

Administration Committee Minutes

1. Present

Attending: Chairperson Chuhaniuk, Reeve Harwood, Councillors: Germs, Greenwood, Prum, Froese-Kooijenga, Vaandrager and Trask.

Regrets: Councillor Haduik

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 as presented.

Greenwood: That the Administration Committee Agenda be approved.

Carried Unanimously

3. Administration Carryforward Action List

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

➤ **Recommendation:**

Froese-Kooijenga: That the Administration April 2021 Carryforward Action List be received.

Carried Unanimously

4. 2021 Uniform Mill Rate and Mill Rate Factor Scenarios and Discussion

The R.M. of Corman Park received its 2021 assessment values from SAMA. Administration would like to have preliminary discussions on setting the Uniform Mill Rate and Mill Rate Factors of each class for 2021.

Administration has calculated a Revenue Neutral Tax Rate for 2021 and has adjusted the Mill Rate Factors to 2020 Tax Class Percentages. The Revenue Neutral Tax Rate ensures that no new taxes will be calculated due to the annual reassessment process.

Administration has also budgeted \$50,000 for adjustments which may result due to appeals.

Below are key highlights in the 2021 Reassessment Year

- 1) The Percentage of Value Tax Rate for commercial went from 100% to 85%, which resulted in a reduction of taxes for some commercial properties, where values remained relatively the same
- 2) Some Residential properties saw a reduction in taxes due to the 293 Exemption (Scenarios where the Agriculture Values went up, while the Residential Values remained relatively the same)
- 3) The residential area of Cathedral Bluffs and Greenbryre saw a substantial increase in assessment values due to new construction

To aid Council in discussions, the following Revised Budget Summary Report as been provided:

a) **Revised Operations Budget Report**

Municipal Tax Levy Required to Balance Budget:	\$11,561,500
Add: Potash Tax Sharing Revenue Deficit	\$114,772
Deduct: Provincial Revenue Sharing Surplus	<u>(\$188,173)</u>
Municipal Tax Levy Required to Balance Budget	\$11,488,099

Municipal Tax Levy from Revenue Neutral Tax Rate \$11,208,790

Revenues Required to Balance Budget \$279,309

Approximate Tax % Required 2.48%

To aid Council in the discussion of setting a Uniform Mill Rate and Mill Rate Factors of each Class for 2021 the following information is provided:

a) **Municipal Property Tax Levy Comparison**

The following two tax levy calculations have been provided to Council which outlines the expected tax shift among classes, and the expected % change in tax revenues due to the impact of 2021 being a revaluation year:

- 2020 Municipal Tax Levy
- 2021 Municipal Tax Levy with a Uniform Mill Rate but the Mill Rate Factor has been adjusted to 2020 Tax Class Percentages

b) **Mill Rate Calculator & Individual Assessment Scenarios**

- Provides Council with the expected tax levy increase for each mill rate and mill rate factor change
- Provides Council with individual examples from each tax class ranging from low, medium, to high assessments showing the impact on various segments

Discussion ensued and Administration to bring back further information to Council.

5. **Saskatchewan Municipal Hail Insurance Association and Additional Municipal Hail Limited 2020 Annual Report**

Saskatchewan Municipal Hail Insurance Association and Additional Municipal Hail Limited have released their 2020 Annual Report covering their operations for the year ended December 31, 2020.

➤ **Recommendation:**

Trask: That Council receive the 2020 Annual Report from Saskatchewan Municipal Hail Insurance Association and Additional Municipal Hail Limited as information.

Carried Unanimously

6. **Saskatchewan Municipal Hail Insurance Withdrawals**

Below are listed by division, the applications for withdrawal of lands from the Municipal Hail Roll.

Councillors should satisfy themselves that:

1. The applicant is the owner liable for assessment.
2. When cultivated land is being withdrawn under subsection (1), the Council should be satisfied that the application covers ALL the land of the owner in the municipality.
3. That where the application is made under subsection (2), the land is actually used for grazing and hay purposes.

DIVISION 7

BAERG, Clifford J. & Carol F.
BAERG, Clifford J. & Carol F.
BAERG, Clifford J. & Carol F.

SW 23-39-6-W3
NW 26-39-6-W3
NW 35-39-6-W3

DIVISION 8

SPRUCELAND FARMS LTD.

S1/2 NE 27-38-6-W3

➤ **Recommendation:**

Greenwood: That the Municipal Hail Withdrawal List be approved as presented.

Carried Unanimously

7. Correspondence – Action Items

a) District #22 Agriculture Development and Diversification (A.D.D.) Board

The Municipality has been a member of the District #22 ADD Board since April 1989 under the authority of Bylaw No. 15/89 entering into an agreement with R.M. Nos. 314, 341, 342, 343, 345, 371, 372 and 373. Currently each R.M. submits an annual levy of \$650 with the exception of R.M. Nos. 343 & 344 who are only levied a \$300 fee. The levy is intended to cover the cost of administration involved in keeping the A.D.D. Board active and also provides some pest control field work to the members of ADD Board #22. Since R.M. Nos. 343 and 344 each provide their own pest control field worker the \$650 levy has been reduced to \$300.

Council was presented the Minutes from the April 8, 2021 ADD Board meeting.

➤ **Recommendation:**

Greenwood: That Council receive the District #22 A.D.D. Board April 8, 2021 Minutes as information and submit the \$300 administration fee requested.

Carried Unanimously

8. Correspondence – Information Items

➤ **Recommendation:**

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

- a) April 2021 Edition of Municipalities Today
- b) CN – Right-of-Way Vegetation Control
- c) STARS – Saskatchewan Municipal Hail Insurance
- d) Westside Rehabilitation and Expansion Project

Carried Unanimously

9. Adjourn

Germes: That the Administration Committee Meeting be adjourned at 9:10 a.m.

Carried Unanimously



Acting Administrator