for the proposed facility. Forecasted operational costs will come from benchmarks and current operating cost information.

SCP Recreation Facility

Proposed Operating Model

For Stakeholder Discussion & Input

Facility stakeholders: their role & remit

	SCPCA	RM	Afterschool & Preschool Programs	Public
Ownership/ Occupancy Status	Managing Agent on behalf of RM, Facility advocate/steward, facility users (as public)	Land and building owner	Long term tenants	Community stakeholder, primary users
Operational Remit	<p>Manage select facility operations contracts on behalf of RM Manages remote-controlled facility access (by room/space) according to scheduled uses</p> <p>Convene annual facility review to assess building condition & performance, identify any operational issues and provide recommendations & plans to address. Participants: -RM -School program tenant -Event coordinator -Building maintenance services</p> <p>Access to facility in same manner as public</p> <p>Volunteer ice maintenance</p> <p>Existing log cabin/dome proceeds to RM</p>	<p>Facility operations and maintenance accountability</p> <p>-Provision and management of utilities, insurance</p> <p>-Provision of building maintenance services</p> <p>-Hold janitorial contract</p> <p>-Hold event contracts</p> <p>-Hold PT event coordinator commission contract (transferred from SCPCA)</p> <p>-Hold school program tenant contract(s) (transferred from SCPCA)</p> <p>-Online space booking system subscription, RM holds contract</p>	<p>-Provision of community childcare programming year-round (school year + summer)</p> <p>-Hold tenant/operations insurance</p> <p>-Afterschool and preschool in one shared space</p>	<p>Facility use through one of:</p> <p>-children in childcare</p> <p>-drop-in public ice time</p> <p>-drop-in public open gym</p> <p>-booked ice time</p> <p>-booked sports floor time</p> <p>-private event booking</p> <p>-booked public event (through community organization, e.g. SCPCA)</p>

Proposed Scope of RM Contracts



Excludes any loan contracts & debt servicing costs- TBC once capital contributions refined



Proposed Scope of RM Contracts

Expenses				
SCPCA Manages as Agent of RM				
<p>Utilities, Insurance</p>	<p>Janitorial</p>	<p>Building maintenance & servicing</p>	<p>Ice & Sports Court Booking platform</p>	<p>Event Coordinator</p>
<p>Net new utilities contract</p>	<p>Use existing janitorial services contract</p>	<p>Use existing building maintenance personnel/contract</p>	<p>Monthly online booking platform subscription</p>	<p>Commission-based compensation, RM contract employee</p>
<p>Extension/expansion of existing RM insurance</p>	<p>Excludes school program space</p>	<p>Building maintenance requests/requirements identified through event coordinator, SCPCA Board, and as logged on booking platform.</p>	<p>Enables bookings with user agreement, release of RM liability waiver</p>	<p>Event Marketing</p>
	<p>Winter: 1-2 times per week, end of day clean, after last ice time</p>	<p>Ongoing maintenance requirements evaluated by SCPCA as agent of RM and executed by RM contractor/ personnel.</p>	<p>Blocks off designated public skate and sport court times</p>	<p>Event bookings + facilitating contract execution with RM</p>
	<p>Summer: 1x week</p>			<p>Facilitating payment to RM, including damage deposits</p>
	<p>For each event, pre and post event clean, directly recovered in event rental fee</p>			<p>Post event damage check</p>
				<p>Coordinate with Janitorial service provider for pre and post event cleaning and event cleaning fee</p>

Operating cost assumptions

Contract	Cost Assumption
Utilities	<p>Gas, water/wastewater, electricity.</p> <p>Pro-rated proportion of utilities for children's programming space directly recovered</p> <p>Prorated from Assiniboia as benchmark facility but reduced to account for only natural rink. No arena heating, ventilation only.</p>
Insurance	<p>Paid monthly</p> <p>Prorated from Assiniboia as benchmark facility</p>
Janitorial	<p>Paid monthly, can be varied seasonally according to demand</p> <p>Per event, recovered directly</p> <p>Prorated from Assiniboia as benchmark facility</p>
Building maintenance & servicing, Capital reserves	<p>Annual maintenance costs plus reserve maintenance, inclusive of sporting equipment replacements</p> <p>Prorated from Assiniboia as benchmark facility, reduced by 60% to account for simpler facility (no chiller plant)</p>
Event coordinator	<p>Commission per event</p> <p>Based on existing costs</p>
Ice & Sports Court Booking	<p>Platform subscription, based on desktop research</p>

Excludes any loan contracts & debt servicing costs- TBC once capital contributions refined

Colliers Document # 700727-0004(4.0)

Proposed Scope of RM Contracts

Revenue				
SCPCA Manages as Agent of RM				
<p>Events</p>	<p>SCPCA As Agent Agreement</p>	<p>Afterschool & preschool</p>	<p>Ice & Sports Court Bookings</p>	<p>Public Skate, Sports Court</p>
<p>Event contracts managed by Event Coordinator.</p> <p>Event service includes Event Coordinator support, basic cleaning post-event, access to sports court, kitchen, and/or arena (if arena only, then default to ice booking)</p> <p>Renter duties include leaving facility as found</p> <p>Duty to report any damage, major incidents, or injuries for RM records</p> <p>Release of RM liability waiver</p> <p><i>Users responsible for securing own liquor license*</i></p>	<p>Manage select facility operations contracts on behalf of RM</p> <p>Manages remote-controlled facility access (by room) according to scheduled uses</p> <p>Duty of stewardship and care, liaison between RM and public</p> <p>Convene annual facility review</p> <p>Volunteer ice surface maintenance</p> <p>Discounted public ice & court facility use fees for SCPCA members</p> <p>Annual portion of member dues payable to RM contributing to operating costs (subsidy) and/or maintenance reserves</p>	<p>Long term tenancy</p> <p>Tenant responsible for cleaning their own space</p> <p>Scheduled access to sports court</p>	<p>Booking agreements impose occupier duties, e.g. leaving facility as found, duty to report any damage, major incidents, or injuries</p> <p>No access to or use of kitchen facility</p> <p>Season-long booking option</p> <p>Damage deposit option</p>	<p>Drop in attendance</p> <p>No revenue assumed</p>

Proposed Revenue Assumptions

Contract	Revenue
Events	Per hour rental, based on current rental rates and benchmark community rates Demand forecast based on 2019 bookings for log cabin only
Afterschool & preschool program	Monthly lease plus utilities prorated to space allocation (assessed annually) Both organizations able to operate with higher (i.e. on market) lease costs (currently heavily discounted)
SCPCA Member Facility Use Agreement	Monthly portion of member dues contributing to operating costs and maintenance reserves (subsidy model) Member dues will have a one time 'new facility' membership increase in first year of capital campaign Member dues will be increased with inflation rates over next 30 years
Ice & Sports Court Booking	Per hour rental on par with regional community benchmarks, based on Vibank Co-operative Community Centre, Town of Rocanville Demand forecasts informed by SCPCA consultation, reflecting volunteer ice maintenance capacity constraints: Winter Ice: December- March 16 hours/week of prime-time bookings (Weekdays 8 hours; Weekends 8 hours) 2 hours/week of non-prime time bookings Sports Court: 5 hours/week of bookings
Dry floor Booking	April-November, 2 hours/week of bookings
Public Skate	No revenue

Colliers Document # 700727-0004(4.0)

SCP Recreation Facility

Proposed Operating Budget

For Stakeholder Discussion & Input

Annual Operating Budget

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Revenues													
Event Bookings	\$488	\$488	\$488	\$488	\$488	\$488	\$488	\$488	\$488	\$488	\$488	\$488	\$5,856
Afterschool & preschool programs lease	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$12,000
Community Association Contribution	\$102	\$102	\$102	\$102	\$102	\$102	\$102	\$102	\$102	\$102	\$102	\$102	\$1,220
Ice & Sport Court Booking													
Ice Rentals - Prime Time	\$6,192	\$6,192	\$6,192	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,192	\$24,768
Ice Rentals - Non-Prime Time	\$478	\$478	\$478	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$478	\$1,911
Dry Floor - Rentals	\$0	\$0	\$0	\$215	\$215	\$215	\$215	\$215	\$215	\$215	\$215	\$0	\$1,720
Sports Court Rentals	\$1,032	\$1,032	\$1,032	\$1,032	\$1,032	\$1,032	\$1,032	\$1,032	\$1,032	\$1,032	\$1,032	\$1,032	\$12,384
Public Skate	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Raising	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenues	\$9,291	\$9,291	\$9,291	\$2,837	\$9,291	\$59,859							
Expenses													
Utilities	\$1,337	\$1,337	\$1,337	\$1,337	\$1,337	\$1,337	\$1,337	\$1,337	\$1,337	\$1,337	\$1,337	\$1,337	\$16,048
Insurance	\$573	\$573	\$573	\$573	\$573	\$573	\$573	\$573	\$573	\$573	\$573	\$573	\$6,878
Janitorial	\$444	\$444	\$444	\$444	\$444	\$444	\$444	\$444	\$444	\$444	\$444	\$444	\$5,325
Building maintenance & servicing	\$390	\$390	\$390	\$390	\$390	\$390	\$390	\$390	\$390	\$390	\$390	\$390	\$4,677
Event Coordinator	\$239	\$287	\$287	\$287	\$287	\$287	\$287	\$287	\$287	\$287	\$287	\$287	\$3,391
Ice & Sport Court Booking Platform	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$360
Capital Reserves	\$385	\$385	\$385	\$385	\$385	\$385	\$385	\$385	\$385	\$385	\$385	\$385	\$4,622
Total Expenses	\$3,398	\$3,446	\$41,302										
Net Operating Income	\$5,893	\$5,846	\$5,846	-\$609	\$5,846	\$18,557							
Net Cash Flow	\$5,893	\$11,739	\$17,585	\$16,976	\$16,366	\$15,757	\$15,148	\$14,539	\$13,930	\$13,321	\$12,712	\$18,557	\$37,114

Sensitivity Analysis for Key Revenue Assumptions

		Base Case	\$37,114.47	
	Unit Rate	Lever	Net Annual Cash Flow	% Difference
Monthly event bookings	\$488.00	Increase 20%	\$2,588.00	-93%
		Decrease 20%	-\$2,097.00	-106%
Children's Program lease income	\$1,000.00	Increase \$100	\$2,634.00	-93%
		Decrease \$100	-\$2,166.00	-106%
Prime time Ice rental rates	\$90.00	Increase \$10	\$12,286.00	-67%
		Decrease \$10	-\$11,794.00	-132%
Prime time Ice Hours per week (demand)	16.00 hr	Increase 2hrs	\$11,082.00	-70%
		Decrease 2hrs	-\$10,590.00	-129%
Non Prime time Ice rental rates	\$55.56	Increase \$10	\$1,503.00	-96%
		Decrease \$10	-\$905.00	-102%
Non Prime time Ice hours per week (demand)	2.00 hr	Increase to 4hrs	\$6,935.00	-81%
		Decrease to 0hrs	-\$6,443.00	-117%
Sports court rental rates	\$30.00	Increase \$5	\$5,406.00	-85%
		Decrease \$5	-\$4,914.00	-113%
Sports court rental demand	8.00 hr	Increase by 2hrs	\$6,438.00	-83%
		Decrease by 2hrs	-\$5,946.00	-116%

Prime time ice rental rates and demand forecasts have the most significant impact on facility revenue projections

SCP Recreation Facility

Recommendations

Recommendations

The indicative operating budget suggests a naturally chilled single pad arena and recreation facility can be sustainably operated for South Corman Park, according to the assumptions set out herein. The financial sustainability of the facility is materially sensitive to prime-time ice demand and rental rates projections.

Further confidence and refining the operating budget outlined can be achieved through:

1. User group consultation to confirm demand and price/rate assumptions, particularly for prime-time ice bookings and sport court bookings
2. RM input into anticipated expense assumptions, e.g. janitorial, insurance
3. Confirming after school and preschool program capacity for increased rent
4. Community consultation on forecasted event booking demand (e.g. types of events the space would attract and rates)

The closest benchmark facility for which operating cost data could be obtained was for a single pad arena with chiller, planned for 2021 in Assiniboia, SK. The data was pro-rated to the smaller SCPA facility size and reduced by 60% given the reduced complexity of a naturally chilled ice surface. Securing operating cost data from a naturally chilled rink in the area would improve forecasts of building maintenance, utility costs and required capital reserves.



**Administration Committee
Presentation Item**

October 18, 2021

Reeve and Councillors

Re: 9:30 am – Neil Mooney RM Pest Control Officer Annual Report

Neil Mooney will be in attendance to provide an annual report and discuss key highlights for the 2021 year.

Recommendation:

That Council accept the annual report from the RM pest control officer as information.

Pest Report October 2021

I am licensed to enforce the **Pest Control Act** on Rats, Richards Ground Squirrels, Grasshoppers, the warble fly, and clubroot, and the designated municipal inspector for the purpose of Dutch Elm disease regulation enforcement and surveillance in RM Corman Park. .

My main job is fulfilling the direction of the Provincial Rat Control Program. This entails inspecting all Agriculture based properties and inspecting the existing buildings for signs of rat infestations, and according to my job description, from the administration: **“To perform services requested from time to time by the Municipality through the Administrator of the Municipality”**.

The pest control problems in the RM has grown to include rats, gophers, mice, mosquitos, grasshoppers, weeds , raccoons, and skunk control, fox and coyote problems, deer problems, Dutch Elm disease, and club root.

SARM administers a rebate program under the Pest Biosecurity Program on behalf of the Provincial government. The biosecurity program includes invasive plant control, rat control, and nuisance beaver control. The program provides a cost –sharing payment to RMs and FNBs that are active in their rat control efforts and who follow the minimum level of service determined by the 2021-22 CAP—RCP. The program will provide rebates up to 50% of approved expenses

A rebate is available, based on the 1976 and 2016 census figures. The RM of Corman Park could have inspections of between 883 sites and 586 to receive the rebate. In 2019 there were 942 sites and in 2020 there were 832 sites inspected. To date in 2021 there has been just over 600 sites inspected.

There have been some changes in how my job is conducted. Due to the renovations to the RM office, there is no longer space allocated for poison and ratepayers must phone me for product. This requires I deliver or have them meet me at a designated location to pick up bait. The plus side to this is I get to instruct them where and how to place the bait for the best effect and safety. It does add time to my schedule, but it allows for more efficient use of poison.

There was an Increase in Richardson Ground Squirrels population. In 2020 there was purchased 35 /22.7 kg bags of Rozol (gopher poison) and in 2021 there was 90/22.7 Kg purchased and sold.

Rat population is up slightly from 7 infestation sites in 2020 to 10 in 2021. This will change as I reinspect areas of infestation. I had one major infestation which was cleaned up completely and one site of grain bags has been removed plus another site where the grain bins have been removed and rats are gone as well.



**Administration Committee
Presentation Item**

October 18, 2021

Reeve and Councillors

Re: SARM: Midterm Convention – Update

Attached is updated correspondence from SARM regarding the 2021 Midterm Convention.

Recommendation:

That Council accept the updated correspondence from SARM regarding the 2021 Midterm Convention as information.

Nicole Bowden

From: RM344
Sent: Friday, October 1, 2021 2:34 PM
To: Nicole Bowden
Subject: FW: SARM 2021 Midterm Convention Update

Shanell Shaw
RECEPTION



R.M. of Corman Park
Phone- (306) 242 9303
Fax- (306) 242 6965
Email- rm344@rmcormanpark.ca

From: Saskatchewan Association of Rural Municipalities <convention@sarm.ca>
Sent: October-01-21 2:01 PM
To: RM344 <rm344@rmcormanpark.ca>
Subject: SARM 2021 Midterm Convention Update



2021 Midterm Convention Update



Over the past month, the SARM Board of Directors and staff have been monitoring the COVID situation throughout the province.

In light of the escalating numbers and increasing strain on our healthcare system, it has become clear that hosting 1000 plus delegates at an “in-person” 2021 SARM Midterm Convention is not a good approach at this time.

We are committed to keeping everyone involved with our convention safe, as well as doing everything we possibly can to ease the strain on our healthcare system.

With these commitments in mind, the SARM Board of Directors has decided to move our 2021 Midterm Convention to a virtual format.

Stay safe and healthy,

Virtual Convention Programming

SARM has paired down its usual midterm convention programming due to the move from an in-person to virtual event. The plenary session of the convention will be held on November 9th and will consist of SARM's opening ceremonies, addresses from SARM's President, the Minister of Government Relations, and the Assistant Commissioner of the RCMP, followed by the resolutions session. All additional convention programming will be hosted throughout the month of November in a series of webinars. You will need to register separately for the November 9th convention and each webinar. This will allow you to choose the webinars you wish to attend.

Plenary Session / Voter Registration

Registration for the November 9th convention proceedings will be facilitated through an online form similar to annual convention. Please complete the registration form linked below by **October 31st**. Make sure to indicate which of your council members

are voting delegates. Each RM is allowed two (2) voting delegates. Voting delegates must be an Elected Official of a member municipality who have been appointed by the council of the member municipality to have voting privileges at a convention. **All voter details must be submitted by the registration deadline in order to send out the associated credentials in time for convention.**

If you previously registered for the "in-person" convention, please log in and update your registration form with email addresses for all attending. This will allow logins to be sent.

Note: In order to register for midterm convention through the online form, please create a new set of login credentials. To make any registration revisions after your initial submission, please log in using your new set of login credentials.

Zoom links for the November 9th convention proceedings as well as voter credentials for the resolutions session will be sent out the week prior to midterm convention.

[Register Here](#)

Agenda

Please find a draft agenda below for the November 9th convention proceedings, but note the agenda is subject to change. Updated agendas and other convention information is available on our website on the Midterm Convention page under the events section.

[Midterm Agenda](#)

[Visit our Website](#)

Webinar Series Registration

SARM will be hosting a series of webinars in place of regular convention programming. Please register below for the webinars you wish to attend. Further details regarding additional webinars will be released in the coming weeks, so stay tuned for more!

Mental Health in Saskatchewan

Date: November 12, 2021

Time: 10:00 a.m. to 11:00 a.m.

[Register Here](#)

Municipal Leaders' Roles and Responsibilities

The MLRR Seminar, which is typically held the day before the midterm convention, will be held virtually by webinar. Those attending this seminar will be given credit for MLDP Module 1, so please ensure that everyone attending is registered separately (even if you are watching as a group) for tracking purposes.

Date: November 18, 2021

Time: 1:00 p.m. to 4:30 p.m.

[Register Here](#)

Civic Addressing

Date: November 23, 2021

Time: 10:00 a.m. to 11:00 a.m.

[Register Here](#)

Municipal Safety Manual

Date: November 25, 2021

Time: 10:00 a.m. to 11:00 a.m.

[Register Here](#)

Fire Bans and Emergency Preparedness

Date: November 30, 2021

Time: 10:00 a.m. to 11:00 a.m.

[Register Here](#)

Resolutions

How to Vote/Speak at Convention

Stay tuned for further information regarding voting during the resolution session.

Convention App

Stay tuned for further information regarding the SARM Convention App!

SARM Socials

SARM Twitter: [@SARM_Voice](#)



2021 SARM Midterm Convention Hashtag: [#SARMMidterm2021](#)

Saskatchewan Association of Rural Municipalities | [sarm.ca](#)

