

**MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE  
RURAL MUNICIPALITY OF CORMAN PARK NO. 344  
HELD MONDAY, SEPTEMBER 25, 2023 @ 9:00 A.M.  
111 Pinehouse Drive, Saskatoon, SK &  
Live Streaming via GoToMeeting.com**

**Present**

1. Present:

Reeve: Judy Harwood

Councillors: Div. 1 John Germs  
Div. 3 Lyndon Haduik  
Div. 4 David Greenwood  
Div. 5 Art Pruim  
Div. 6 Bas Froese-Kooijenga  
Div. 8. Wendy Trask

Regrets: Div. 2 John Saleski  
Div. 7 Calvin Vaandrager

Staff: Jim Charlebois, Acting Chief  
Administrative Officer  
Wade Gasmu, Director of Infrastructure  
& Public Works  
Adam Toth, Senior Planner  
Cory Boudreau, Planner II  
Audrey Shoard, Treasury/Corporate  
Records Clerk  
Ruth Savage, Comptroller  
Nicole Bowden, Administrative Assistant

**Call to Order**

2. Reeve Harwood called the meeting to order at 8:27 a.m.

**In-Camera**

3. *In-Camera at 8.27 a.m.*

Greenwood: That the meeting proceeds 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 receive advice from officials.

CARRIED UNANIMOUSLY

**Meeting  
Reconvenes**

4. *Out of Camera at 9:04 a.m.*

Germs: That the in-camera session of Council be adjourned.

CARRIED UNANIMOUSLY

*Meeting Break 9:04 a.m. to 9:08 a.m.*

Reeve Harwood called the meeting to order at 9:06 a.m.

**Agenda**

5. Greenwood: That the Agenda be APPROVED with the following additions:  
13.b. Interim CAO Compensation

CARRIED UNANIMOUSLY

**Conflict of Interest**

6. None

**August 28, 2023  
Regular Council  
Meeting Minutes**

7. Trask: That the Minutes of the Regular Meeting of Council held August 28, 2023, be APPROVED.

CARRIED UNANIMOUSLY

**Business Arising  
from the Minutes**

8. None

**Financial Reports**

9. Haduik: That the Financial Reports: Agenda Items 7.a.1) Cheque Summary, 7.a.2) Cheque Detail, 7.a.3) MasterCard Statement and 7.a.) Payroll Summary be APPROVED.

CARRIED UNANIMOUSLY

A

- CDI 23-046 – August 2023 Bank Reconciliation**      **10.** Greenwood: That the Bank Reconciliation Report for August 2023 be APPROVED.  
 CARRIED UNANIMOUSLY
- Council Division Updates**      **11.** Councillors provided verbal updates of items of interest in their respective divisions.
- Council Indemnity**      **12.** Trask: That the Council Indemnity for August 2023 be APPROVED with correction to Clr. Pruim – Exec Mtg date to August 27 and Clr. Trask – Police Commission Mtg date to August 25.  
 CARRIED UNANIMOUSLY
- Council Payroll Summary**      **13.** Germs: That the Council Payroll Summary for August 2023 be APPROVED.  
 CARRIED UNANIMOUSLY
- Planning Committee Report**      **14.** Reeve Harwood presented Council with the report from the September 11, 2023 Planning Committee Meeting.
- Delegation – PD 23-006 Meewasin Valley Authority and Parks Canada In-Camera**      **15.** Haduik: That due to the nature of Planning Committee agenda item 3 containing sensitive information not ready for public viewing, it is recommended these items occur in-camera as per Section 16(1) of the Local Authority Freedom of Information and Protection of Privacy Act.  
 CARRIED UNANIMOUSLY
- PD 23-007 Flood Study Delegation & Update**      **16.** **Background:**  
 In 2021, the RM of Corman Park (Corman Park) contracted Stantec to undertake research, policy drafting and floodplain mapping in support of updating the floodplain policies within Corman Park and P4G Planning District Official Community Plans and Zoning Bylaws. The purpose of this scope of work is to ensure that there are appropriate standards to regulate existing and future development in the floodplain and to meet The Statements of Provincial Interest (SPI) regulations of Saskatchewan.

On April 11, 2022, Council approved a scope change request for Stantec to undertake additional hydraulic modelling. The modelling was needed as the Water Security Agency expressed concerns with the previous 'future conditions' modelling that was completed by Barr Engineering in 2019. The new modelling was to identify any impacts from further development in the floodplain on flood conveyance either upstream or downstream impacts of the areas where future development may be occurring. The additional modelling was also to examine any changes in minimum building elevations for new and existing developments. As part of this additional work, five 'candidate' areas for further development in the floodplain were identified with Council and landowner input. Engagement with Council and landowners occurred in May and September of 2022 while the additional modelling was underway.

The most recent version of modelling has three 'candidate' areas identified. The first area is a portion of the floodplain located north of Merrill School Road (Twp. Rd. 360), the second area is a portion of the floodplain between Merrill School Road and Chennels Road (Twp Rd. 354) and the third is a portion of the floodplain between Chennels Road and the curve in Valley Road (Twp. Rd. 352). Stantec is currently finishing the last iteration of the modelling, with an update to Planning Committee anticipated within the next couple of months.

**Project Update:**

Lesley Cabott who is the project manager and Steve Brown who is a Senior Technical Advisor will provide Council with an update on the project and on-going flood modelling. The purpose of the presentation is to inform Council on the:

- 'Candidate' areas being examined for further development;
- Feedback received from the Province (Community Planning and Water Security Agency) on the additional modelling to-date; and
- Next steps in the project.

Trask: That the Planning Committee receive the report as information.

CARRIED UNANIMOUSLY

**PD 23-008  
Developer Servicing  
Agreement Update  
& PD 23-010  
Subdivision  
Application R0937-  
19S  
In-Camera**

17. Greenwood: That due to the nature of Planning Committee agenda item 3 containing sensitive information not ready for public viewing, it is recommended these items occur in-camera as per Section 16(1) of the Local Authority Freedom of Information and Protection of Privacy Act.

CARRIED UNANIMOUSLY

Haduik: That the Developer Servicing Agreement Update be received as information.

CARRIED UNANIMOUSLY

Greenwood: That Administration strike a new contract for Subdivision Application R0937-19S.

CARRIED UNANIMOUSLY

**PD 23-009  
P4G Regional Node  
Concept Plan  
Update**

18. **Background**  
ISL Engineering and Land Services Ltd. (ISL) has been retained to undertake the P4G Regional Node Concept Plan (Regional Node). The two-phase study consisting of a comprehensive feasibility report, followed by the development of a conceptual plan kicked off July 11, 2023 and is expected to be completed in Spring of 2024. The area to be studied is identified within Appendix 'A'.

**Project Update**

The RM of Corman Park (Corman Park) as project manager, in partnership with the Cities of Warman and Martensville (the Project Partners) have began a study to determine a location for a future Regional Node. This area has been conceptually identified on the Saskatoon North Partnership for Growth (P4G) District Land Use map as a Regional Community Services Node.

The site will be an important regional development area. The study will identify land uses that support the Regional Node and evaluate servicing and drainage in the region and consider the connectivity between the three municipalities.

The first open house will occur on October 5<sup>th</sup> in Warman, time and location are still to be determined, but – Council will be informed via email upon confirmation. The open house will inform participants of the project phases, timelines, and how input will be considered. The session will also gauge the level of community support for sharing regional services.

A project webpage,

<https://www.rm.cormanpark.ca/338/Regional-Node-Concept-Plan>

and QR code have been created.

Ratepayers and the public can access the link and will find the most up to date information on the study and future engagement opportunities.

**Next Steps**

ISL along with the Project Partners are finalizing the engagement plan and preparing engagement material. Meetings with interested parties are also being arranged. ISL is currently performing data collection and a background review of the area prior to technical analysis and the preparation of the project feasibility report.

Froese-Kooijenga: That the Planning Committee receive the report as information.

CARRIED UNANIMOUSLY

**Planning  
Carryforward Action  
List**

19. The Committee was presented with the Planning Carryforward Action List and updates pertaining thereto.

Greenwood: That the Planning Carryforward Action List be received as presented.

CARRIED UNANIMOUSLY

**Planning Committee  
Minutes**

20. Harwood: That the Minutes of the Planning Committee Meeting held September 11, 2023 be APPROVED.

CARRIED UNANIMOUSLY

**Discretionary Use  
Summit Sand and  
Gravel Ltd. for  
101285076  
Saskatchewan Ltd.  
SW 28-38-8-W3**

21. Pruim: That the application of Summit Sand and Gravel Ltd. for 101285076 Saskatchewan Ltd. for an Aggregate Resource Extraction Operation on SW 28-38-8-W3 be APPROVED for four (4) years subject to:

- i. The applicant entering into a road haul and maintenance agreement with the R.M. of Corman Park prior to hauling;
- ii. The applicant and landowner entering into an operational agreement addressing the approval period and operational standards for the excavation including but not limited to the hours of operation, progressive reclamation of the site and the provision of a financial guarantee equal to the estimated cost of reclamation for the forecasted year;
- iii. Provision or relocation of utility services is at the applicant's expense and responsibility to the satisfaction of the affected utility departments;
- iv. The hours of extraction, processing and hauling shall be between Monday – Sunday from 7 am to 7 pm, year round;
- v. Providing an updated reclamation bond in the amount specified by the R.M. of Corman Park department of Public Works.
- vi. Obtaining the necessary approvals and complying with the requirements and recommendations of all government ministries and agencies, including, but not limited to the Ministry of Parks, Culture, and Sport, Ministry of Highways & Infrastructure, Ministry of Environment and Water Security Agency;
- vii. The applicant shall be responsible for all costs associated with the discretionary use application;
- viii. On site drainage must be managed to ensure that there is no negative impact to adjacent properties;
- ix. The applicant's excavation shall not exceed below 1 metre above the water table and/or breach the top aquifer, in order to minimize impacts to groundwater resource or existing wells;
- x. The applicant shall apply appropriate methods for minimizing the light and noise pollution created

from machinery and equipment through proper location, orientation and property screening including locating stockpiles to function as a visual and noise barrier; and

- xi. The applicant shall keep the site in a clean and tidy condition free from rubbish and non-aggregate debris.

Recorded Vote:

For: Reeve Harwood, Councillors: Germs, Haduik, Greenwood, Pruiim, Froese-Kooijenga

Opposed: Councillor Trask

CARRIED

Haduik: That Administration bring back a report regarding the criteria included in discretionary use agreements.

CARRIED UNANIMOUSLY

**Development  
Summary Report**

- 22. Froese-Kooijenga: That the Development Summary Report be received as information.

CARRIED UNANIMOUSLY

**Bylaw No. 32/23  
Gordon Dick  
LSD 9  
NE 19-38-6-W3**

- 23. Trask: That Bylaw 32/23 to rezone a portion of NE 19-38-6-W3 from Agricultural District to Agricultural Residential 2 District be given First Reading and Administration be authorized to proceed with the Public Notice process.

CARRIED UNANIMOUSLY

*Meeting Break 10:13 a.m. to 10:24 a.m.*

**Administration  
Committee Report**

- 24. Councillor Trask presented Council with the report from the September 11, 2023 Administration Committee Meeting.

**Carryforward Action  
List**

- 25. Greenwood: That the Administration Carryforward Action List be received with the removal of the item regarding the R.M. Emergency Plan.

CARRIED UNANIMOUSLY

**AD 23-010  
2024 Budget  
Special  
Administration  
Committee  
Meetings**

- 26. **Background**  
As part of the regular 2024 Budget Planning process, additional meetings will be required with the Administration Committee prior to the presentation of the preliminary budget package to Council.

**Proposed Additional Committee Dates**

Administration is proposing one additional Committee meeting in the months of October and November 2023. The additional meeting times are proposed to begin at 9am for the following potential meeting dates:

October:

- Wednesday October 25
- Thursday October 26
- Monday October 30

November:

- Tuesday November 28
- Wednesday November 29
- Thursday November 30

Harwood: That Monday, October 30 and Thursday, November 30, 2023 be set as Administration Committee Meetings for 2024 Budget Planning purposes.

CARRIED UNANIMOUSLY

- Administration Committee Minutes** 27. Trask: That the Minutes of the Administration Committee Meeting held September 11, 2023 be APPROVED.  
 CARRIED UNANIMOUSLY
- CDI 23-045 Remembrance Day Wreath Laying** 28. Background and Description  
 The R.M. of Corman Park, Reeve and Council have been extended an invitation to attend the Remembrance Service and lay a wreath at the SaskTel Centre hosted by the Saskatoon Royal Canadian Legion. In previous years the R.M. has purchased the 20-inch Wreath for \$75.00 and Reeve Harwood has attended as the representative to lay the wreath at the ceremony.
- Trask: That the purchase of a 20-inch wreath for \$75.00, to be laid at the Remembrance Day Ceremony be approved and that Reeve Harwood attend the service and lay the wreath on behalf of the R.M. of Corman Park.  
 CARRIED UNANIMOUSLY
- Acting CAO Compensation** 29. Prum: That the Acting CAO receive a salary increase effective October 1 to such time that a new CAO is hired.  
 CARRIED UNANIMOUSLY
- Public Works Committee Report** 30. Reeve Harwood presented Council with the report from the September 11, 2023 Public Works Committee Meeting.
- Carryforward Action List** 31. Froese-Kooijenga: That the Public Works Carryforward Action List be received.  
 CARRIED UNANIMOUSLY
- PW 23-011 Salt Shed Concrete Pad Options** 32. Background and Discussion  
 During the August 28<sup>th</sup> Council meeting, Council decided to not award the concrete pad tender for the salt shed as one bid was received and the bid was over-budget. Council asked Administration to look at re-designing the concrete pad to find cost savings and re-tender with the new design. Administration contacted the engineering consultant that designed the concrete pad and requested them to re-design the concrete pad. The consultant indicated that they wouldn't recommend a new design as the current design was the minimum recommended design for this application. The consultant mentioned that an asphalt surface could be an option that could provide cost savings to the project.
- Based on internal discussions and the discussion with the consultant, Administration has identified the following options:
- Option 1: Redesign and tender for an asphalt pad instead.
    - Benefits:
      - This option will result in lower costs for the pad construction.
      - This option will allow for an extended construction timeline.
      - This option would not require a public tender due to the smaller anticipated value. The RM would likely proceed with obtaining 3 or 5 quotes for this option.
      - This option would be similar to a number of Ministry of Highways salt shed pads.
    - Risks:
      - Additional base is required underneath the pad (approximately 3 inches) compared to concrete.

- This work can be completed by the RM's in-house resources with minimum impact to the budget.
- Minor maintenance would be required every 5-7 years, in the form of spraying SS-1 on the pad.
- This work can be completed by the RM's in-house resources.

Option 2: Hire a different consultant to design the concrete pad.

- Benefits:
  - This option may result in a revised design that is more cost effective and within approved budgets.
  - Hiring the consultant would not require a public tender due to the smaller anticipated value. The RM would proceed with obtaining 3 quotes.
- Risks:
  - There is a risk that the new consultant may come up with a similar design to the existing design.
  - There is an increased cost associated with hiring a new consultant to design a new concrete pad.
  - This process will take additional time and will delay the construction timeline. This could also result in higher bids as contractors may have to include the cost for heating and hoarding the concrete in their bids.

Trask: That Council approve the design and construction of an asphalt pad instead of a concrete pad for the Lutheran Shop salt shed as outlined in Option 1.

Recorded Vote:

For: Reeve Harwood, Councillors: Germs, Haduik, Froese-Kooijenga and Trask

Opposed: Councillor Greenwood

CARRIED

**PW 23-010  
Municipal Reserve  
Funding Request for  
Merrill Hills School  
Building  
Assessment**

**33. Background**

Merrill Hills School had a water line rupture early in the 2023 calendar year, potentially due to the heating system being turned off in the building. The water line rupture caused damage to the flooring in the bathroom and entrance areas, a portion of the main area of the building, and possibly to the room in the basement. The flooring in the entrance area is floor tile that may be containing asbestos. The flooring in the bathroom is the original hardwood flooring, which is present throughout the building. The damaged flooring in the bathroom and main area has prevented the building from its regular usage.

**Discussion**

There is currently a project to develop the area adjacent to the Merrill Hills School. This completed development may require the school building to be accessed and utilized by the public.

Administration contacted several contractors and requested them to tour the building to assess the damaged flooring. Only two contractors have toured the building to review the damaged flooring and provide scope for the flooring repair. During the site visits, a crack was found in the basement wall that extends the entire height of the wall. The crack protrudes through the entire thickness of the concrete wall in a few sections.

It was determined that a building assessment is required to accurately determine the existing condition of the building and determine the items that need repair or replacement for public safety. Administration is requesting the use of Municipal Reserve (MR) funds to complete a building assessment.

The building assessment report may be funded through MR funds because it meets the criteria. The school building is owned by the RM and is located on MR lands, as well it is associated with the new outdoor facilities being built adjacent to the building. The assessment approximate cost is \$35,000.

Greenwood: That Administration use Municipal Reserve funds to complete a building assessment report for the former Merrill Hills School.

Recorded Vote:

For: Reeve Harwood, Councillor Greenwood

Opposed: Councillors: Germs, Haduik, Pruiim, Froese-Kooijenga, Trask

MOTION LOST

**Red Flashing Lights 34.** Councillor Saleski brought forward a request to have red flashing lights added to the Stop Signs at the following locations:

- a. Baker Road and Preston Ave by the South Corman Park School,
- b. Grasswood Road and Clarence Ave and
- c. Baker Road and Clarence Ave.

Discussion ensued.

Greenwood: That red flashing lights be added to the Stop Signs at Baker Road and Preston Ave by South Corman Park School and that Administration investigate the other two locations and bring back a report to Council.

CARRIED UNANIMOUSLY

**PW 23-012 Saddle Ridge Drive Construction Review – In-Camera 35.** Following the adjournment of the in-camera session the following resolution was made:

Haduik: That the design of the roadway in Saddle Ridge remain as currently designed and constructed. Ratepayers can choose to have their approaches built up to the design they would like at their own expense.

CARRIED UNANIMOUSLY

**Public Works Committee Minutes 36.** Harwood: That approval of the Minutes of the Public Works Committee Meeting held September 11, 2023 be deferred to the October 23, 2023 Council Meeting.

CARRIED UNANIMOUSLY

**Business Arising from the Minutes 37.** Councillor Froese-Kooijenga requested an update on his question regarding disposition of the old portion of Hwy 305 once the Ministry of Highways has completed the new Hwy 305 between Dalmeny and Langham.

Director of Public Works Gasmu advised that the information he received from the Ministry of Highways was that all old roadways/roadbeds will be removed.

**Correspondence 38.** Pruiim: That the following items of Correspondence be received as information:

- a. R.M. of Edenwold – SARM Midterm Convention Resolutions
- b. Municipalities Today



- c. Rural Dart
- d. Town of Langham – Fowl Supper
- e. Heritage Happenings
- f. Farm & Food Care Sask. Agriculture Month
- g. Sask. Association of Watersheds – September Newsletter
- h. September APAS Update

CARRIED UNANIMOUSLY

**Reeve's Report - Verbal**

39. Harwood: That the Reeve's Report be received.

CARRIED UNANIMOUSLY

**Acting Administrator's Report**

40. Trask: That the Acting Administrator's Report be received.

CARRIED UNANIMOUSLY

**Chief of Police's Report**

41. Trask: That the Chief of Police's Report be received.

CARRIED UNANIMOUSLY

*Meeting Break 10:47 a.m. to 10:58 a.m..*

**Public Hearing**

42. Haduik: That the Public Hearing be opened at 11:00 a.m.

CARRIED UNANIMOUSLY

- Bylaw No. 31/23 – None
- Bylaw No. 33/23 – None
- Bylaw No. 34/23 – None
- Bylaw No. 35/23 – None
- Bylaw No. 36/23 - None

Froese-Kooijenga: That the Public Hearing be closed at 11:02 a.m.

CARRIED UNANIMOUSLY

**Bylaw No. 31/23**

43. Germs: That Bylaw No. 31/23 being a bylaw to amend Bylaw No. 35/21 by rezoning from D-Agricultural 1 District (DAG1) to D-Agricultural Residential 1 District (DAR1) portion of SW 5-36-4-W3 now be read a second time.

CARRIED UNANIMOUSLY

Haduik: That Bylaw No. 31/23 now be read a third time.

CARRIED UNANIMOUSLY

**Bylaw No. 33/23**

44. Greenwood: That Bylaw No. 33/23 being a bylaw to amend Bylaw No. 09/94 by rezoning from Agricultural District (AG) to Agricultural Residential 1 District (AR1) portion of SW 29-37-7-W3 now be read a second time.

CARRIED UNANIMOUSLY

Pruim: That Bylaw No. 33/23 now be read a third time.

CARRIED UNANIMOUSLY

**Bylaw No. 34/23**

45. Froese-Kooijenga: That Bylaw No. 34/23 being a bylaw to amend Bylaw No. 09/94 by rezoning from Agricultural District (AG) to Agricultural Residential 1 District (AR1) portion of SW 14-38-7-W3 now be read a second time.

CARRIED UNANIMOUSLY

Trask: That Bylaw No. 34/23 now be read a third time.

CARRIED UNANIMOUSLY

**Bylaw No. 35/23**

46. Germs: That Bylaw No. 35/23 being a bylaw to amend Bylaw No. 09/94 by rezoning from Agricultural District (AG) to Agricultural Residential 1 District (AR1) portion of SE 17-37-7-W3 now be read a second time.

CARRIED UNANIMOUSLY

Haduik: That Bylaw No. 35/23 now be read a third time.  
CARRIED UNANIMOUSLY

**Bylaw No. 36/23** 47. Greenwood: That Bylaw No. 36/23 being a bylaw to amend Bylaw No. 09/94 by rezoning from Agricultural District (AG) to Agricultural Residential 1 District (AR1) portion of NW 2-39-6-W3 now be read a second time.  
CARRIED UNANIMOUSLY

Pruim: That Bylaw No. 36/23 now be read a third time.  
CARRIED UNANIMOUSLY

**Upcoming Meetings** 48. a. Corman Park Police Commission – Thursday, September 28, 2023 @ 2:00 p.m.  
b. P4G District Planning Commission – Wednesday, October 4, 2023 @ 11:45 a.m.  
c. Council – Administration Committee – Monday, October 16, 2023 @ 8:30 a.m.  
d. Council – Planning Committee – Monday, October 16, 2023 – Immediately following the Administration Committee  
e. Council – Public Works Committee – Monday, October 16, 2023 – Immediately following the Planning Committee  
f. Council - Regular Meeting – Monday, October 23, 2023 @ 9:00 a.m.  
g.

**Adjournment** 36. Pruim: That the meeting now be adjourned at 11:03 a.m.  
CARRIED UNANIMOUSLY



  
\_\_\_\_\_  
Reeve  
  
\_\_\_\_\_  
Acting Chief Administrative Officer

