



### Administration Committee Minutes

1. **Present**

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

**Regrets:** Councillor Pruijm

**Staff:** Adam Tittlemore, Administrator; 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.

Trask: That the Administration Committee Agenda be approved.

**Carried Unanimously**

3. **Administration Carryforward Action List**

The Committee was presented the December 2020 Administration Carryforward Action List.

➤ **Recommendation:**

Haduik: That the Administration December 2020 Carryforward Action List be received.

**Carried Unanimously**

4. **Tax Exemption Application – Varzari Trading Ltd.**

Council was presented with a tax exemption application for consideration of approval from Varzari Trading Ltd., a steel service center and metals processing business. The application for tax exemption was received on December 18<sup>th</sup>, 2020 for an existing manufacturing office and warehouse built in 2019, the combined space is 133,000 sq. ft. The building permit was issued January 31, 2019 (foundation only) and the full building permit was issued on June 20, 2019.

The purpose of the tax exemption policy is to foster industrial and commercial economic development. 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).

Council may, by agreement, provide tax exemptions to a new or existing business under the conditions set out in the R.M. Tax Exemption Policy FI-002.

If approval is granted, 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%

If tax exemption would have been approved, below is an estimated breakdown of the tax exemptions:

	Municipal	Public School	Total Exemption
Year 1 (75%)	\$59,292.00	\$70,262.87	\$129,554.88
Year 2 (50%)	\$39,528.00	\$46,841.92	\$ 86,369.92
Year 3 (25%)	\$19,764.00	\$23,420.96	\$ 43,184.96

Approval is not recommended as the applicant is not in compliance with Policy FI-002 Tax Exemption Policy due to the fact that the application for tax exemption has been received well over a year after the issuing of the full building permit.

If Council were to approve Varzari trading Ltd.'s application, a separate application must be sent to the Provincial Government for approval to abate the public school portion.

➤ **Recommendation:**

Greenwood: That Varzari Trading Ltd located on Lot 8, Block 5, NE 19-37-5 W3rd Plan 101953919, 6.10 acres, be approved to enter into a tax exemption agreement for the 2021 taxation year at a 25% level.

Recorded Vote:

For: Chairperson Chuhaniuk, Reeve Harwood, Councillors: Haduik, Greenwood, Froese-Kooijenga, Vaandrager

Opposed: Councillors: Germs, Trask

**Carried**

**5. Delegation – 9:00 a.m. – Kirk Cherry (Concorde Group) – Bizhub Industrial Park – New Policy Request**

Council was presented 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.

**Background:**

Representative for Bizhub Industrial Park Mr. Cherry would like Council to consider options for supporting RM developers with tax incentives and is proposing the following two options:

- 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:

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M-11 (a)

	<b>Municipal</b>	<b>Public School</b>	<b>Total</b>
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
<b>Totals</b>	<b>54,461.14</b>	<b>\$64,534.61</b>	<b>\$118,995.75</b>

The R.M. does have 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.

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 cancelations, reductions, refunds or deferral of taxes based on any of following points:

**274(1)** Subject to subsection (11), 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).

➤ **Recommendation:**

Greenwood: That further information be brought to the February Administration Committee Meeting.

**Carried Unanimously**

AP

**6. Delegation 9:30 a.m. – Ken Menz – Tax Abatement Request**

Ken and Doreene Menz are the owners of 2150 and 2180 Pearson Street, located within the Organized Hamlet of Furdale, in the R.M. of Corman Park. Prior to 2018 these lots were a single 10.49 acre country residential parcel, owned by the Menz's, subsequently subdivided into two parcels, of 5.41 acres and 5.08 acres respectively. The Menz's continue to own both properties. Correspondence was received via email dated December 29, 2020 requesting that Council cancel taxes applicable to the newly subdivided lot until such time that the property may change hands.

Subdivision History

The R.M. received a subdivision application referral for the original 10.49 acre lot through the Community Planning Branch of the Ministry of Government Relations on June 20, 2018. The request was for two lots to be created, of 5.41. Noted within the referral letter were requirements for a servicing agreement to be entered into for provision of capital costs, as well as a required dedication of Municipal Reserve lands or cash in lieu, equal to 0.206 hectares (0.509 acres).

Revised plans of proposed subdivision were subsequently received from the Menz's surveyor on June 29, 2018 and again on August 14, 2018 for consideration.

The subdivision application was brought forward to the Corman Park-Saskatoon District Planning Commission on August 1, 2018, and to R.M. Council on August 20, 2018 where it received approval, subject to the following conditions:

*Haduik: That the application of Kenneth & Doreene Menz to subdivide a 2.06 ha (5.08 acre) parcel from Parcel '4', NE 6-36-5-W3 for the purpose of creating one new residential yard site as shown on the revised Plan of Proposed Subdivision submitted by Meridian Surveys Ltd. dated August 14, 2018 be APPROVED, subject to:*

- i. Obtaining the necessary approvals and complying with the requirements and recommendations of all government ministries and agencies including but not limited to the Saskatchewan Health Authority;*
- ii. The construction of any buildings on the site shall require the approval of a development permit and building permit from the R.M. of Corman Park;*
- iii. The applicant being solely responsible for all of the costs related to the subdivision;*
- iv. Access to the new parcel must be constructed subject to consultation with, and approval from, the R.M. Director of Public Works, including upgrading Pearson Street to a chip sealed standard to match the existing road structure 45 m past the approach, or to the western edge of the property line, whichever comes first, and provision of an adequate chip sealed apron for the property approach into the lot;*
- v. A qualified septic installer or equivalent will be required to perform a detailed site investigation of the property as described by the Saskatchewan Onsite Wastewater Disposal Guide or conduct a full hydrogeological investigation. Registration of hydrogeotechnical report, as required, on the titles of the affected properties;*
- vi. The installation of any new plumbing and sewage systems shall be permitted, inspected and approved by the Saskatchewan Health Authority; and*
- vii. The applicant entering into a servicing agreement to prescribe the standards for property servicing and remission of a subdivision servicing fee for the new residential parcel being created.*

**CARRIED UNANIMOUSLY**

Further to the MR requirements outlined by the Ministry of Government Relations, R.M. Administration searched history on the property and found that MR had previously been provided for in 1983, and was able to have the 0.206 hectare requirement removed.

Certificate of Approval for the subdivision from the Ministry of Government Relations was received on October 25, 2018, after which the Menz's had up to one year to raise titles to the new lots. Titles were raised on April 4, 2019.

Subdivision Fees

Subdivision service fees were required to be paid on the property amounting to \$6560 as a condition of Council's approval, which is standard according to Council Policy PD-002.

Road Buildup

As Pearson Street in Furdale ceased to be all weather and chip seal at the driveway to the existing lot a condition of Council was put in place to require a chip seal road to the newly created lot. In discussions with the Furdale Hamlet Board they agreed to cover the cost of the actual chip seal if the Menz's completed needed preparatory work, including provision of base gravel. The roadway was agreed to be built to match existing road standards in Furdale, rather than the 2018 standard. Appropriate road standards completed to service new properties at the cost of the developer is another standard condition of approval of Council.

Assessment and Taxation History

Based on the timing of the new titles being raised by the Menz's occurring in April of 2019, the 2019 Assessment Notice did not reflect the newly created lots. As a result of this timing there were no additional taxes assessed on the new lots until the 2020 tax year. This is consistent with how assessment and taxation is applied throughout the R.M., and essentially provided a one year abatement of taxes on the new property. Timing of titles was discussed with the Menz's at the time of subdivision, as concerns were raised with future taxation at that time.

Assessed values and taxation of the old and new lots can be found below:

<b>Assessed Land Values</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
2150 Pearson Street	\$396,800	\$396,800	\$383,900
2180 Pearson Street	N/A	\$0	\$382,600

<b>Taxation On Land Only</b>	<b>Municipal</b>	<b>Public School</b>	<b>Total</b>
<b>2018</b>			
2150 Pearson Street (10.49 Acres)	\$1,311.82	\$1,307.85	\$2,619.67
<b>2019</b>			
2150 Pearson Street (10.49 Acres)	\$1,328.39	\$1,307.85	\$2,636.24
<b>2020</b>			
2150 Pearson Street (5.41 Acres)	\$1,285.21	\$1,265.33	\$2,550.54
2180 Pearson Street (5.08 Acres)	\$1,280.85	\$1,261.33	\$2,541.90

Other

Referred to in the Menz's correspondence is an abatement on another lot in Furdale in 2014-2015. No abatement was provided, and there have been no instances of abatements provided in Furdale, or any other areas of the R.M. since at least 2013 in this type of situation. This lot was in the same situation as the Menz's, where based on timing of titles being raised there was a year of no assessment/taxation. Timing of sale of property was merely a coincidence.

➤ **Recommendation:**

Trask: That Council deny the request of Ken and Doreene Menz for a tax abatement.

**Carried Unanimously**

*Meeting Break 9:54 a.m. to 10:04 a.m.*

**7. Tax Abatement Request – John Christensen & Lim Kheng**

Council was presented with a request from John Christensen to review and consider a tax abatement for a portion of his 2020 property taxes levied on a dwelling on lot 16, block 7. SE 31-35-5-W3rd, in the Organized Hamlet of Riverside Estates.

**Background:**

On June 11, 2018 a building permit was issued for a new dwelling for this particular property. Municode's first inspection was on August 4, 2018. In 2019, the land was only assessed and in 2020, the new dwelling was assessed at 70% complete.

Mr. Christensen has been living overseas for the past 23 years, and planned to move back to Saskatchewan and occupy their new dwelling the 1<sup>st</sup> quarter of 2020. With COVID restrictions, border lock downs and construction delays they moved into their home mid-December. Mr. Christensen has requested a tax abatement, as he feels it is unfair to pay a full year of taxes on a home only occupied for 2 weeks, even if it is assessed at 70% complete. Mr. Christensen is asking for a tax abatement of his municipal taxes on the dwelling equal to 50% the 2020 levy.

According to *Section 274 of the Municipalities Act* Council may, consider a tax cancellation. If Council considers a tax cancellation or refund for the portion of taxes levied as requested the breakdown would be as follows:

	<b>Municipal</b>	<b>Public School</b>	<b>Total</b>
Requested Abatement (50% dwelling)	\$1,135.23	\$0	\$1,135.23

The Organized Hamlet of Riverside Estates receives 40% of the municipal levy. If Council were to consider an abatement, the hamlet board should be consulted as well.

➤ **Recommendation:**

Trask: That Council deny the request of John Christensen for a tax abatement for a portion of his 2020 property taxes levied on a dwelling on Lot 16, Block 7. SE 31-35-5-W3rd, in the Organized Hamlet of Riverside Estates.

**Carried Unanimously**

**8. Organized Hamlets Annual General Meeting Minutes - 2020**

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 2020 Annual General Meeting of the following Organized Hamlets:

- Beaver Creek
- Casa Rio
- Cathedral Bluffs
- Discovery Ridge
- Eagle Ridge
- Merrill Hills – Still to Come

- Neuhorst
- River's Edge
- Riverside Estates

The Organized Hamlets of Cedar Villa and Furdale opted not to have an Annual General Meeting in 2020 due to COVID 19.

All of the Minutes and the emails from Cedar Villa and Furdale have been submitted to the Ministry as per legislation and posted to the R.M. website for public information.

➤ **Recommendation:**

Germ: That Council receives the Minutes for the 2020 Annual General Meeting of each Organized Hamlet within Corman Park as information.

**Carried Unanimously**

**9. Fire Services Bylaw**

The R.M. of Corman Park contracts fire services through the urban municipalities within the R.M. boundaries. A portion of the services are paid as an annual retainer for proportional coverage of fixed costs, and the remaining portion of services is charged to the R.M. on at an hourly rate when service is provided. The current practice is the bill property owners directly for services provided by fire departments, to a maximum of \$30,000. This was a change made in the fall of 2019 based on requests from ratepayers for certainty of costs for insurance purposes.

Section 8 of the current bylaw pertains to fire protection charges and how they are handled in the R.M.

**SECTION 8. FIRE PROTECTION CHARGES**

- 8.1 Upon Fire Protection Services being provided on a parcel of land within the Municipality's boundaries, the Municipality may, in its sole and absolute discretion, invoice Fire Protection Charges to any or all of the following persons, namely:
  - (a) the person or persons causing or contributing to the fire; or
  - (b) the owner or occupant of the parcel of land;All persons charged are jointly and severally liable for payment of the Fire Protection Charges to the Municipality.
- 8.2 Notwithstanding any other provision herein, the Municipality shall be responsible for firefighting charges where a response occurs to a Controlled Burn that was properly reported under the provision of this Bylaw, where a response is deemed to be a false alarm, or where a fire starts on municipal lands.
- 8.3 Excepting where contraventions of this Bylaw have occurred, including, but not limited to burning during a Fire Ban, Fire Protection Charges shall be charged to a maximum of \$30,000 per person and/or property per incident.
- 8.4 Fire Protection Charges shall be paid within sixty (60) days of receipt.
- 8.5 Collection of unpaid Fire Protection Charges may be undertaken by civil action in a court of competent jurisdiction, and any civil action does not invalidate any lien which the Municipality is entitled to on the parcel of land in respect of which the indebtedness is incurred.
- 8.6 The Municipality may add to the tax roll of the parcel of land all unpaid Fire Protection Charges in accordance with *The Municipalities Act*.

At the 2020 fall strategic planning session the current structure of the fire service charges was discussed, with Council requesting discussion be brought forward on the topic. Discussion points included potential changes to fire service charges to be covered in a general tax levy and not based on the current user pay system, and potential changes under the current maximum charge structure to exempt certain properties (Commercial, Industrial).

At the December 21, 2020 Council Meeting, Council made the following resolution:

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*“Trask: That the Fire Services Bylaw No. 34/20 be amended to not include commercial/industrial properties, based on zoning and/or tax class, in the \$30,000 exemption clause and that invoicing be completed based on where the fire was fought vs where the fire started.*

*Recorded Vote:*

*For: Reeve Harwood, Councillors: Chuhaniuk, Haduik, Pruijm, Trask*

*Opposed: Councillors: Germs, Greenwood, Froese-Kooijenga, Vaandrager  
CARRIED”*

Based on feedback from December meetings, attached is a draft bylaw for Council's consideration

➤ **Recommendation:**

Trask: That Council receives this item as information and approve as presented the amended Fire Services Bylaw.

Recorded Vote:

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

Opposed: Councillors: Germs, Greenwood

**Carried**

**10. Keeping of Animals in Subdivisions Bylaw 10/15 Proposed Amendment**

At the November 3, 2020 Hamlet of Beaver Creek Annual General Meeting, a motion was passed to request changes to the Keeping of Animals in Subdivisions Bylaw 10/15 in order to allow the keeping of chickens within the Hamlet of Beaver Creek.

The amendment would be the addition of Subsection 2.11 as follows:

2.11 Notwithstanding Subsection 2.3, keeping of Poultry shall be permitted in the Organized Hamlet of Beaver Creek in accordance with the following schedule:

Parcel Size	Maximum Number of Poultry Animal Units Permitted
0.0 ha to 2.4 ha (5.93 ac)	0
greater than 2.4 ha (5.93 ac)	1

No roosters shall be allowed within the Hamlet of Beaver Creek.

2.12 All Livestock and Poultry kept in accordance with the above provisions shall be properly cared for and confined to the property.

2.13 Any shelter or structure erected for the purpose of keeping Livestock or Poultry shall be erected in accordance with the provisions of the building and zoning bylaws of the Municipality.

2.14 Bylaw No. 10/15 is hereby repealed.

➤ **Recommendation:**

Haduik: That Council review the proposed amendments to the Keeping of Animals in Subdivisions Bylaw 10/15 and give three readings to Bylaw 04/21.

**Carried Unanimously**

**11. Correspondence – Action Items**

**a) Hudson Bay Route Association Membership Invoice**



The membership fee for RMs is \$300.00 per year.

Council has declined membership to the HBRA since 2011.

➤ **Recommendation:**

Harwood: That Council accept the correspondence from the Hudson Bay Route Association and decline membership.

**Carried Unanimously**

12. **Correspondence – Information Items**

➤ **Recommendation**

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

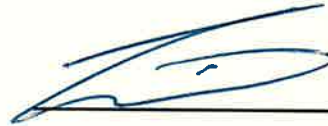
- a) Prairie Central District December 2020 Update

**Carried Unanimously**

13. **Adjourn**

Haduik: That the Administration Committee Meeting be adjourned at 10:35 p.m.

**Carried Unanimously**



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**Administrator**