



**Administration Committee Minutes**

**1. Present**

Chairperson: Wendy Trask  
  
Reeve Judy Harwood  
  
Councillors: John Saleski  
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  
Audrey Shoard, Treasury/Corporate Records Clerk  
Joanne Bradley, Executive Assistant  
Adam Toth, Senior Planner  
Jessica Mitchell, Planner II  
Kylie Stumborg, Senior Planner

Chairperson Trask called the meeting to order at 9:00 a.m.

**2. Agenda**

The Committee approved the Administration Committee Agenda as presented.

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

**3. Public Works Carryforward Action List**

The Committee was presented the Public Works Carryforward Action List.

➤ **Recommendation:**

Greenwood: That the item regarding Recycled Asphalt Shingles be removed from the Public Works Carryforward Action List.  
**Carried Unanimously**

➤ **Recommendation:**

Pruum: That the Public Works Carryforward Action List be received.  
**Carried Unanimously**

**4. Administration Carryforward Action List**

The Committee was presented the Administration Carryforward Action List.

➤ **Recommendation:**

Haduik: That the former Asquith Landfill Site be kept for R.M. use and that the item be removed from the Administration Carryforward Action List.  
**Carried Unanimously**

➤ **Recommendation:**

Greenwood: That the item regarding the Italian Canadian Association be removed from the Administration Carryforward Action List and Administration be directed to gather more information at the time of application for tax abatement.

**Carried Unanimously**

➤ **Recommendation:**

Pruim: That the Administration Carryforward Action List be received.

**Carried Unanimously**

5. **AD 23-004 –North Saskatchewan River Basin Council Request for Financial Support**

**Background**

At its May 17, 2021 meeting, Council accepted correspondence from the North Saskatchewan River Basin Council (NSRBC) and made a motion to receive as information.

**Discussion**

The NSRBC is a non-profit organization that was formed to support and direct the implementation of the Source Water Protection Plan for Corman Park's watershed. The Plan was built over 4 years of public consultations with assistance of the Water Security Agency (WSA). Because the watershed is so large and source water protection is a long-term project, NSRBC requires community support to be successful. NSRBC formerly requested membership in the amount of \$750 per year.

For 2023, the organization is not requesting membership. Instead, it is asking RMs for \$1,000 of financial support for Notice Nature 2023, to be delivered across West-Central Saskatchewan. Information on the Notice Nature program is provided.

This request for funding is ineligible for funding through Sask Lotteries and Municipal Reserve Funds. The RM's Donation Policy FI-003 states that community groups, individuals, or organizations who do not qualify for the Sask Lotteries Community Grant or Municipal Reserve Fund may receive assistance through this donation policy, provided they meet the criteria and requirements in the policy. Eligibility shall be limited to those community groups, individuals or organizations that are registered as a Non-Profit Corporation under *The Non-Profit Corporations Act* of Saskatchewan, under *The Co-operative Act* of Saskatchewan, a federally registered charity or a community group or individual based in the Rural Municipality of Corman Park (RM).

To be considered eligible, community groups, individuals or organizations must serve the needs of RM residents and should therefore have membership that resides within the geographical boundaries of the RM. In addition, the major overall criteria by which applicants shall be judged is the degree to which the proposed activity meets a demonstrated community need that is supported by the RM.

In 2022, the Notice Nature program had successful delivery and uptake from schools and libraries. Program content with youth activities was provided and distributed through the Prairie Spirit School Division, including Walter P. Brown and Langham Elementary Schools.

➤ **Recommendation:**

Pruim: That the request from North Saskatchewan River Basin Council for \$1,000 of financial support for Notice Nature 2023 be received as information.

**Carried Unanimously**



**6. AD 23-005 – River Ridge Trails Request for Funding**

**Background**

At its July 6, 2020 Administration Committee Meeting, the Langham Trail Association was in attendance to discuss the trail system being built near the Town of Langham. The Association approached Council to match the \$49,000 grant provided by the Town of Langham. Committee passed a resolution that "Council accept the presentation from the Town of Langham as information and that Administration provide funding options for consideration by Council at the August Committee meeting."

At its August 17, 2020 Council Meeting, Council passed a resolution that the RM contribute \$24,500 for 2020 to the Langham Trail Association, subject to receipt of a letter confirming a contribution of \$49,000 and full project support from the Town of Langham. Administration at that time indicated some capital bids had come in lower than expected, so any budget that would be allocated to the Association would come from general revenues. The \$24,500 came from the GL "Contributions to Other Municipalities" which had no budget allocated to it.

**Discussion**

River Ridge Trail Association is a non-profit organization committed to maintaining the River Ridge Trails for year-round outdoor enjoyment. Donations help them upkeep existing trails, build new trails, improve facilities, and help their affiliate organizations.

This request for funding is for a subsequent \$24,500, following the Association's request for \$24,500 in 2020 which council approved. The attached donation letter (no date) indicates that the delegation from the August 17, 2020 meeting was encouraged to come back for additional funding.

The RM has various funding programs, namely Saskatchewan Lotteries Community Grant Program (Sask Lotteries), Municipal Reserve Funding (MR Funding), and a donation policy (FI-003). The request is not eligible for either Sask Lotteries or the MR Funding. The RM's Donation Policy FI-003 is available for those community groups, individuals, or organizations that do not qualify for Sask Lotteries or MR Fund.

The policy states that community groups, individuals, or organizations that are registered as a non-profit corporation are eligible to apply and that organizations must serve the needs of RM residents and should have membership that resides within the geographical boundaries of the RM. The policy also states that the major overall criteria by which applicants shall be judged is the degree to which the proposed activity meets a demonstrated community need that is supported by the RM.

Further, the policy states that donations will not be provided to fund accumulated deficits or program shortfalls and that council may attach conditions to the approval of donation under this policy which will require the recipient to perform certain activities or provide additional information in connection with the project or activity receiving support. The request meets the policy requirements.

Because this request exceeds what is available in the donation GL and is an unbudgeted expense, Administration recommends denying the full request. If the upper limit is approved, that depletes all budget from the donation GL. The donation account, after the annual STARS donation is made, has approximately \$15,000 available. The policy states that the annual donation request from STARS Air Ambulance shall stand over and above the required criteria outlined in this policy.

Administration has received funding requests from other organizations which are currently being reviewed.



➤ **Recommendation:**

Vaandrager: That the request from River Ridge Trails for funding assistance in the amount of \$24,500 be denied, and that a donation in the amount of \$10,000 be made from the donation GL Account.

**Carried Unanimously**

7. **Adjourn**

Saleski: That the Administration Committee Meeting be adjourned at 9:22 a.m.

**Carried Unanimously**



Chief Administrative Officer