



**Administration Committee Minutes**

**1. Present**

Chairperson: Wendy Trask

Reeve Judy Harwood

Councillors: John Saleski - Electronically  
Lyndon Haduik  
David Greenwood  
Art Pruum  
Bas Froese-Kooijenga  
Calvin Vaandrager

**Absent:** John Germs

**Staff:** Ken Kolb, Chief Administrative Officer  
Scott Bastian, Director of Corporate Services  
Wade Gasmol, Director of Infrastructure and Public Works  
Audrey Shoard, Treasury/Corporate Records Clerk  
Joanne Bradley, Executive Assistant  
Cynthia Sotnikow, Manager of Public Works Administration

Chairperson Trask called the meeting to order at 8:34 a.m.

**2. Agenda**

The Committee approved the Administration Committee Agenda as presented.

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

**3. Administration Carryforward Action List**

The Committee was presented the Administration Carryforward Action List.

➤ **Recommendation:**

Pruim: That the Administration Carryforward Action List be received.  
**Carried Unanimously**

**4. AD 23-001 – 2024 Saskatchewan Lotteries Community Grant (SLCG) Application**

**Background and Description**

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

Eligible projects must take place between April 1, 2024 and March 31, 2025. The deadline for organizations to apply to Corman Park to be considered for funding is October 1, 2024.

For 2024, Corman Park will receive \$57,463.00 dollars through the funding program, with \$23,682.63 of this amount to be distributed to surrounding municipalities. Since 2013, Corman Park has distributed funding to adjacent urban municipalities based on population, the exception being Warman and Martensville as these are larger communities that already receive significant Saskatchewan Lotteries funding and are capped at \$7,500 each.

Municipality	Community Allocation Based on % of Population	Current Allocation received from Lotteries Grant
Asquith	\$1,051.57	\$6,833.00
Clavet	\$689.55	\$4,927.00
Dalmeny	\$2,706.50	\$19,338.00
Langham	\$2,321.50	\$16,622.00
Martensville	\$7,500.00	\$77,008.00
Osler	\$1,913.51	\$13,698.00
Warman	\$7,500.00	\$90,659.00
Corman Park	\$33,780.37	
<b>Total</b>	<b>\$57,463.00</b>	

Provided below is a summary of Sask Lotteries Community Grant payments that have been distributed over the last 2 years.

**2022**

App #	Organization Name	Amount Applied For	Amount Approved by Council & Spent	Type
#1-2022	South Corman Park Comm Ass'n	\$3,600.00	\$3,600.00	Expenses for Spring Fling
#2-2022	Merrill Hills Community Ass'n	\$ 150.00	\$ 150.00	Expenses for Little Library
#3-2022	Sask Valley Riding Club	\$1,500.00	\$1,500.00	Horsemanship Clinics/Events
#4-2022	Langham Skating Club	\$7,500.00	\$7,500.00	Coaching Fees, rink fees
#5-2022	Mirror Image Vaulters	\$2,000.00	\$3,000.00	Upgrade Equipment
#6-2022	Twin Rivers Music Festival	\$1,000.00	\$2,000.00	Music Festival
#7-2022	Dalmeny Seniors Association	\$3,600.00	\$3,600.00	Health & Fitness Programs
#8-2022	Cathedral Bluffs Comm. Ass'n	\$4,275.69	\$3,134.66	Family Fun Day
#9-2022	Merrill Hill Community Ass'n	\$1,750.00	\$2,500.00	Bulletin Bd & Benches
#10-2022	Corman Park Horse Riders' Ass'n	\$3,200.00	\$3,200.00	Program Coordinator

Lottery Funds Received	\$30,651.00
Lottery Grant Applications Approved	\$30,184.66
Total Lottery Funds Remaining	\$466.34

**2021**

App #	Organization Name	Amount Applied For	Amount Approved by Council & Spent	Type
#1-2021	Country Kids Cooperative Preview	\$8,953.00	\$4,476.50	Expenses for Teacher's Ass't
#2-2021	Dalmeny Senior's Association	\$3,000.00	\$3,000.00	Expenses-Senior's Programs
#3-2021	Sask Valley Riding Club	\$1,950.00	\$1,950.00	Horsemanship Clinics/Events
#4-2021	Twin River's Music Festival	\$1,000.00	\$3,000.00	Music Festival
#5-2021	Cathedral Bluffs Comm. Ass'n	\$1,611.98	\$1,766.21	Grand Opening of Park
#6-2021	Cathedral Bluffs Comm. Ass'n	\$16,305.06	\$16,459.29	Park Development

Lottery Funds Received	\$30,652.00
Lottery Grant Applications Approved	\$30,652.00
Total Lottery Funds Remaining	\$0.00

Financial

The RM's current SLCG allocation is \$30,652.00 and has been included in the annual budget.

The RM has been able to allocate all the funds to date, with the exception of 2022 (\$466.34 remaining).

➤ **Recommendation:**

Greenwood: That the 2024/2025 Saskatchewan Lotteries Community Grant Program current allocation method be kept status quo, and that the \$57,463.00 funding amount be received as information.

**Carried Unanimously**

5. **AD 23-002 – Organized Hamlet of Eagle Ridge Estates Special Tax Levies**

**Background**

At its June 13, 2022 meeting, RM Council approved a recommendation for two special tax levies for the Organized Hamlet of Eagle Ridge Estates. One levy was dedicated to a road tax in the amount of \$31,200, the other a waste and recycling tax in the amount of \$8,723. Both levies were applied to the 26 properties within the hamlet.

**Discussion**

Section 70(1) of *The Municipalities Act* (Act) states that "on or before March 1 in any year, the hamlet board may request a special levy within the organized hamlet and the council shall make the levy." Subsection (2) states that "on receipt of a request pursuant to subsection (1), the council shall levy the required special levy, and a sum equal to 85% of that levy, or another percentage agreed to by the council and the hamlet board, shall be added to the hamlet account mentioned in section 69."

Administration corresponded with the board of the Eagle Ridge Estates hamlet to confirm that the \$31,200 road levy and the \$8,723 garbage and recycling levy remain in place for 2023. The road levy, applied to the 26 properties in the hamlet, is to be used for future capital road upgrades and has been in place since 2020. The garbage and recycling levy, applied to all 26 properties in the hamlet, is used to provide the cost of Loraas Disposal waste and recycling cart service in the hamlet, and has been in place since 2018.

The waste and recycling levy is applied to all 26 properties, equally distributed to \$335.50 per property. The road levy is applied to all 26 properties, equally distributed to \$1,200.00 per property.

➤ **Recommendation:**

Froese-Kooijenga:

1. That the Eagle Ridge Estates road tax levy of \$31,200 be approved for 2023, with 100% of the levy added to the organized hamlet's reserve account, and
2. That the Eagle Ridges Estates waste and recycling levy of \$8,723 be approved, with 100% of the levy added to the organized hamlet's reserve account.

**Carried Unanimously**



6. **Delegation – 8:45 a.m. AD 23-003 – South Corman Park Recreational Center Feasibility Study**

**Background**

The South Corman Park Community Association brought forward a proposal for a community recreation center in 2021 that contemplated the construction of a community center, which included a natural ice rink, a gymnasium, childcare space, and small meeting rooms. Given the nature of the proposal and the potential for the RM to be required to provide operational funding for a recreation facility, the proposal was denied.

Since that time, Administration, Councillor for Division 2 and the South Corman Park Community Association (SCPCA) have been in discussions concerning the development of a conceptual plan that takes into consideration the needs of the community and one that could operate without ongoing financial assistance from the RM.

The purpose of a community recreation center for South Corman Park would be to serve the needs of the growing population in that area, create a gathering place for the community and RM members, and provide much-needed community and recreation space, including child care.

The current log cabin facility used for preschool, and before and after school childcare is inadequate to meet the needs of programming requirements. Additionally, this program has a wait list extending to 2025.

Prairie Spirit School Division has indicated it is requesting that a new K-12 school be constructed in south Corman Park with the capacity of 400 students. The school division will be forwarding its capital request to the Province on or about March 8, 2023 for the 2024-2025 budget year.

The school division wants to work with the RM and the SCPCA to develop a joint-use school and is requesting that all three parties sign an MOU to support this concept. A joint-use community/recreation facility/school will provide a stronger case for its capital funding request from the Province and assist in funding a portion of the capital and operating costs of the community/recreation center.

The feasibility study will be collaborative and include community open house and interviews, a design charette, a review of programming and prioritization of users of the facility, the development of a conceptual design and provide an opinion of probable cost on the construction of the facility as well as ownership considerations and operating costs. The Prairie Spirit School Division will be a primary stakeholder in this project.

➤ **Recommendation**

Saleski:

1. That the request for Municipal Reserve Funding of \$55,000 to conduct a feasibility study for a Community Recreation center on MR land located NE 22-35-5 W3rd be approved, and
2. That the request by Prairie Spirit School Division to sign a memorandum of understanding with Prairie Spirit School Division, South Corman Park Community Association, and the RM of Corman Park to explore a joint-use School/Community Recreation center be approved.

**Carried Unanimously**

7. **In-Camera – CII 23-001 – Des Nedhe Utilities GP Inc.**

*In-Camera at 9:02 a.m.*

Pruim: That the meeting proceed to an in-camera session of Council as per Section 16(1) of the Local Authority Freedom of Information And Protection of Privacy Act to discuss an agreement with Des Nedhe Utilities GP Inc.

**Carried Unanimously**

5

*Out of Camera at 9:25 a.m.*

Vaandrager: That the in-camera session of Council be adjourned  
**Carried Unanimously**

8. **Adjourn**

Haduik: That the Administration Committee Meeting be adjourned at 9:25 a.m.  
**Carried Unanimously**



  
\_\_\_\_\_  
Chief Administrative Officer