



## **Administration Committee Minutes**

### **1. Present**

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

**Regrets:**

**Staff:** Craig Clements, Director of Finance; Audrey Shoard, Treasury/Corporate Records Clerk.

Chairperson Chuhaniuk called the meeting to order at 8:35 a.m.

### **2. Agenda**

The Committee approved the Administration Committee agenda as presented.

Froese-Kooijenga: That the Administration Committee Agenda be approved.  
**Carried Unanimously**

### **3. Administration Carryforward Action List**

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

➤ **Recommendation:**

Germs: That the Administration May 2021 Carryforward Action List be received.

**Carried Unanimously**

### **4. 2021 Uniform Mill Rate and Mill Rate Factor Discussions and Scenarios**

At the May 3<sup>rd</sup> Administration Committee Meeting, Council requested a tax scenario with a 2% Tax Increase across all classes to be brought forward for discussion.

#### **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

#### **Municipal Property Tax Levy Scenarios**

The following tax levy scenarios have been provided to Council with the overall tax increase, expected tax shift among classes, and the expected % change in tax revenues.

- 2021 Municipal Tax Levy with a 2.01 % Increase, Applied Evenly Among All Classes
- 2021 Municipal Tax Levy with a 2.07 % Increase; with a Mill Rate Factor Increase for Ag Class, Decrease for Residential Class, and Commercial Class No Change

- 2021 Municipal Tax Levy with a 3.00 % Increase; with a Mill Rate Factor Increase for Ag Class, Decrease for Residential Class, and Commercial Class No Change

➤ **Recommendation:**

Greenwood: That Council approve a 3.00% increase for the 2021 Municipal Tax Levy, with a Mill Rate Factor Increase for AG Class, Decrease for Residential Class and No Change for Commercial Class.

**Carried Unanimously**

5. **Authority for Hiring Committee to Appoint New Administrator**

➤ **Recommendation**

Trask: That the Hiring Committee be given authority to appoint an Administrator.

**Carried Unanimously**

6. **Correspondence – Action Items**

a) SARM – Midterm Convention Format Options

Due to the uncertainties of Covid-19, SARM may be unable to hold their midterm convention from November 9-10, 2021, in their traditional format. They are exploring alternative convention formats and are looking for Councils' input.

The options are:

**Option 1 – Virtual Convention**

Convention programming would be offered through an online platform (much like the SARM 2021 Annual Convention).

**Option 2 – Midterm Convention Webinar Series**

Weekly webinars would be offered throughout the months of November & December. Providing members with education on a variety of topics. Some potential topics may be: Amendments to the Municipalities Act, Governance Training, and Asset Management.

**Option 3 – Cancellation**

The SARM 2021 Midterm would be cancelled. Resolutions would be delayed until the SARM 2022 Annual Convention.

**Option 4 – “In Person” Convention**

If gathering is permitted, a scaled back version of a normal midterm convention would be held at Evraz Place. Programming may be scaled back to one day and, depending on provincial restrictions, there may be limits placed on the number of delegates able to attend.

SARM would like a response submitted via the following survey by **June 15, 2021**.

<https://www.surveymonkey.com/r/3CVZRQH>

➤ **Recommendation:**

Pruim: That Council receives the correspondence from SARM regarding the Midterm Convention format and support Option 4 – “In Person” Convention.

**Carried Unanimously**

b) Draft National 3-Digit Suicide Prevention Hotline Motion

Council was presented with correspondence from Kelly Block, Member of Parliament Carlton Trail – Eagle Creek, requesting Council to pass a motion to bring a national 3-digit suicide prevention hotline to Canada.

On December 11, 2020, the House of Commons passed the following motion introduced by Conservative MP Todd Doherty:

*That, given that the alarming rate of suicide in Canada constitutes a national health crisis, the House call on the government to take immediate action, in collaboration with our provinces, to establish a national suicide prevention hotline that consolidates all suicide crisis numbers into one easy to remember three-digit (988) hot-line that is accessible to all Canadians.*

Municipalities across Canada are encouraged to pass a similar motion to continue to put pressure on the government and the Canadian Radio-television and Telecommunications Commission.

➤ **Recommendation:**

Haduik: That Council passes a motion of support for the 988 Crisis Line.  
**Carried Unanimously**

c) SMHI Scholarships

Saskatchewan Municipal Hail Insurance (SMHI) is now accepting applications for \$1,000.00 Scholarships for students of clients and agents of Municipal Hail. The student must be enrolled in a university or technical institute in the Province of Saskatchewan.

Application forms are available on the SMHI website at [www.municipalhail.ca](http://www.municipalhail.ca) and the Municipal Office and are to be submitted to SMHI with a copy of the applicant's most recent transcript and proof of enrollment. Recipients will be chosen by the Board in late July.

➤ **Recommendation:**

Trask: That Council receive the correspondence regarding the SMHI \$1,000.00 Scholarship as information and make application forms available to qualifying students within the R.M. of Corman Park.

**Carried Unanimously**

7. **Delegation:**

- a) 9:00 a.m. Deloitte LLP (Matt Hladun & Cameron Dube)  
2020 Audited Financial Statement

Council was presented the annual audit for the 2020 fiscal year completed by Deloitte LLP. Present (virtually) were Matt Hladun (Partner) and Cameron Dube (Audit Lead) to discuss the audit results and the year-end communication report. Attached were the 2020 Draft Financial Statements.

➤ **Recommendation:**

Chuhaniuk: That Council approve the 2020 Draft Audited Financial Statements.

**Carried Unanimously**

8. Correspondence – Information Items

➤ **Recommendation:**

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

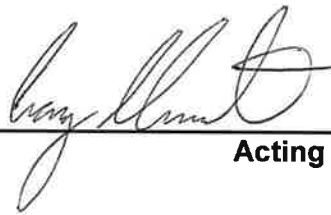
- a) SARM – Division One Director
- b) Trans Canada Trail

**Carried Unanimously**

9. Adjourn

Greenwood: That the Administration Committee Meeting be adjourned at 9:32 a.m.

**Carried Unanimously**



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**Acting Administrator**