



## **MEMORANDUM**

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

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A meeting of the Administration Committee will be held on:

**Monday, November 15, 2021**

**Immediately following the Planning Committee Meeting**

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## **AGENDA**

1. Call to Order
2. Adopt Agenda
3. Administration Carry Forward Action List
4. Sask. Lotteries Community Grant – Cathedral Bluffs Community Association – Div. 5
5. Consumer Price Index
6. Council Remuneration
7. Council Organization Document
8. Adjourn

**ADMINISTRATION/FINANCE/HR**  
**Carry forward Action List – CURRENT**

Date/Source	Action Item/Request	Status
Nov 9, 2015	<b>Eagle Creek Regional Park</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• May 10, 2016 – Letters were sent to the Ministry of Parks, Culture &amp; Sport, the Sask. Regional Park Assoc., the ECRPA and ECRPA members advising of the RM’s intent to remove itself as a member.</li> <li>• May 26, 2016 – Letter received in response to May 10<sup>th</sup> correspondence from the Ministry advising of process required.</li> <li>• May 26, 2016 – Letter received in response to May 10<sup>th</sup> correspondence from the ECRPA Board to delay process until a survey of park use is completed.</li> <li>• June 20, 2016 – Council received update &amp; directed Administration to continue process.</li> <li>• June 28, 2016 – Administration forwarded a letter to the ECRPA advising of Council’s direction to proceed and requesting a complementary resolution.</li> <li>• Sept 12, 2016 – No response has been received from the ECRPA to date.</li> <li>• Dec 7, 2016 – Clint Stack, Chairman of the ECRPA Board was contacted by phone &amp; acknowledged receipt of the correspondence to withdraw &amp; will follow up with the Regional Parks Assoc to review the required withdrawal procedure &amp; to respond.</li> <li>• 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.</li> <li>• Jan 9, 2017 - Councillor Trask brought forward information regarding an invitation to the ECRPA AGM.</li> <li>• Feb 21, 2017 – Committee presentation item update, included replies from ECRPA municipalities regarding the withdrawal of the R.M. from the Authority.</li> <li>• 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).</li> <li>• Apr 18, 2017 – Administration provided an update on the responses received from the ECRPA membership.</li> <li>• 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.</li> </ul>

**ADMINISTRATION/FINANCE/HR**  
**Carry forward Action List – CURRENT**

Date/Source	Action Item/Request	Status
	<b>Eagle Creek Regional Park (continued)</b>	<ul style="list-style-type: none"> <li>• June 27, 2017- Letter sent to ECRPA requesting a supporting resolution from the Board.</li> <li>• Sept 29, 2017 – No response so Administration contacted Clint Stack, Board Chairman and further explained what Council was requesting in their June 27<sup>th</sup> 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.</li> <li>• 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.</li> <li>• January 29, 2018 – Correspondence including responses from Board members sent to Director, Park Planning and Business Services Branch requesting removal from the Board.</li> <li>• A verbal update was presented at the May 14, 2018 Administration Committee Meeting.</li> <li>• Awaiting confirmation from Ministry of Parks, Culture and Sport.</li> <li>• 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.</li> <li>• Reeve Harwood attended the meeting on June 26<sup>th</sup>.</li> <li>• 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.</li> <li>• The letter was sent September 24, 2019</li> <li>• 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.</li> <li>• Follow up correspondence has been sent to the Ministry to request an update.</li> <li>• November 15, 2021 - No response received, Administration will follow up with the Ministry of Parks, Culture and Sport to determine the next course of action.</li> </ul>
August, 2021	<b>Camera System</b>	<ul style="list-style-type: none"> <li>• IT is in process of obtaining 2 more quotes for Council consideration</li> <li>• Administration has received 3 quotes and is in the process of reviewing</li> <li>• Received 3 Quotes, Automated AV is lowest and successful bidder. Will be installing a 2 camera system (with option of a single camera mode) along with a dual projector in council chambers. Expectation for completion is December 15, 2021.</li> </ul>





**Administration Committee  
Presentation Item**

**November 15, 2021**

**Reeve and Councillors**

**Re: Saskatchewan Lotteries Community Grant  
Cathedral Bluffs Community Association Division 5**

**Background:**

The Saskatchewan Lotteries Community Grant Program is a partnership among Sask Sport Inc, Sask Culture Inc. and the Saskatchewan Parks and Recreation Association Inc. 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 sport, 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.

The Cathedral Bluffs Community Association is making an application for lottery funding to use for the Grand Opening and Dedication of Cathedral Bluffs Park on September 11, 2021. The funds were used to have face painters, bouncy castles and a big screen to live stream the Saskatchewan Roughrider game for people in attendance.

The new recreation area has become the hub of the community over the past year, during Covid. It is used extensively by all residents of varying ages in the Hamlet. The area has also been used by neighboring communities and rural residents from Prominence Place.

Attached is Cathedral Bluffs Community Association's application for **\$1,611.98** in Saskatchewan Lotteries Grant funding. This application would be eligible for funding from the R.M. of Corman Park 2021 Saskatchewan Lotteries Community Grant.

**2021 Lottery Grant Funding**

Approved 2021 RM grant funds	\$30,651.00
Allocated grant funds to date:	
- Country Kids Co-operative Preschool	\$4,476.50
- Dalmeny Seniors Association	\$3,000.00
- Twin Rivers Music Festival	\$3,000.00
- Sask Valley Riding Club	<u>\$1,950.00</u>
Grant funding unallocated	<u>\$18,224.50</u>

**Recommendation:**

Administration recommends that Council approve the Cathedral Bluffs Community Association's application in the amount of \$1,611.98 for the Grand Opening and Dedication of Cathedral Bluffs Park held on September 11, 2021.

Organization: Cathedral Bluffs Community Association

Address: 70 Cathedral Bluffs Road

Contact Person: Helen Horsman Position: Chair of the Board

Phone: ----- Fax: -----

Email: -----

PROJECT DETAILS

Program Name: Grand Opening and Dedication of Cathedral Bluffs Park

Date(s) of Program: September 11, 2021

Location of Program: Cathedral Bluffs Park on MR7

Program description including detailed information on activities, cost for activities, what equipment will be purchased if any and which expenses grant funds will be used for:

The funds will be used for community events that will run from 11:00 a.m. till dark. on September 11, 2021 this includes:  
Face painters - (\$415.00), @ Bouncy Castles to accommodate different ages (\$880.00 - includes generator), Screen to live steam Rider Game (\$787.50)

Identify Target Groups: Cathedral Bluffs Estates is a multigenerational, cross cultural community with many retired

seniors and several families including over 60 children and teenagers. All residents are looking for leisure and recreation activities.

What is the focus of the program (choose all that apply)

Sport

Culture or Art

[Type text]

Heritage

Literary

Cultural Celebrations

Performing Arts

Music

Cultural Awareness

Arts and Crafts

Recreation

Where is the program offered?

On MR7 at the Cathedral Bluffs Park

Will this program be available to all residents living within the R.M. of Corman Park?  Yes  No

If no, please explain: \_\_\_\_\_

Is there a direct participation or registration fee:

Yes

No

If so what do these fees cover: We are using the Healthy Hunger Fundraising Program through SUBWAY as a registration fee (\$3.00 per person) to further support development of the park.

Describe the impact and benefit of the program to residents within the R.M. of Corman Park.

For residents of Cathedral Bluffs and surrounding area this will be a community celebration to acknowledge the volunteer hours and the grant money that has been received from the RM to develop this area over the past four years. The Park has been a significant gathering place and an area to access several recreation activities over the past four years. Usage increased significantly during COVID as residents from all over the north side of Corman Park used the park as a sought-after outdoor recreation area. It has been the most significant community development opportunity our Hamlet has been undertaken.

Is the program planned for participants from one of the following groups:

Aboriginal people

Children and Teenagers (especially youth at risk)

Persons with a disability

Economically disadvantaged individuals or families

Inactive Seniors

How were these groups involved in the planning and evaluation of the program?

Parents of young children as well as seniors in the community are involved in planning and evaluation of everything related to the development and use of this park. This is done through committee meetings, Board Meetings, the Annual General Meeting, the community email list, and the family Face Book Page. We have two residents in wheel chairs and two families with special needs children with whom we have communicated about accessibility.

[Type text]

Describe how this program is accessible to the public and who can participate:

This program is open to all residents of Corman Park. members of Cathedral Bluffs Hamlet and residents from the northern part of the RM are the significant participation groups.

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How is your organization contributing to the program?

The community has and continues to dedicate many volunteer hours to develop the park, to plan the opening celebration and to organize the Healthy Hunger fundraising initiative.

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Why is the Saskatchewan Lotteries Community Grant funding needed?

To provide funds to support the grand opening celebration and this community development activity.

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What will the impact be if the program does not receive this grant?

Some parts of the program will not be offered,

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[Type text]

## BUDGET OF PROPOSED PROJECT

*(Only the project information required, not entire organization's budget)*

### REVENUE:

Registration Fees	\$ _____
Other: <u>Subway Healthy Hunger</u>	\$ _____
<u>Program</u>	\$ <u>470.52</u>

(A) **TOTAL REVENUE** \$ 470.52

### EXPENSES:

Equipment Purchase/Rental	\$ <u>2082.50</u>
Facility Rental	\$ _____
Advertising	\$ _____
Program Supplies	\$ _____
Instructor Fees	\$ _____
Insurance	\$ _____
Administration Supplies	\$ _____
Other: _____	\$ _____
_____	\$ _____
_____	\$ _____

(B) **TOTAL EXPENSES** \$2082.50

**PROJECTED LOSS/GAIN (A-B)** \$ - 1 6 1 1 . 9 8

**TOTAL COMMUNITY GRANT ASSISTANCE REQUESTED:**

\$ 1 6 1 1 . 9 8





**Administration Committee  
Presentation Item**

**November 15, 2021**

**Reeve and Councillors**

**Re: 2022 Council Remuneration Schedule**

Council is presented for review and discussion the Council Remuneration Schedule effective as of January 1, 2019.

On Wednesday, November 2, 2021 the required public notice of this item was posted on the R.M. website and in the R.M. office.

*“Public notice of this item must be posted at least seven (7) clear days in advance of the Council meeting where it is to be initially discussed, as per Public Notice Policy# GA-003, Bylaw No. 02/07.”*

To better assist Administration when preparing Council remuneration and expenses for payment the following should be addressed:

- Strategic Planning Session
- Municipal Leadership Development Program workshop
- The travel and meal rates
- The format of the indemnity form
- That each Council member complete in full the remuneration and the mileage associated with each round trip that is expected or declined

**Recommendation:**

That Council review the Council Remuneration Schedule for the year ending December 31, 2019 and approve a 3 % increase in the Council Remuneration Schedule for the year ending December 31, 2022.

## Council Remuneration Year Ending December 31, 2022

As per Section 128(1) of The Municipalities Act, being Chapter M-36.1 of the Statutes of Saskatchewan:

*“A council shall ensure that public notice is given before initially considering any report respecting a matter listed in clause 127(o)” being*

*“its power to set the remuneration for members of council and for members of council committees and other bodies established by the council pursuant to section 81”*

**Public notice of this item must be posted at least seven (7) clear days in advance of the Council meeting where it is to be initially discussed, as per Public Notice Policy Bylaw No. 02/07.**

### Council Remuneration

The following are the rates to be set for Council Remuneration for the year ending December 31, 2022, as set by Council of the Rural Municipality of Corman Park.

<b>Reeve and Councillor Base Remuneration</b>	
<ul style="list-style-type: none"> <li>The Reeve and each Councillor will receive \$600.00 per month of base remuneration.</li> </ul>	
<b>Reeve’s Office Remuneration</b>	
Reeve	\$1,230.00 per month
1 <sup>st</sup> Deputy Reeve	\$ 48.00 per month
2 <sup>nd</sup> Deputy Reeve	\$ 36.00 per month
<b>Regular Council Meetings, Special Council Meeting, Strategic Planning, Annual Meetings, Conventions, Municipal Leadership Development Program (MLDP) workshops Authorized by Council</b>	
<ul style="list-style-type: none"> <li>\$240.00 per day under 4 hours</li> <li>\$360.00 per day over 4 hours</li> <li>\$420.00 per day over 8 hours</li> </ul>	
<b>Council Committee Meetings</b>	
<ul style="list-style-type: none"> <li>\$240.00 per meeting over 4 hours               <ul style="list-style-type: none"> <li>(4 hours or more – when only 1 committee meeting occurs on a day)</li> </ul> </li> <li>\$180.00 per meeting under 4 hours               <ul style="list-style-type: none"> <li>(4 hours or less –when only 1 committee meeting occurs on a day)</li> </ul> </li> <li>\$160.00 per meeting               <ul style="list-style-type: none"> <li>(Per meeting if two or more committee meetings occur on one day)</li> </ul> </li> </ul>	
<b>Training Sessions and Delegations Authorized by Council (e.g. DPC, ROC, Police Commission, Health &amp; Safety Committee)</b>	
<ul style="list-style-type: none"> <li>\$240.00 per meeting over 4 hours</li> <li>\$180.00 per meeting under 4 hours</li> </ul>	

**Other Meetings**

Meetings other than Council Meetings, Special Council Meetings, Council Committee Meetings and **Training Sessions**, Delegations, Conventions & Annual meetings authorized by Council.

- \$60 per meeting

**Committee Chair**

The Chairperson of any meeting of Council or Committee will receive a per diem of \$25.00 in addition to regular attendance amounts.

**Public Appearances**

Council members who attend at events as representatives of the Council where the duration of the event is less than 2 hours:

- \$60 per event

**Reeve and Councillor Communications Allowance**

- The Reeve and each Councillor will receive \$100.00 per month for reimbursement expenses to maintain cellular phones, fax machines, answering machines, and printers for municipal purposes.

**Meal Rates**

Meal rates will be paid at Provincial Government Rates when away from normal jurisdiction of Municipality. A per diem for dinner will be paid for meetings in the normal jurisdiction. Ad Hoc meetings will be based on the timing of the meeting. Meal rates will not be paid for Council Meetings and Committee meetings.

Per Diem	\$51.00 <b>OR</b>
Breakfast	\$10.00
Dinner	\$18.00
Supper	\$23.00

**Mileage Rate**

Mileage Rate .4535 cents per km  
Adjusted annually to conform to Provincial Government Rate

**Council Indemnity Payment**

Payment for Council Indemnity will be electronically transferred after the 25<sup>th</sup> of each month.

**Meeting Length**

Meeting length as addressed in "Council Meetings", "Council Committee Meetings", and "Training Sessions and Delegations Authorized by Council" is determined by the amount of hours that a Councillor is in attendance, if not present for the entirety of the meeting.