



111 Pinehouse Drive, Saskatoon &  
Live Streaming via GoToMeeting.com  
Monday, November 15, 2021  
Call to Order @ 11:06 a.m.  
Meeting Adjourned @ 12:05 p.m.  
Meeting Time: hr 59 min.

## Administration Committee Minutes

### 1. Present

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

### **Regrets:**

**Staff:** Ken Kolb, Chief Administrative Officer; Craig Clements, Director of Finance; Audrey Shoard, Treasury/Corporate Records Clerk; Nicole Bowden, Administrative Assistant.

Chairperson Chuhaniuk called the meeting to order at 11:06 a.m.

### 2. Agenda

The Committee approved the Administration Committee agenda as presented.

Trask: That the Administration Committee Agenda be approved.

**Carried Unanimously**

### 3. Administration Carryforward Action List

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

#### ➤ **Recommendation:**

Vaandrager: That the Administration October 2021 Carryforward Action List be received.

**Carried Unanimously**

### 4. Sask. Lotteries Community Grant – Cathedral Bluffs Community Association

#### **Background:**

The Saskatchewan Lotteries Community Grant Program is a partnership among Sask Sport Inc, Sask Culture Inc. and the Saskatchewan Parks and Recreation Association Inc. The grant program assists in the development of sport, cultural and recreation programs by providing funds to non-profit community organizations operated by volunteers.

The goal of the program is to get people involved in sport, culture and recreation activities by enabling communities to address the needs of local residents. Expenditures must be directly related to the delivery of a sport, culture or recreation program.

The Cathedral Bluffs Community Association is making an application for lottery funding to use for the Grand Opening and Dedication of Cathedral Bluffs Park on September 11, 2021. The funds were used to have face painters, bouncy castles and a big screen to live stream the Saskatchewan Roughrider game for people in attendance.

The new recreation area has become the hub of the community over the past year, during Covid. It is used extensively by all residents of varying ages in the Hamlet. The area has also been used by neighboring communities and rural residents from Prominence Place.

Council was presented the Cathedral Bluffs Community Association's application for **\$1,611.98** in Saskatchewan Lotteries Grant funding. This application would be eligible for funding from the R.M. of Corman Park 2021 Saskatchewan Lotteries Community Grant.

**2021 Lottery Grant Funding**

Approved 2021 RM grant funds	\$30,651.00
Allocated grant funds to date:	
- Country Kids Co-operative Preschool	\$4,476.50
- Dalmeny Seniors Association	\$3,000.00
- Twin Rivers Music Festival	\$3,000.00
- Sask Valley Riding Club	\$1,950.00
Grant funding unallocated	<u>\$18,224.50</u>

➤ **Recommendation:**

Pruim: That Council approve the Cathedral Bluffs Community Association's application in the amount of \$1,611.98 for the Grand Opening and Dedication of Cathedral Bluffs Park held on September 11, 2021.

**Carried Unanimously**

**5. Consumer Price Index**

Based on Council approval an annual basis a cost of living increase is applied to salaries, reflecting inflation in Saskatchewan. Consumer Price Index information from Statistics Canada has been gathered and presented below for Council consideration in determining a cost of living increase for 2022.

	2017	2018	2019	2020	2021
Dec-Jan	1.3	0.4	0	0.7	0.7
Jan-Feb	-0.2	0.2	0.8	0.4	0.4
Feb-March	0.1	0.1	0.5	-0.8	0.6
March-April	0.9	0.5	1	-0.9	0.4
April-May	-0.2	0.3	0.1	0.9	-0.1
May-June	0	-0.3	-0.4	0.9	0.1
June-July	0	0.4	0.4	0.1	0.6
July-Aug	0.6	-0.3	-0.4	-0.4	0.1
Aug-Sept	0.1	-0.2	-0.4	-0.4	0.3
Sept-Oct	0.4	1	0.9	0.6	
Oct-Nov	0.9	-0.6	-0.3	0.0	
Nov-Dec	-0.5	-0.4	-0.6	-0.5	
Total	3.4	1.1	1.6	1.0	3.1
% Given to Admin Staff		2%	2%	2%	1%
% Given to Union Staff		2.50%	2.25%	2%	2.25%

➤ **Recommendation:**

Germs: That Council receives the Statistics Canada Consumer Price Index information and approve a 3% cost of living increase for 2022.

**Carried Unanimously**

**6. Council Remuneration**

Council was presented for review and discussion the Council Remuneration Schedule effective as of January 1, 2019.

On Wednesday, November 2, 2021 the required public notice of this item was posted on the R.M. website and in the R.M. office.

*“Public notice of this item must be posted at least seven (7) clear days in advance of the Council meeting where it is to be initially discussed, as per Public Notice Policy# GA-003, Bylaw No. 02/07.”*

To better assist Administration when preparing Council remuneration and expenses for payment the following should be addressed:

- Strategic Planning Session
- Municipal Leadership Development Program workshop
- The travel and meal rates
- The format of the indemnity form
- That each Council member complete in full the remuneration and the mileage associated with each round trip that is expected or declined

➤ **Recommendation:**

Trask: That Council review the Council Remuneration Schedule for the year ending December 31, 2019 and approve a 3% increase in the Council Remuneration Schedule for the year ending December 31, 2022.

**Carried Unanimously**

**7. Council Organization Document**

Council was presented the Council Organization Document for review and updating of the necessary organizational and administrative appointments and protocol, with approval to occur prior to January 1, 2022. The draft copy includes the 2021 delegations and appointments. The 2022 Council and Committee meeting dates are included.

➤ **Recommendation:**

Greenwood: That Council reviews the Council Organization Document and approves the updates to the necessary 2022 organizational and administrative appointments and protocol.

**Carried Unanimously**

**8. In-Camera**

*In-Camera at 11:23 a.m.*

Greenwood: That the meeting proceed in-camera as per Section 16(1) of the Local Authority Freedom of Information and Protection of Privacy Act to discuss various items.

**Carried Unanimously**

*Out of Camera at 12:05 p.m.*

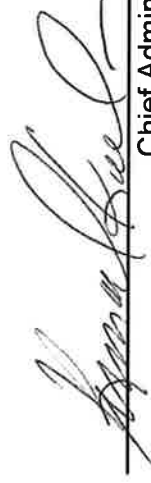
Haduik: That Council comes out of camera.

**Carried Unanimously**

**9. Adjourn**

Trask: That the Administration Committee Meeting be adjourned at 12:05 p.m.

**Carried Unanimously**



Chief Administrative Officer