



111 Pinehouse Drive, Saskatoon & Live Streaming via GoToMeeting.com
Monday, February 8, 2021
Call to Order @ 9:51 a.m.
Meeting Suspended @ 9:59 a.m.
Meeting Resumed @ 11:02
Meeting Adjourned @ 12:06 p.m.
Meeting Time: 1 hr 4 min.

Administration Committee Minutes

1. Present

Attending: Chairperson Chuhanuik, Reeve Harwood, Councillors: Germs, Haduik, Greenwood (Electronically), Prum (Electronically), Vaandrager and Trask.

Regrets: Councillor Froese-Kooijenga

Staff: Adam Tittlemore, Administrator; Audrey Shoard, Treasury/Corporate Records Clerk; Nicole Bowden, Administrative Assistant.

Chairperson Chuhanuik called the meeting to order at 9:51 a.m.

2. Agenda

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

- 13. GEMS – Councillor Greenwood

Germs: That the Administration Committee Agenda be approved.

Carried Unanimously

3. Administration Carryforward Action List

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

➤ **Recommendation:**

Trask: That the Administration January 2021 Carryforward Action List be received.

Carried Unanimously

4. University of Saskatchewan – Property Taxes

Administration received correspondence from the University of Saskatchewan (USASK), that USASK will be fully claiming its exemption from property taxes within the R.M. of Corman Park #344 beginning with 2021 and going forward.

Background:

The University of Saskatchewan (USASK) owns 18 parcels in the R.M. of Corman Park. These lands are currently being utilized for University purposes. In the past USASK has paid Grant-In-Lieu of property taxes on these lands to the R.M.

USASK will be fully claiming its exemption from property taxes as provided by the University of Saskatchewan Act, 1995 Article 84, beginning in 2021 and going forward.

Below is a breakdown of the 2020 levies that USASK paid on their 18 parcels:

	Municipal	Public School	Separate School	Total
2020 Tax Levies	\$13,468.83	\$3,310.75	\$1,101.22	\$17,880.80

➤ **Recommendation:**

Trask: That Council receives this item as information.

Carried Unanimously

Administration Committee Meeting was suspended at 9:59 a.m. to go to the Planning Committee Meeting.

Administration Committee Meeting resumed at 11:02 a.m.

5. Tax Abatement Request – Steven Johnston & Jocelyn De Moissac

Council was presented with a request through Councillor Greenwood to review the property owned by Steven Johnston and Jocelyn De Moissac. The property owners approached Councillor Greenwood to consider a tax abatement for a portion of the taxes levied on their land taxes for Pcl C, SE 2-36-6-W3rd and to consider a future tax reduction plan.

Background:

The property in question is 9.97 acres, and is currently zoned Recreational District (REC) under the Corman Park Zoning Bylaw. The lands were subdivided from the balance of the parcel and rezoned to REC by the prior owners of the property (Vanhouwe) and approved by Council in 2006. The intent of the previous owners was to establish a paintball operation on the site, which was approved as a discretionary use by Council in 2006. The lands were purchased by the current owners in their current form and zoning on February 3, 2012.

This property is located within the area considered by the Province to be Floodway, as confirmed by the first phase of the Valley Road Flood Study completed by Barr Engineering. Based on the lands being considered Floodway the Province prohibits building of any kind on the property, and will not support rezoning for other uses. Administration is hopeful that the next phases of the flood studies that Council has supported will provide the Province with the information to allow for some use on Floodway lands with consideration of flood proofing, but to date this has not been allowed. Prior to 2012 there was some allowance for building in the floodway/fringe, which is how existing development in the area occurred, but since that time it has been prohibited by the Province.

The current owners have indicated a desire to build a home on the property, which is not allowed for under current provincial restrictions, or the current zoning of the property.

Recreational zoned lands, are considered non-residential and non-agricultural use under provincial guidelines and are therefore classified as commercial for the purposes of assessment. SAMA has assessed the property based on the lowest commercial neighborhood value in Corman Park. The 2020 assessed value of the property is \$272,400. The estimated 2021 assessed value is \$180,700, a significant decrease from the previous year.

The zoning of the property and restrictions related to flooding should have been disclosed by the sellers at the time of the transaction in 2012, however it does not appear that this occurred. No Zoning Compliance Certificate or other correspondence was sought by the buyers from the R.M. prior to the sale.

It is the responsibility of the property owner to review and appeal their property assessment before the appeal deadline within each year. Once the assessment roll is closed the assessment appeals are finalized and the assessments are concluded as correct. The only year that the current owner appealed their assessment was in 2013. During the appeal process SAMA offered the appellants an agreement to lower their assessed value from \$393,000 to \$171,400 it was accepted and signed off, the class was never disputed.

Under Section 274 of the *Municipalities Act* Council has the authority to review and approve a tax abatement. Below is a breakdown of the taxes levied for 2020:

	Municipal	Public School	Total
2020 Tax Levy	\$1,441.27	\$1,707.95	\$3,149.22

Discussion ensued and the matter was deferred to allow Councillor Greenwood further discussions with the property owners.

6. 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.

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:

- 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 (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).

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:**

Greenwood: That Administration bring back information on current industrial lots in the R.M. to the March Administration Committee Meeting
Carried Unanimously

7. Property Tax Percentages of Value for 2021 Revaluation

Correspondence was received from the Government of Saskatchewan announcing the property tax percentages of value (POV) set for the 2021 Provincial Revaluation. The Province undertakes a review of POV and property classes every four years in conjunction with revaluation to determine if adjustments are required and to ensure equity for property owners while promoting economic growth in communities across the province. The Ministry carries out extensive consultations on the projected revaluation-driven tax shifts and municipalities have tools, such as mill rate factors to provide additional tax relief if they wish to do so.

Changes to POV impact the tax level among property classes and are used to calculate taxable assessments from assessed values, calculated by assessment appraisers.

(SAMA)	(Municipalities)	(Municipalities	(Taxpayer)
	(Act)	& Government)	
ASSESSED	X % OF VALUE	= TAXABLE	X
VALUE	& EXEMPTIONS	ASSESSMENT	MILL RATE &
			MILL RATE FACTORS
			= PROPERTY
			TAXES

The 2021 POV to be applied will be as follows:

Tax Classification	2017	2021
N - Non-arable (range land)	45%	45%
R - Residential	80%	80%
M - Multi-unit Residential	80%	80%
S - Seasonal	80%	80%
A - Agriculture (cultivated land)	55%	55%
CO - Commercial/Industrial	100%	85%
E - Elevator	100%	85%
P - Railway	100%	85%

Amendments to regulations will be required to implement the POV changes. Education Property Tax mill rates, which further impact property taxes, are decided in the budget process and are announced on budget day in March, 2021.

Administration will provide further details regarding the impact of these changes once the Saskatchewan Assessment Management Agency provides the R.M. with their final 2021 Revaluation assessment values.

➤ **Recommendation:**

Germs: That Council receives the announcement regarding the 2021 Property Tax Percentages of Values as information.

Carried Unanimously

8. Recreation Facilities Bylaws & Recreation Grants

The Province of Saskatchewan initiated an inter-municipal recreation grant program in 1980. The intent was to promote cooperation between urban and rural municipalities in cost sharing the operation of recreation facilities. The grant was a maximum of \$1.00 per capita. To receive the grant the Municipality was required to enter into agreements with urban municipalities for the operation of various facilities. The Municipality entered into agreements with Warman, Asquith, Martensville, Dalmeny, Osler and Saskatoon in 1980 and with Vanscoy in 1982. See Bylaw Nos. 6/80 and 27/82.

The program provided a per capita grant for rural municipalities on the condition that the R.M. matched the grant to assist in the operation of certain specified recreation facilities in the urban municipalities. The grant was discontinued in 1992, however, Council agreed to pay its portion of the grant for the year 1992. The matter was then referred to the Administration Committee for review and recommendation.

The Administration Committee recommended that the urban municipalities who had entered into agreements in 1980 and 1982 be given formal notice that the agreements be terminated and that a new program be developed. The Committee also recommended that a questionnaire be circulated to the urban municipalities within the R.M., the South Corman Park Community Association and any other municipality with a prior agreement posing the following questions:

- the amount of financial contribution to be made by the urban municipality in 1993 in support of recreation;
- what facility(ies) would the rural municipal grant be directed; and
- if available, statistics regarding the use of facilities by residents of the R.M.

At the March 8, 1993 Council Meeting population allocations were made under the Trust Initiatives Program to Dalmeny, Asquith, Osler, Martensville, Langham, Clavet, Warman and the South Corman Park Community Association.

The questionnaire was sent and at the August 18, 1993 Administration Committee Meeting a summary of the returned questionnaires was presented.

At the September 13, 1993 Council Meeting recreation grants were approved under the Trust Initiatives Program to Langham, Dalmeny, Osler, Martensville, Warman, Asquith, Vanscoy and the South Corman Park Community Association.

From 1994 to 2004 Council approved the population allocations each year under the Trust Initiatives Program. In 2004 the Trust Initiatives Program changed to the Saskatchewan Lotteries Community Grant Program and population allocations continued each year.

At the February 4, 2013 Meeting Council determined the allocation of the funding to the adjacent urban municipalities, utilizing their populations, with Martensville and Warman each being capped at \$7,500.00, with allocations based on 2011 Census figures, remaining unchanged from 2013 to 2019. In January 2019 and 2020 approval was made for the 2020 and 2021 funding respectively with updated allocations based on 2016 Census figures.

Since 2013 the R.M. has retained the remaining funds for distribution to organizations that provide eligible programs that benefit R.M. of Corman Park residents. Applications are presented to Council for approval when received.

Recreation Grant Payments 2003 – 2020:

	<u>2003 – 2007</u>	<u>2004 - 2020</u>
City of Martensville	\$1,472	\$2,944
City of Warman	\$1,472	\$2,944
Town of Dalmeny	\$1,052	\$2,104
Town of Langham	\$1,052	\$2,104
Town of Osler	\$ 526	\$1,052
Village of Asquith	\$ 421	\$ 842
Village of Clavet	\$ 0	\$ 0
Village of Vanscoy	\$ 526	\$1,052
SCPCA	\$ 631	\$1,262

➤ **Recommendation:**

Haduik: That Council receive the report regarding Recreation Funding as information.

Carried Unanimously

9. Merrill Hills 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:

- Merrill Hills

The Minutes for Merrill Hills have been submitted to the Ministry as per legislation and posted to the R.M. website for public information.

➤ **Recommendation:**

Greenwood: That Council receives the Minutes for the 2020 Annual General Meeting of Merrill Hills as information.

Carried Unanimously

10. SARM 2021 Annual Convention Agenda

The SARM 2021 Annual Convention will be held virtually and scheduled from Tuesday, March 9th through to Wednesday, March 10th.

The convention provides SARM members the opportunity to gather as a whole to vote on and debate resolutions, discuss current issues, participate in dialogue sessions with Ministers and the Provincial Cabinet, and take in other presenters as well as attend educational workshops and breakout sessions.

The Convention Draft Agenda and Trade Show Exhibitor Listing are attached.

➤ **Recommendation:**

Harwood: That Council receives the SARM's 2021 Annual Convention update as information and that Council advise Administration if you will be attending the Convention.

Carried Unanimously

11. Correspondence – Action Items

a) Notice of SAMA Annual Meeting 2021

SAMA will hold its Annual Meeting on Thursday, April 8, 2021 at 1:30 p.m. The virtual meeting will be comprised of some short updates from the SAMA Board Chair and Executive on the Agency's progress and our plans for the future and will allow for voting on resolutions.

Municipal Councils may appoint two voting delegates to attend the Annual Meeting. The voting delegates can be any person named by the municipal council to attend SAMA's Annual Meeting as a voting delegate. In previous years, Council delegated Assessor Tanya Kolbeck and Financial Officer Craig Clements to attend, however, Craig Clements is unavailable this day.

There is no registration fee to attend the 2021 SAMA Annual Meeting or Training Session.

As stated in section 17(1) of the *Annual Meeting Bylaw*, a municipal council may, not less than one month before the date set for the convening or reconvening of the annual meeting, deliver to the Board a proposed resolution for consideration at the annual meeting. A municipal council may present a resolution respecting assessment policy and practices, assessment administration or assessment legislation. The deadline for receipt of regular resolutions is, Monday March 8, 2021 at 12:00 noon while the deadline for receipt of emergent resolutions is April 7, 2021 at 12:00 noon.

➤ **Recommendation:**

Haduik: That Council receives the correspondence regarding the upcoming 2021 SAMA Annual Meeting as information and that Tanya Kolbeck, Assessor attend.

Carried Unanimously

b) SREDA 2021 Membership Fee

Administration received the 2021 SREDA Regional Membership Renewal Invoice totaling \$13,453.13.

The 2021 membership fee invoice is in the amount of **\$12,812.50 (plus GST)** for the 2021 membership year.

➤ **Recommendation:**

Harwood: That Council approve for payment the 2021 SREDA membership renewal invoice totaling \$13,453.13.
Carried Unanimously

**c) South Saskatchewan River Watershed Stewards Inc.
- Membership Renewal**

Administration received correspondence from the South Saskatchewan River Watershed Stewards Inc. (SSRWSI) requesting membership renewal for 20121.

The R.M. of Corman Park was a member of SSRWSI from 2008 to 2012, did not renew for 2013 and 2014, and has been a member since 2015.

Included is an invitation to the SSRWSI Board Meeting which will take place March 5, 2021 from 8:00 a.m. – 10:00 a.m.

➤ **Recommendation:**

Germs: That Council accept the correspondence from the SSRWI and renew the R.M.'s membership.

Carried Unanimously

12. Correspondence – Information Items

➤ **Recommendation**

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

- a) January 2021 Edition of Municipalities Today
- b) Dalmeny Fire Rescue – 2020 Year End Report
- c) SARM – Reliable Broadband Connectivity in Rural Saskatchewan
- d) Rural Sheaf – January 2021 Update
- e) Prairie Central District – February 2021 Update
- f) Ranch Ehrlo Report January 2021

Carried Unanimously

13. GEMS

Councillor Greenwood brought forward concerns of ratepayers in the west areas of the R.M. regarding bussing changes being made by Prairie Spirit School Division.

Discussion ensued.

14. Adjourn

Haduik: That the Administration Committee Meeting be adjourned at 12:06 p.m.

Carried Unanimously



Administrator