



111 Pinehouse Drive, Saskatoon &
 Live Streaming via GoToMeeting.com
 Monday, April 12, 2021
 Call to Order @ 10:30 a.m.
 Meeting Adjourned @ 11:33 a.m.
 Meeting Time: 1 hr 3 min.

Administration Committee Minutes

1. Present

Attending: Chairperson Chuhaniuk, Reeve Harwood, Councillors: Germs, Haduik, Greenwood, Pruiim, 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 10:30 a.m.

2. Agenda

The Committee approved the Administration Committee agenda with the following additions:

- 8. District #22 ADD Board Pest Control – Greenwood
- 9. Fire Bylaw – Greenwood

Greenwood: That the Administration Committee Agenda be approved.
Carried Unanimously

3. Administration Carryforward Action List

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

➤ **Recommendation:**

Haduik: That the Administration March 2021 Carryforward Action List be received.

Carried Unanimously

4. 2021 Assessment Notices

The R.M. of Corman Park has received our 2021 assessment values from the Saskatchewan Assessment Management Agency (SAMA). Provided below is a comparison of the R.M. of Corman Park’s 2020 & 2021 full assessment values:

	2021	2020	Assessment Change
Agriculture	\$ 555,235,200	\$ 446,153,800	\$109,081,400 Increase
Commercial	\$ 872,838,400	\$ 819,829,600	\$ 53,008,800 Increase
Residential	\$1,915,951,300	\$1,967,529,800	\$ (51,578,500) Decrease
Resource (Potash)	\$ 334,660,100	\$ 301,699,900	\$ 32,960,200 Increase
Totals	\$3,678,685,000	\$3,535,213,100	\$143,471,900

The date for mailing the 2021 assessment notices was April 9, 2021 in conjunction with the Saskatchewan Gazette advertisement declaring that the Assessment Roll is prepared and open for inspection from April 9, 2021 to June 9, 2021. Additional advertisements regarding the R.M. assessment roll will also appear on the R.M. website, R.M. spring newsletter, in the Clark’s Crossing Gazette and the Star Phoenix Bridges. This is a revaluation year so the assessment roll is open for 60 days. The opportunity to inspect or review assessment values and appeal the assessment is open to all ratepayers during this 60-day period. Assessment and appeal information is provided with the mailed assessment notices which can also be obtained at the R.M. office or on

the R.M. website. Included with each assessment notice was the Spring Newsletter, Assessment Appeal Form, Assessment Notice and Appeal Guide, and a SAMAView information sheet.

➤ **Recommendation:**

Greenwood: That Council receives as information that the 2021 Assessment Roll is prepared and open for inspection from April 9, 2021 to June 9, 2021 and that the 2021 assessment notices have been mailed to all ratepayers on April 9, 2021.

Carried Unanimously

5. 2018 Court of Appeals for Saskatchewan – Assessment Appeal Decisions
Freeborne Developments

Council was presented with results of the 2018 assessment appeals decisions recently completed by the Court of Appeal for Saskatchewan.

Background:

In 2018 Freeborne Developments appealed their commercial land assessments on the grounds that their commercial zoned land should be assessed as agriculture since it is currently being farmed. With Council approval these properties were rezoned from AG to M2 in 2011 to develop future industrial lots. The Board of Revision ruled in favor of Freeborne Developments, the Board realizes that the property may, in the future, have a higher assessed value and subsequent use but at the present time there is no question that the predominant use is cultivation, therefore proper classification is “other agricultural”.

Council will recall at their November 19, 2018 Council meeting they passed a motion for R.M. Administration to appeal the Boards decision to the SMB. R.M. Administration appealed on the grounds that the Board’s decision to change the property assessment classification from Commercial to Agriculture was an error and could create inequity amongst properties in the R.M. The subject property was purchased as agricultural land and knowingly rezoned to industrial land. According to *The Municipalities Regulations* Section 39(f)(i) only land and improvements – used or **intended** to be used for business purposes are to be classified as Commercial and Industrial. The Saskatchewan Municipal Board ruled in the R.M.’s favour and reinstated the 2018 tax classification to Commercial.

As a result of the three appeal decisions the Municipal tax levies increased for 2018 and 2019 by \$5,419.21. The revised assessments values are as follows:

	Original Taxable	Revised Taxable
	Agriculture	Commercial
NE 2-36-4 W3rd	\$454,795	\$826,900
SE 2-36-4 W3rd	\$446,160	\$811,200
SW 2-36-4 W3rd	\$292,415	\$535,300

The adjusted levy values are as follows:

	Municipal	Public School	Separate School	Total
2018				
NE 2-36-4-W3rd				
Revised Tax Levy	\$4,320.55	\$3,732.96	\$1,451.71	\$9,505.22
Original Tax Levy	<u>\$3,024.39</u>	<u>\$ 468.26</u>	<u>\$ 182.10</u>	<u>\$3,674.75</u>
Total Levy Increase	\$ 1,296.16	\$ 3,264.70	\$ 1,269.61	\$5,830.47
2019				
NE 2-36-4-W3rd				
Revised Tax Levy	\$4,375.13	\$3,888.50	\$1,296.17	\$9,559.80
Original Tax Levy	<u>\$3,609.48</u>	<u>\$ 487.77</u>	<u>\$ 162.59</u>	<u>\$4,259.84</u>
Total Levy Increase	\$ 765.65	\$ 3,400.73	\$ 1,133.58	\$5,299.96
2018				
SE 2-36-4-W3rd				
Revised Tax Levy	\$4,238.52	\$3,662.08	\$1,424.14	\$9,324.74
Original Tax Levy	<u>\$2,966.96</u>	<u>\$ 459.37</u>	<u>\$ 178.64</u>	<u>\$3,604.97</u>
Total Levy Increase	\$ 1,271.56	\$ 3,202.71	\$ 1,245.50	\$5,719.77

2019									
SE 2-36-4-W3rd	Municipal	Public School	Separate School	Total					
Revised Tax Levy	\$4,292.06	\$3,814.67	\$1,271.56	\$9,378.29					
Original Tax Levy	<u>\$3,540.95</u>	<u>\$ 478.54</u>	<u>\$ 159.50</u>	<u>\$4,178.99</u>					
Total Levy Increase	\$ 751.11	\$3,336.13	\$1,112.06	\$5,199.30					

2018									
SW 2-36-4-W3rd	Municipal	Public School	Separate School	Total					
Revised Tax Levy	\$2,796.94	\$2,416.56	\$939.77	\$6,153.27					
Original Tax Levy	<u>\$1,957.86</u>	<u>\$ 303.13</u>	<u>\$117.88</u>	<u>\$2,378.87</u>					
Total Levy Increase	\$ 839.08	\$2,113.43	\$821.89	\$3,774.40					

2019									
SW 2-36-4-W3rd	Municipal	Public School	Separate School	Total					
Revised Tax Levy	\$2,832.27	\$2,517.25	\$839.08	\$6,188.60					
Original Tax Levy	<u>\$2,336.62</u>	<u>\$ 315.76</u>	<u>\$105.25</u>	<u>\$2,757.63</u>					
Total Levy Increase	\$ 495.65	\$2,201.49	\$733.83	\$3,430.97					

Update:

Freeborne Developments Ltd. appealed the 2018 SMB decision to the Court of Appeal for Saskatchewan. The R.M. was successful and Freeborne Developments appeal was dismissed with costs. A copy of the Court's decision was attached for review. Costs are granted on the Court's tariff of costs.

➤ **Recommendation:**

Harwood: That Council receives the decision of the Court of Appeal for Saskatchewan on the Freeborne Developments Ltd. appeals as information.
Carried Unanimously

6. Municipal Reserve Funding Request – Hamlet of Cathedral Bluffs, Phase 4

Council has received a letter from the Hamlet of Cathedral Bluffs requesting Municipal Reserve Funding for the development of Phase Four, the family recreation area within the Hamlet of Cathedral Bluffs.

Overview of what was accomplished in Phase One:

1. Planning for and preparation of the area to begin the development. Surveying and mapping out the area, etc.
2. Communication with the Owners through the Annual Meeting and through Bluffs Bulletin to request volunteers for planning and work committees to assist with the project.
3. Costing out, choice and ordering of equipment.
4. Several community work days were organized to construct the playground equipment, put the boards and lights up around the rink and assist with flooding.
5. The playground equipment was installed and ready for use a short time before winter set in.
6. The cement pad for the rink was poured, the boards, netting and lights (using generators) were put up and the rink was flooded in time for the Christmas season.
7. The rubber padding for the sports court has arrived and will be installed over the concrete pad, on the May 24 & 25 weekend, for use during the summer for basketball volleyball, pickle ball, tennis and badminton etc.
8. This spring, timbers were installed around the playground equipment and the area was filled with sandbox sand to ensure a safe play area.
9. Water and electricity will be run to the site in the next month.
10. Preparations are being done to run a zip line across the west end of the site.

Overview of what was accomplished in Phase Two:

1. Planted 90 evergreen trees down the North and West side of the site. Trenched, laid landscape fabric, a dripline and mulched the rows of trees.
2. Tendered and hired 3twenty Modular to build a Chalet next to our sports court and skating rink.
3. Installed all utilities including: water, power and gas to the site.
4. Completed installation of the zip line and graded both ends to accommodate the use of the line for a wide range of ages.

5. Began initial plans for a walking path around the inside perimeter of the trees.

Overview of what was accomplished in Phase Three:

1. Planted 80 evergreen trees down the East and South sides of the site. Trenched, laid landscape fabric, a dripline and mulched the row of trees.
2. Tendered and hired Delta Construction to build and pave a road, parking lot and a sidewalk to the Chalet.
3. Completed extensive leveling of the entire area around both ends of the Zipline. The hills at the Zipline were built up and groomed to ensure safety and to accommodate usage. The areas around the Sports Court, the Chalet and playground area were leveled and groomed in preparation for establishing a durable, maintenance free area that can be enjoyed by people of all ages.
4. Built a concrete foundation for the Pavilion close to the play area. Because the price of lumber skyrocketed in the fall of 2020, contractors advised us to wait until spring 2021 to have the pavilion built. That costing is now complete and the tender has been offered to Zak's Home Hardware. Construction began on March 25, 2021 and will be complete by April 7, 2021.
5. To ensure access for our residents in wheelchairs and seniors with limited mobility we spent considerable time in fall of 2020 redesigning our walking path. After consultations with the RM we decided to retender this project and built an asphalt walking path. That tendering is in its final stages and work will begin as soon as the site is dry.
6. Determined the location of our ball diamond, had the backstop installed, and have purchased bleachers, player benches and all ball equipment. We are in the process of leveling the area as required. Members of the community have had several ball games since March 18, 2021.

Phase Four Proposals:

1. **Accessibility**—Currently have two residents in wheelchairs and two families with Special Needs children. The current demographics show that over 60% of our population is made up of seniors, most of whom are committed to remaining in their homes as long as possible. We are dedicated to ensuring that this site is accessible to everyone who chooses to use it. A paved walking path will help us achieve this goal. Total cost of **\$41,558.85**.
2. **Storage Garage**—Developing the first three stages of this project has required the use of several types of heavy equipment which disturbed the natural grass and overall contours of MR7. The placement of the Chalet, the road building and installation of utilities into the site had a significant impact. Excessive winds and drought that have plagued our Hamlet for the past five years. Reshaping the landscape is a long term investment that will ensure all parts of this area are functional throughout all seasons. In order to make all activities accessible and operative we have accumulated a significant amount of seasonable equipment that requires storage. Much of this equipment is currently being stored in owners' garages in the Hamlet. A storage garage is required to merge our equipment into one building. Total cost of **\$40,000.00**.
3. **Tree Planting**—Every year we make a concerted effort to enhance the shelter belt around MR7. This year we plan to begin to circle MR% with trees. A resilient shelter belt will enhance the use of the sports court in summer, for activities such as pickle ball and badminton. More trees will bring a different level of comfort to the outdoor rink in winter. A border of fast growing Okanese poplars will be planted around the perimeter of both municipal reserves. One hundred and thirty (130) free trees have been ordered from The Shand Power Project. We want our community and particularly our children to become more aware of how trees contribute to our environment by improving air quality, conserving water and supporting wildlife. Total cost of **\$26,355.00**.
4. **Park Entry and Dedication Sign**—At the Annual General Meeting in October, 2019, a motion was passed to dedicate the park to Ken and Helen Horsman. The community will be placing a sign with the dedication names and a message of appreciation. The community event will be held to celebrate the official opening of the park once COVID restrictions have been lifted. Total cost of **\$3,791.15**
5. **Reshaping the Landscaping**—Our goal is to clean up the leveling done last year and reseed the entire area of the park where most activity happens. The use of a hardy, drought tolerant grass will provide the

stability required. To accommodate this we plan to relevel, drill seed, and hydro mulch the area. Last year we did considerable work on the Zipline hills making them more accessible to different age levels. In 2021 Hydro mulch with tackifier will be used to hold grass on the hills to prevent blowing and mud buildup. Crusher dust will be used on the south and west side of the Chalet to increase parking, accommodate utility vehicles and provide a workable surface for volunteers to flood the rink, pump the septic tank and do general maintenance.. Total cost of **\$88,295.00**.

The cost for Phase Four, further development of a recreation area within the Hamlet of Cathedral Bluffs is **\$200,000.00**. The R.M. granted \$200,000.00 from the Municipal Reserve Fund in 2018 for Phase One, \$200,000.00 in 2019 for Phase Two and \$192,677.95 for Phase Three to be used towards the development of a recreation area.

A copy of the quotes has been attached.

➤ **Recommendation:**

Pruim: That Council approve the request from the Hamlet of Cathedral Bluffs asking for funding through the R.M.'s municipal reserve in the amount of \$200,000.00, to be used towards Phase Four, the development of a recreation area within the Hamlet of Cathedral Bluffs.

Carried Unanimously

7. Special Event Permit – Saskatchewan International Raceway

Background:

The Saskatchewan Drag Racing Association (SDRA) requests a Noise Bylaw Special Event Permit for the 2021 season, at the Saskatchewan International Raceway (SIR) from May 2 to September 26 (or alternate rain dates) on Saturdays from 8:00 a.m. to 10 p.m. and on Sundays from 8:00 a.m. to 6:00 p.m.

The Saskatchewan Drag Racing Association (SDRA) also requests approval to have liquor on premises, in conjunction with SLGA regulations, for the 2021 season at the Saskatchewan International Raceway (SIR) for the following days or alternate rain dates:

Sunday	May 2	8am – 6pm
Saturday	May 8	8am – 10pm
Friday	May 28	8am – 10pm
Saturday	May 29	8am – 10pm
Sunday	May 30	8am – 6pm
Friday	June 11	8am – 10pm
Saturday	June 12	8am – 10pm
Sunday	June 13	8am – 6pm
Friday	July 9	8am – 10pm
Saturday	July 10	8am – 10pm
Sunday	July 11	8am – 6pm
Friday	July 23	8am – 10pm
Friday	August 6	8am – 10pm
Saturday	August 7	8am – 10pm
Sunday	August 8	8am – 6pm
Wednesday	August 18	5pm – 10pm
Thursday	August 19	8am – 10pm
Friday	August 20	8am – 10pm
Saturday	August 21	8am – 10pm
Saturday	September 11	8am – 10pm
Sunday	September 12	8am – 6pm
Sunday	September 19	8am – 6pm
Sunday	September 26	8am – 6pm

➤ **Recommendation:**

Germs: That Council approve the request for Noise Bylaw Special Event Permit for the Saskatchewan Drag Racing Association (SDRA) 2021 season at the Saskatchewan International Raceway (SIR).

Carried Unanimously

8. Correspondence – Action Items

a) SARM – Saskatchewan Crime Stoppers

Founded in 1987, Saskatchewan Crime Stoppers has been assisting police forces throughout the province in solving crimes, seizing drugs and recovering stolen property. Crime Stoppers is a civilian, non-profit organization that creates safer communities by giving the public a way to anonymously report criminal activity to law enforcement. The success of this program continues to help make communities safer places to live. In 2020, there were over 2,630 tips received which lead to 105 charges laid. This resulted in \$42,830 in property recovered and \$28,915 in drugs seized. For additional information please read the enclosed February 2021 Newsletter.

Saskatchewan Crime Stoppers has continually received financial support from urban and rural municipalities through the **voluntary sponsorship program**. The R.M.'s financial contribution of \$200 ensures Crime Stoppers can continue an effective program to fight crime.

Attached was the 2021 Requisition for Voluntary Levy of \$200.

The Municipality pays the Voluntary Requisition Levy of \$200 annually.

➤ **Recommendation:**

Harwood: That Council receives the information bulletin provided by Saskatchewan Crime Stoppers and contributes the 2021 Voluntary Requisition of \$200 to Saskatchewan Crime Stoppers.

Carried Unanimously

b) Agricultural Health and Safety Network – AGM & 25 Year Award

The Agricultural Health and Safety Network thanked the R.M. for the continued support and has sent a 25 Year Award.

Council is invited to bring the award to the Agricultural Health and Safety Network AGM where they will take a picture or screenshot of each group. The AGM will be held virtually in conjunction with SARM on April 22, 2021 from 2:00 pm – 3:00 pm.

➤ **Recommendation:**

Trask: That Council accept the correspondence from the Agricultural Health and Safety Network regarding their AGM and 25 Year Award and that Reeve Harwood attend on behalf of the R.M.

Carried Unanimously

9. Correspondence – Information Items

The Saskatchewan Rural Crime Watch Association is a grass roots non-profit association, incorporated in November of 2020. The goal is to provide advocacy and services to local Rural Crime Watch groups across the province. The SRCWA is currently operating with an acting Board of Directors and once membership is developed, an Annual General Meeting will be arranged where elections of a newly formed Board would take place.

The Saskatchewan Rural Crime Watch Association is currently working with the Ministry of Corrections, Policing and Public Safety for grant funding which will assist with startup costs including insurance and branding. The Association have also secured funding from the Ministry of Corrections, Policing and Public Safety to purchase 700 rural crime watch signs to be distributed across the province like the ones handed out at the 2020 SARM Annual Convention.

They are asking local Rural Crime Watch groups to become members. The membership fee, in the inaugural year, will be \$50.00. There are Rural Crime

Watch groups within the R.M. of Corman Park but the R.M. is not involved with them directly.

➤ **Recommendation:**

Harwood: That the correspondence from the Saskatchewan Rural Crime Watch Association be received as information and that the membership fee of \$50.00 be remitted.

Carried Unanimously

10. ADD Board

Councillor Greenwood provided an update regarding the District #22 ADD Board meeting he attended.

➤ **Recommendation:**

Greenwood: That Pest Control Officer, Neil Mooney be invited to attend a future Committee meeting.

Carried Unanimously

11. Fire Bylaw

Councillor Greenwood brought forward some questions regarding the Fire Bylaw and how best to distribute information to ratepayers.

Discussion ensued and Administration provided information.

12. In-Camera – Legal Discussions – Union Negotiations

In-Camera at 11:04 a.m.

➤ **Recommendation:**

Pruim: That due to the nature of the matter, discussion pertaining to Union Negotiations 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 11:30 a.m.

Harwood: That Council comes out of camera.

Carried Unanimously

13. Grant Funding

➤ **Recommendation:**


Trask: That the R.M. provide notice to SARM that we will not utilize previously approved RRRIG funding related to the TWP 390 project.

Carried Unanimously

14. Adjourn

Trask: That the Administration Committee Meeting be adjourned at 11:33 a.m.

Carried Unanimously



Acting Administrator

cc