



111 Pinehouse Drive, Saskatoon &
 Live Streaming via GoToMeeting.com
 Monday, March 15, 2021
 Call to Order @ 8:30 a.m.
 Meeting Adjourned @ 10:04 a.m.
 Meeting Time: 1 hr 34 min.

Administration Committee Minutes

1. Present

Attending: Chairperson Chuhaniuk, Reeve Harwood, Councillors: Germs, Haduik, Greenwood, Pruim, Froese-Kooijenga, Vaandrager and Trask.

Regrets:

Staff: Adam Tittlemore, Administrator; Craig Clements, Director of Finance; Audrey Shoard, Treasury/Corporate Records Clerk; Nicole Bowden, Administrative Assistant.

Chairperson Chuhaniuk called the meeting to order at 8:30 a.m.

2. Agenda

The Committee approved the Administration Committee agenda as presented.

Haduik: That the Administration Committee Agenda be approved.

Carried Unanimously

3. Administration Carryforward Action List

The Committee was presented the February 2021 Administration Carryforward Action List.

➤ **Recommendation:**

Greenwood: That the Administration February 2021 Carryforward Action List be received.

Carried Unanimously

4. 2020 Operations and Capital Summary

Provided below is an overview of R.M. operations for the 2020 fiscal year. Results are presented in the same format as approved in our budget summary package.

<u>Statement of Financial Position (Unaudited)</u>	<u>Actual</u>	<u>Budget</u>
Total RM Revenues	\$21,450,252	\$19,757,086
Total RM Expenses	<u>(\$18,804,348)</u>	<u>(\$17,673,097)</u>
RM Surplus	\$2,645,904	\$2,083,988
Capital Equipment Expenses	\$1,604,420	\$1,509,450
Capital Project Expenses	<u>\$8,464,764</u>	<u>\$10,985,275</u>
Total Capital Expenditures	\$10,069,184	\$12,494,725

Revenue Highlights:

- COVID had a significant impact on revenues (approx. 6.59%) primarily on Traffic Fines and Subdivision Fees. To offset this lost revenue, the R.M. received additional Grant Funding from the Restart Program and Municipal Economic Enhancement Program (MEEP).
- The R.M. incurred accounting revenue of \$513,000 for the ownership of 2 news roads, Rathgeber \$22,000 and East Cory Triangle \$491,000. The offset to this revenue is that the roads are recorded as a capital expenditure. Overall, impact on bottom line is not changed, required for CPA reporting purposes.

Expense Highlights:

- Consumed \$520,689 of additional inventory in 2020. Used for SB-90 Road Projects and 100 Miles of additional roads that were gravelled compared to 2019. Non-Cash Item taken from inventory, replenished quantities in 2021.
- R.M.'s Portion of TWP384 Martensville Extension Road Project for \$225,955.80 had to be expensed because it is not an R.M. road. Cost of Road Project to be reimbursed to R.M. over 10 years
- Several Large Fires Occurred in R.M. which were rebilled to owners
 Affiliated Auto Wrecking - \$142,423.41
 CN Rail - \$196,479.01
 Panko - \$34,806.04
- Municipal Reserve Contributions
 City of Martensville - \$250,000
 Edgemont Estates Playground - \$144,340
 Cathedral Bluffs Recreation Playground - \$188,678

Schedule of Reserves (Unaudited)

	Balance as at December 31st, 2019	Change	Balance as at December 31st, 2020
Capital Reserve	\$6,639,419	(2,922,982)	\$3,716,437
Municipal Reserve	\$2,442,673	(433,481)	\$2,009,192
Hamlet Reserve	\$1,779,008	116,436	\$1,895,444
Saddle Ridge	\$ 200,000	-	\$ 200,000
North Corman Fire Association	\$ 33,335	(12,136)	\$ 21,199
Water Reserve	\$ (61,646)	50,757	\$ (10,889)
Total	\$11,032,779	\$(3,201,406)	\$7,831,383

Taxes Receivable (Unaudited)

	Balance as at December 31st, 2019	Change	Balance as at December 31st, 2020
Municipal Taxes Current	\$1,789,306	\$(265,593)	\$1,523,713
Municipal Taxes Arrears	\$ 267,232	\$ 102,484	\$ 369,716
Total	\$2,056,538	\$(163,109)	\$1,893,429
School Taxes Current	\$1,188,521	\$ (32,157)	\$1,156,364
School Taxes Arrears	\$ 177,505	\$ 103,077	\$ 280,582
Total	\$1,366,026	\$ 70,920	\$1,436,946

Accounts Receivable (Unaudited)

	Balance as at December 31st, 2019	Change	Balance as at December 31st, 2020
General Utility	\$1,134,635	\$538,560	\$1,673,195
	\$ 101,276	\$ 5,541	\$ 106,817
Total	\$1,235,911	\$544,101	\$1,780,012

R.M. Loan Balances as of December 31st, 2020

R.M. Office Expansion	\$1,500,000.00
East Cory Local Improvement	\$1,267,845.72
Cathedral Bluffs Water Treatment Plant	\$1,733,880.03
Riverside Paving Project	\$1,000,000.00
Total	\$5,501,725.75

Debt Limit - \$13,665,040

Borrowing Capacity Remaining – 59.7%

Cashflow Summary

Highest - \$19,189,087 January 7th, 2020
Lowest - \$375,933 November 6th, 2020

➤ **Recommendation:**

Greenwood: That Council approve the Unaudited 2020 Operations and Capital Summary as presented.

Carried Unanimously

5. Municipal Potash Tax Sharing 2020 Audited Financial Statements

Council was presented with a copy of the 2020 audited financial statement from the Municipal Potash Tax Sharing Administration (MPTSA) Board.

In the financial statements, it highlights the tax sharing distributions for each municipality within the province, including its statement of operations and financial position.

➤ **Recommendation:**

Haduik: That Council receives the 2020 audited financial statement from the Municipal Potash Tax Sharing Administration (MPTSA) Board as information.

Carried Unanimously

6. SARM 2020 Annual Report and Financial Reports

SARM has released copies of their 2020 Financial Report and Audited Consolidated Financial Statements.

Council has been provided with copies of the report and statements which provide an overview of SARM's major expenses and income including the general fund, benefits and insurance restricted fund and other restricted funds which consist of programs SARM provides to the R.M.s and provincially funded programming. In addition to the financial report are the following statements:

- SARM's 2020 Audited Consolidated Financial Statements
- The Rural Municipal Specific Claims Tax Loss Compensation Trust Fund's (Specific Claims) 2020 Audited Financial Statements
- The Rural Municipal Tax Loss Compensation Trust Fund's (TLE) 2020 Audited Financial Statements
- Report of each R.M.'s Account Status at December 31, 2020 for the beneficiaries of the Rural Municipal Tax Loss Compensation Trust Fund

The financial statements and report can also be viewed and printed from the SARM website. Please see the following link: <https://sarm.ca/about/whats-new/2020-sarm-annual-report>.

The Rural Municipal Tax Loss Compensation Trust Fund Status report of the individual rural municipality accounts from 1994 to 2020 are also posted and can be viewed on the SARM website.

➤ **Recommendation:**

Harwood: That Council receives the Saskatchewan Association of Rural Municipalities (SARM) 2020 Annual Report, Audited Financial Statements and Financial Report as information.

Carried Unanimously

7. Corman Park Horse Rider's Association Inc. 2020 Financial Statement

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Background:

Corman Park Horse Rider's Association Inc. has submitted their Financial Statement for the year ending December 31, 2020. The Financial Report gives an overview of their major expenses and revenues for the year.

➤ **Recommendation:**

Chuhaniuk: That Council receive Corman Park Horse Rider's Association Inc.'s Financial Report as information.

Carried Unanimously

8. Eagle Ridge Annual General Meeting Minutes - 2021

Provincial Legislation requires that a copy of the Annual General Meeting Minutes for each Organized Hamlet within a municipality must be submitted to the Ministry of Government Relations prior to December 31st of each year in order to maintain eligibility for the Provincial Organized Hamlet grant.

Attached are the Minutes for the 2021 Annual General Meeting of the Organized Hamlet of Eagle Ridge

The Minutes for Eagle Ridge will be submitted to the Ministry as per legislation and posted to the R.M. website for public information.

➤ **Recommendation:**

Trask: That Council receives the Minutes for the 2021 Annual General Meeting of Eagle Ridge as information.

Carried Unanimously

9. Osler Library Board

The Osler Library is one of 45 library branches located within the Wheatland Regional Library.

Councillor Froese-Koojenga was the R.M.'s appointed representative to the board, but chose to vacate the position for 2021. Council chose to not fill the position for 2021.

The Osler Library Board has approached Administration requesting the position be filled by an R.M Councillor for 2021.

➤ **Recommendation:**

Harwood: That the Town of Osler Library Board request for an R.M. representative to be appointed to the Board be deferred to the April Administration Committee Meeting.

Carried Unanimously

10. Stray Animals Act

Background:

The *Stray Animals Act* falls under the jurisdiction of the Minister of Agriculture and while it is the responsibility of the Ministry of Agriculture, the Ministry of Government Relations will continue to provide administrative support to municipal officials regarding legislation. Council was required to appoint an administrator for the purposes of the Act and at the August 19, 2013 Council Meeting, made the following resolution:

"That Council appoint the Chief of Police for the Corman Park Police Service as the Administrator of The Stray Animals Act and that in his absence or is unable to act, that the Administrator of the Rural

Municipality of Corman Park be appointed the Acting Administrator of the Act.

CARRIED UNANIMOUSLY”

The Corman Park Police Service receives numerous complaints of stray livestock per year and current provincial regulations do not provide for the issuance of a ticket. The job of prosecuting these offences falls to the municipality but must be done in the Provincial Court sitting. The fines are not set and are dictated by the judge, and are generally not enough to establish a deterrent. Handling these offences would be less time consuming to the courts and police if they were dealt with by way of a bylaw where prosecutions could be handled within the R.M.'s bylaw sitting and all fines collected would go directly to the Municipality.

Due to the nature of prosecuting the charges and the numerous complaints the Corman Park Police Service receives to enforce the *Stray Animals Act*, Police Chief Gherasim approached Council at the February 22, 2021 Council Meeting and recommended the following:

1. That the R.M. adopt a bylaw respecting animals running at large pursuant to section 6 of *The Stray Animals Act*.
2. That a fine schedule be created to be consistent with other bylaws including the Dogs Running at Large bylaw, which has an escalating fine scale for second and subsequent offences.
3. That the bylaw include specific offences for animals running at large and possessing property on which livestock are contained that does not meet the fencing regulations contained within the Stray Animal Regulations.

Council made the following resolution:

“Pruim: That Administration draft a bylaw for consideration respecting animals running at large pursuant to Section 6 of The Stray Animals Act.

CARRIED UNANIMOUSLY”

Attached for review is the draft Animals Running at Large bylaw.

➤ **Recommendation:**

Chuhaniuk: That Council review the Animals Running at Large draft bylaw and provide first reading of the draft bylaw.

Recorded Vote:

For: Chairperson Chuhaniuk, Councillors: Germs, Froese-Koojenga, Vaandrager, Trask

Opposed: Reeve Harwood, Councillors: Haduik, Greenwood, Pruim

Carried

11. Bizhub Industrial Park – New Policy Request – Tax Abatement Policy Review

Council will recall at the January 11, 2021 Administration Committee meeting Mr. Cherry, a representative from Bizhub, presented Council with a request from Bizhub Industrial Park to consider a new policy aimed at providing financial assistance to developers through property tax abatements or deferrals. Council directed Administration to bring back this item for further discussions, along with the tax exemption policy (FI-002) aimed to foster industrial and commercial economic development.

Council also reviewed this item at the February 8, 2021 Administration Committee meeting and deferred it to the March meeting, asking that Administration bring forward the tax levies paid on the vacant lots in the industrial parks. Attached to this presentation item is a breakdown of tax levies paid on vacant lots for the 2020 tax year.

Background:

At the January 11, 2021 Administration Committee meeting a representative for Bizhub Industrial Park Mr. Cherry approached Council to consider options for supporting R.M. developers with tax incentives and is proposing the following two options:

At,

- 1) A period of full or partial tax abatements upon completion of a new development of a certain magnitude.
- 2) A period of tax deferral whereby the developer would not be required to make payment of property taxes until the earlier of:
 - a. Sale of land (or part thereof); or
 - b. A passage of a certain amount of time (e.g. 5 years)

To date, Bizhub Industrial Park has developed 42 lots, of which 9 lots are still held by the developer, and 33 lots have transferred to new owners.

Eight of the lots for phase 1 had a 98% obsolescence applied to the land assessment. The obsolescence captures the value loss from not being able to utilize the property as intended. The obsolescence occurred from 2012 to and including 2019. During this time the taxes ranged from \$250 to \$440 annually per lot (municipal and school tax levies). In 2019, five of the vacant lots sold in the range of \$2,838,240 to \$3,366,875. In 2020 the obsolescence was removed from the assessment and the total taxes (municipal and school) ranged from \$12,000 to approximately \$15,000 per lot.

Below is the breakdown of the 2020 municipal and public school levies for the lots currently owned by Bizhub Industrial Park:

	Municipal	Public School	Total
Lot 4, Block 5,			
NE 19-37-5 W3rd	\$5,674.07	\$6,723.95	\$12,398.02
Lot 5, Block 5,			
NE 19-37-5 W3rd	\$6,037.03	\$7,154.07	\$13,191.10
Lot 6, Block 5,			
NE 19-37-5 W3rd	\$6,037.03	\$7,154.07	\$13,191.10
Lot 1, Block 7,			
SW 19-37-5 W3rd	\$5,855.55	\$6,939.01	\$12,794.56
Lot 2, Block 7,			
SW 19-37-5 W3rd	\$5,719.04	\$6,777.24	\$12,496.28
Lot 3, Block 7,			
SW 19-37-5 W3rd	\$5,719.04	\$6,777.24	\$12,496.28
Lot 12, Block 2,			
SW 19-37-5 W3rd	\$5,764.54	\$6,831.17	\$12,595.71
Lot 3, Block 6,			
SW 19-37-5 W3rd	\$6,825.92	\$8,088.93	\$14,914.85
Lot 4, Block 6,			
SW 19-37-5 W3rd	\$6,825.92	\$8,088.93	\$14,914.85
Totals	\$54,461.14	\$64,534.61	\$118,995.75

Administration also works with developers on the timeframe when titles are registered with ISC (Land Titles) to allow the developer to receive up to 14 months of tax savings on the new lots.

Under Section 274 of the *Municipalities Act* Council has the authority to review and consider tax cancellations, reductions, refunds or deferral of taxes based on any of following points:

274(1) Subject to subsection (1), with respect to any year, if a council considers it equitable to do so in any of the circumstances set out in subsection (2), it may, generally or with respect to a particular taxable property, do one or more of the following, with or without conditions:

- (a) cancel or reduce tax arrears;
- (b) cancel or refund all or any part of a tax;
- (c) defer the collection of a tax.

(2) A council may act pursuant to subsection (1) if:

- (a) there has been a change in the property, to the extent that the council considers it inappropriate to collect the whole or a part of the taxes;
- (b) a lease, licence, permit or contract has expired or been terminated with respect to property that is exempt from taxation;
- (c) in the council's opinion, the taxes owing are uncollectable;
- (d) in the council's opinion, the taxes owing have become uncollectable due to unforeseen hardship to the taxpayer; or
- (e) in the council's opinion, the compromise or abatement:
 - (i) is in the best interests of the community; and
 - (ii) is the result of a policy or program passed by bylaw or resolution for which public notice has been given in accordance with section 128

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 five 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).

The R.M. does offer a tax exemption policy to provide three years of tax exemption (new buildings only) to foster industrial and commercial economic development through the use of tax exemptions for eligible businesses.

The tax exemption policy is intended to:

- attract new businesses to help build the Municipal tax base
- encourage existing businesses to grow and expand within the Municipality
- provide tax relief to eligible businesses creating new jobs
- foster continued business and industry growth in the Municipality

A new or existing business will be considered by Council if the applicant meets all the criteria as set out in the Tax Exemption Policy (FI-0002). Once a business is approved Council adopts a Bylaw authorizing the execution of a "Tax Exemption Agreement" to be entered into between the R.M. and the applicant.

➤ **Recommendation:**

Trask: That Council receive the request from Bizhub Industrial Park for a new policy regarding tax abatements as information and that no abatements be provided to Bizhub Industrial Park.

Recorded Vote:

For: Chairperson Chuhaniuk, Reeve Harwood, Councillors: Germs, Haduik, Pruim, Froese-Kooijenga, Vaandrager, Trask

Opposed: Councillor Greenwood

Carried

12. Sask Lotteries Community Grant – Cathedral Bluffs Community Assoc.

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 complete Stage 3 of their recreation area. The funds will be used to purchase the following:

1. Two Player benches for the ball diamond \$1,000.00
2. Rocks for the Crockacurl Rink \$ 500.00
3. Two Glider Swings,
placed in shaded places along walking path \$6,554.26
4. Six Park Benches to be placed along the walking path \$7,192.80

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 **\$15,247.06** in Saskatchewan Lotteries Grant funding. This application would be eligible for funding from the R.M. of Corman Park 2020 Saskatchewan Lotteries Community Grant.

2020 Lottery Grant Funding

Approved 2020 RM grant funds \$30,651.00
Allocated grant funds to date:
- Dalmeny Seniors Association \$ 2,000.00
- Corman Park Horse Riders Ass'n \$12,510.00
Grant funding unallocated \$16,141.00

13. Sask. Lotteries Community Grant – Sask. Valley Riding Club

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. In this case the proposed expenditures meet all program requirements.

The Sask Valley Riding Club is seeking funding through the Saskatchewan Lotteries Community Grant Program to help with expenses relating to horsemanship clinics and events at various venues within the R.M. of Corman Park. These clinics will allow for individuals to advance and improve their horse skills and horsemanship. These activities are open to all members regardless of level of ability or their age. The grant money will be used to cover a large portion of the clinic costs and allow the members to attend at a reduced rate.

Attached is the Sask Valley Riding Club's 2020 application for **\$2,284.26** in Saskatchewan Lotteries Grant funding. This application would be eligible for funding from the R.M. of Corman Park 2020 Saskatchewan Lotteries Community Grant.

2020 Lottery Grant Funding

Approved 2020 RM grant funds \$30,651.00
Allocated grant funds to date:
- Dalmeny Seniors Association \$ 2,000.00
- Corman Park Horse Riders Ass'n \$12,510.00
Grant funding unallocated \$16,141.00

➤ **Recommendation:**

Prum: That Council receive the requests from the Cathedral Bluffs Community Association and the Sask. Valley Riding Club and approve the amount of \$2,284.26 for the Sask. Valley Riding Club with the remaining amount of unallocated funding approved for the Cathedral Bluffs Community Association plus the amount previously approved for the Dalmeny Seniors Association to be returned.

Carried Unanimously

14. Correspondence – Information Items

➤ **Recommendation:**

Greenwood: That the following items of correspondence be received as information:

- a) Statistics Canada's Business and Community Newsletter, February 2021
- b) Agricultural Health and Safety Network – 25 Year Award
- c) APAS in Action
- d) Trans Canada Trail – Seasonal Clean Up Grant
- e) Ranch Ehrlo Report March 2021

Carried Unanimously

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15. In-Camera – Legal Discussions – Brandt Tractor

In-Camera at 9:35 a.m.

➤ **Recommendation:**

Germs: That due to the nature of the matter, discussion pertaining to Brandt Tractor occur in-camera as per Section 16(1) of the *Local Authority Freedom of Information and Protection of Privacy Act*.

Carried Unanimously

Out of Camera at 10:04 a.m.

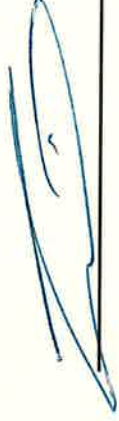
Pruim: That Council comes out of camera.

Carried Unanimously

16. Adjourn

Haduik: That the Administration Committee Meeting be adjourned at 10:04 a.m.

Carried Unanimously



Administrator