



111 Pinehouse Drive, Saskatoon & Live Streaming via GoToMeeting.com  
Monday, July 5, 2021  
Call to Order @ 8:32 a.m.  
Meeting Suspended @ 9:38 a.m.  
Meeting Resumed @ 11:06 a.m.  
Meeting Adjourned @ 11:16 a.m.  
Meeting Time: 1 hr 16 min.

**Administration Committee Minutes**

**1. Present**

**Attending:** Chairperson Chuhaniuk, Reeve Harwood, Councillors: Germs, Haduik, Greenwood, Prum, Froese-Kooijenga, Vaandrager and Trask (Electronically).

**Regrets:**

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

Chairperson Chuhaniuk called the meeting to order at 8:32 a.m.

**2. Agenda**

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

- 10. Bylaw Enforcement – Councillor Chuhaniuk

Haduik: That the Administration Committee Agenda be approved.

**Carried Unanimously**

**3. Administration Carryforward Action List**

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

➤ **Recommendation:**

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

**Carried Unanimously**

**4. Asquith Fire Department Funding Request**

The Asquith Fire Department has been endeavouring to continually upgrade its equipment, vehicles, fire hall and training to provide the best emergency services it can to the surrounding communities. In the past, the Asquith Fire Department has held a large annual fundraiser and has received a good head start in building a fire hall addition. Covid-19 has put an immediate stop to all fundraising, however the fire hall addition still requires in floor heating, a boiler system, and a cement floor to be poured, as well as the walls to be boarded.

The Asquith Fire Department would like to ask the R.M. of Corman Park to consider instituting an annual fire capital amount that would assist in capital costs for the Fire Department.

The Asquith Fire Department does assist other regional fire departments (Warman, Langham, Dalmeny, Martensville, and Osler) from time to time but are currently not part of the North Corman Park Fire Chief's Association, and does not receive any funding from the R.M. The R.M. of Corman Park contributes \$400,000 annually to the North Corman Park Fire Chief's Association (\$80,000 to each municipality) for capital investment.

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**Update:**

At the June 14, 2021 Council Meeting, administration was directed to gather additional information before determining a course of action.

The North Corman Park Fire Chief's Association was formed in the early 1980's, Asquith was not part of this group as they are not considered part of the north region. Smaller Fire Departments would have to establish their own relationships and mutual aid. The R.M. contacted other surrounding municipalities in the area and confirmed that Langham and Dalmeny do not make annual capital contributions. The Delisle Fire Commission does make an annual contribution of \$19,200 which is based on a per capita allocation.

The R.M. of Corman Park has provided the Town of Asquith with an Annual Recreation Grant of \$842.00, but has provided no other financial assistance.

Below is a summary of the number of billable fires the Asquith Fire Department has assisted in the R.M.

	# of Fires Billed	# Assisted by Asquith	
2019	59	2	
2020	53	1	
2021	11	2	
Total	123	5	4.07%

➤ **Recommendation:**

Trask: That Council approve a one-time contribution of \$5,000 to the Asquith Fire Department in 2021 and reassess in 2022 based on the number of fires responded to by the Asquith Fire Department.

**Carried Unanimously**

**5. Municipal Reserve Funding Request – Corman Park Horse Rider's Association**

Council has received an email from the Corman Park Horse Rider's Association requesting Municipal Reserve Funding to alleviate a safety concern with the driveway at the Grasswood Horse Park.

The Corman Park Horse Rider's Association is requesting funding to create a 60 foot longer entrance into the park to alleviate this safety issue. The 60 foot longer entrance will incorporate a pedestrian gate which will remain open year round and parking for approximately 10 vehicles just outside of the park gates.

Two quotes, to increase the distance between Preston Avenue and the gates into the Grasswood Horse Park, are attached.

Country Yard Creations Inc.    \$4,250.00 plus taxes  
 CKQ Fence Construction        \$1,800.00 plus taxes

A copy of the proposed project is also attached.

Council has approved funding from the Municipal Reserves for the Corman Park Horse Rider's Association in the amount of \$179,000.00 in previous years.

2013 Riding Park	\$ 45,000.00
2014 Riding Park	\$ 32,000.00
2018 Riding Park	<u>\$102,000.00</u>
TOTAL	\$179,000.00

The Municipal Reserve Fund is as follows:

Balance @ Dec 31/20	\$2,009,192.00
City of Martensville	-\$250,000.00
Cathedral Bluffs-Phase 4	-\$200,000.00
2021 Reserve Fees Collected	+\$203,790.85
Balance as of June 30/21	\$1,762,982.85

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➤ **Recommendation:**

Chuhaniuk: That Council approve the request from the Corman Park Horse Rider's Association asking for funding through the R.M.'s municipal reserve to be used towards the development of a longer driveway to the Grasswood Horse Park in the amount of \$1,800 plus taxes.

**Carried Unanimously**

**6. Sask. Lotteries Community Grant Program – Country Kids Cooperative Preschool**

**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 Country Kids Cooperative Preschool is seeking funding through the Saskatchewan Lotteries Community Grant Program to help with expenses relating to hiring a teacher assistant position. Due to Covid, the preschool program could not have a different parent volunteer helper every day. A teacher assistant will be hired to assist the teacher, along with sanitizing and keeping the preschool clean for the children. The grant money would be used to pay the teacher's assistant's salary and offer a reduction to the tuition paid by families. This would make it more affordable for parents to send their children to preschool.

Council was presented the Country Kids Cooperative Preschool's 2021 application for **\$8,953.00** in Saskatchewan Lotteries Grant funding. This application would be eligible for funding from the R.M. of Corman Park 2021 Saskatchewan Lotteries Community Grant, \$30,651.00.

➤ **Recommendation:**

Chuhaniuk: That Council defer the application from the Country Kids Cooperative Preschool for funding through the 2021 Saskatchewan Lotteries Community Grant Program for further information regarding the budget worksheet and to confirm the necessity of hiring a teacher's assistant due to the removal of Covid 19 restrictions.

**Carried Unanimously**

**7. Delegation – 9:00 a.m. – Kevin Aebig – South Corman Park Recreation Centre Concept**

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

Included was a feasibility study completed by Colliers outlining the Operating Model, Operating Costs and Financial Model.

Discussion ensued with further information to be brought back to the September Administration Committee Meeting.

*The Administration Committee Meeting was suspended at 9:38 a.m. to go the Planning Committee Meeting.*

*The Administration Committee meeting was resumed at 11:06 a.m.*

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**8. Correspondence – Action Items**

The Saskatchewan Federation of Police Officers is seeking support from the municipality by way of advertisement in the 14<sup>th</sup> Annual Crime Prevention Guide. This years' publication will be focusing on "Suicide Awareness", designed to help prevent suicides by recognizing the signs and behaviours of children and adults that may be at risk.

Proceeds raised help the Saskatchewan Federation of Police improve Law Enforcement in the Province, attend Annual Police Memorials and support other community organizations.

Attached was a letter of request and rate sheet outlining the costs of various ad sizes.

➤ **Recommendation:**

Harwood: That Council defer the request from the Saskatchewan Federation of Police Officers to support the organization by placing an advertisement in the 14<sup>th</sup> Annual Crime Prevention Guide to the July 12, 2021 Council meeting.  
**Carried Unanimously**

**9. Correspondence – Information Items**

➤ **Recommendation:**

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

- a) June 2021 Edition of Municipalities Today
- b) Statistics Canada's Business and Community Newsletter
- c) APAS in Action – June 2021

**Carried Unanimously**

**10. Bylaw Enforcement**

Councillor Chuhaniuk brought forward a question regarding the Bylaw Enforcement Process.

Discussion ensued.

**11. Adjourn**

Froese-Kooijenga: That the Administration Committee Meeting be adjourned at 11:16 a.m.

**Carried Unanimously**



Acting Administrator

