



AGENDA
Regular Council Meeting

Tuesday, July 7, 2026

9:00 am

111 Pinehouse Drive, Saskatoon, SK

And Streaming Remotely

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	Pages
1. Call To Order	
2. Agenda	
3. Declaration of Conflict of Interest	
4. Public Hearing(s) 9:00 am	4
4.1 Move meeting into the Public Hearing	
4.1.1 DU 2025-67 - Red Deer Industrial Sands Inc. for Overpass Equipment Sales & Rentals Ltd. – LSD 15 & 16, NE 11-39-9-W3 – Div. 7, RCM-26-121	5
4.2 Close Public Hearing	
5. Planning	
5.1 Applications for Discretionary Use	
5.1.1 DU 2025-67 - Red Deer Industrial Sands Inc. for Overpass Equipment Sales & Rentals Ltd. – LSD 15 & 16, NE 11-39-9-W3 – Div. 7, RCM-26-121 Recommendation - that the application be approved subject to conditions.	
5.2 Applications for Zoning & OCP Amendment(s)	
5.2.1 Bylaw 26-26 - Saskview Investments Ltd. & Hindmarch Holdings Inc., Pcl C, SE 25-35-5-W3, Plan 101556312 Ext 128 – Div. 2, RCM-26-124	16
5.3 Applications for Subdivision(s)	
5.3.1 SUBD-005935-2026 - R. Goud and W. Boersma, LSD 13&14, 36-38-7-W3 - Div. 7, RCM-26-123	27
5.4 Planning - Other	
5.4.1 Development Services – Development Statistics and Department Trends, RCM 26-126	37
6. Delegations	
6.1 Gary Budd - discuss purchase of Municipal Reserve Land - (5 min)	42
6.2 Darrell Nordstrom - October 2024 high water utility billing discussion - (5 min)	46

7.	Consent Agenda Items	
	Notify Chair if any Consent Agenda items are to be removed for further discussion.	
	THAT the Consent Agenda Recommendations - Items 7.1 to 7.2 be ADOPTED as one motion.	
7.1	Council Meeting Minutes	50
	Recommendation: THAT the June 23, 2026 Regular Council Meeting Minutes be APPROVED.	
7.2	Correspondence - Information	68
	Recommendation: THAT the following correspondence be ACCEPTED as presented:	
	<ul style="list-style-type: none"> • March 30, 2026 Discovery Ridge Minutes • June 18, 2026 Discovery Ridge Minutes 	
8.	New Business - Consent Agenda or Minutes	
9.	Council Division Updates	
	THAT the Council Division Updates be ACCEPTED as presented.	
10.	Administration	
10.1	Year-to-Date Human Resources Report (2026), RCM-26-131	72
10.2	Tax abatement on behalf of property owner located at Lsd 3 & 4, 8-35-6-W3 – Dwelling destroyed by fire - Division 4, RCM-26-134	73
10.3	Ag in Motion – Request for Standard Gold Sponsorship, RCM-26-132	74
10.4	Election Process Update & Proposed Bylaw 15-26, RCM-26-129	77
11.	Public Works	
11.1	Highway 41 Access Management Plan Endorsement, RCM-26-127	139
11.2	Viking Land Corp Development Options, RCM-26-133	147
11.3	Township Road 374 West Construction Summary, RCM-26-130	152
11.4	Well Decommissioning Request - Division 8, RCM-26-128	156
12.	Reeve's Report - Verbal	
	THAT the Reeve's report be RECEIVED AS INFORMATION.	
13.	Chief Administrative Officer Report	158
	THAT the Chief Administrative Officer report be RECEIVED AS INFORMATION.	
14.	Police Chief - CPPS Statistic Reports	
14.1	CPPS - Stat Reports June 2026 & Year to Date	159
	THAT the Corman Park Police Service June 2026 reports be RECEIVED AS INFORMATION.	
15.	Upcoming Meetings	
	Thursday, July 9, 2026 11:30 AM DPC	
	Wednesday, July 22, 2026 2:00 PM Police Commission Meeting	
	Thursday, August 6, 2026 11:30 AM DPC	
	Tuesday, August 18, 2026 8:15 AM Regular Council Meeting	
	Wednesday, August 26, 2026 2:00 PM Police Commission Meeting	
	Thursday, September 3, 2026 11:30 AM DPC	
	Tuesday, September 8, 2026 8:30 AM Committee of the Whole	
	Tuesday, September 22, 2026 8:15 AM Regular Council Meeting	
	Wednesday, September 23, 2026 2:00 PM Police Commission Meeting	
16.	(Optional) In-Camera Under Section 120(2)(b) of The Municipalities Act - to discuss Long-range/strategic planning.	

16.1 Out of In-Camera and reconvene the Public Meeting

17. Adjournment



Council Planning Report
 Bylaw(s) & Discretionary Use Application(s)
 for Public Hearing

4. Public Hearing July 7, 2026

Item & Div. #	Bylaw/DU No.	Applicant	Legal	Reason
4.1.1 Div. 7	DU 2025-67 Discretionary Use	Red Deer Industrial Sands Inc. for Overpass Equipment & Rental	AFFECTED LANDS LSD 15 & 16, NE 11-39-9-W3	INTENT To renew an Aggregate Resource Extraction Industry at LSD 15 & 16, NE 11-39-9-W3 for a four-year period.

REPORT TO COUNCIL



RM - Discretionary Use

7/7/2026

Council Meeting

Decision Item

Discretionary Use Number:

2025-67

Councillor Division 7

Applicant & Legal Land Description – DU 2025-67 - Red Deer Industrial Sands Inc. for Overpass Equipment Sales & Rentals Ltd. – LSD 15 & 16, NE 11-39-9-W3 – Div. 7

File Manager – Brett Kitchen

RCM-26-121

1. Proposed Development: Aggregate Resource Extraction Industry

2. Recommendation:

THAT the application of Red Deer Industrial Sands Inc. for Overpass Equipment Sales & Rentals Ltd. to renew an Aggregate Resource Extraction Industry at LSD 15 & 16, NE 11-39-9-W3 for a four-year period be APPROVED, subject to:

- i. The applicant entering into a road use agreement with the R.M. of Corman Park prior to hauling;
- ii. The applicant shall be required to enter into a development agreement with the Municipality to ensure the aggregate resource extraction industry complies with all relevant requirements of this Bylaw including any additional conditions of approval necessary to secure the objectives of this Bylaw;
- iii. The applicant abiding by the policies as stated in the R.M. of Corman Park Aggregate Extraction Policy PW-018;
- iv. The applicant shall ensure that dust and noise control measures are undertaken at the request of and the satisfaction of the Director of Public Works, to prevent the operation from becoming an annoyance to neighbouring landowners;
- v. The applicant shall apply appropriate methods for minimizing the noise created from machinery and equipment through proper location and property screening including locating stockpiles to act as a noise barrier;
- vi. The applicant shall keep the site in a clean and tidy condition free from rubbish and non-aggregate debris;
- vii. The disturbed area shall be progressively reclaimed to a land capability equivalent to the pre-disturbance land capability (for example, agricultural land) or a post-disturbance condition and land use (for example, conversion to wetland) which are satisfactory to the Director of Public Works. These conservation and reclamation procedures shall be in accordance with applicable provincial guidelines;
- viii. Property approaches shall be located away from existing residential dwelling units;
- ix. The applicant shall be responsible for all costs associated with the discretionary use application;

- x. The applicant shall be responsible for providing an estimate and a corresponding financial guarantee, in a form acceptable to the Director of Public Works, equal to the cost of reclamation of the pit, to be held by the Municipality for the lifespan of the operation;
- xi. An aggregate resource extraction industry shall have regard to adjacent land uses and no material is to be stored or piled on any road allowance or within 30 m (100 ft) of the bank of any river or watercourse;
- xii. The applicant or operator must provide a written report to the Municipality detailing the amount of material hauled by the operation in the following manners:
 - a. On a monthly basis; and
 - b. Signed declaration must be submitted to the R.M. of Corman Park at the end of the two designated yearly haul periods (namely Summer Haul Period from March 16 – November 15 and Winter Haul Period from November 16 – March 1). These declarations must be sworn or affirmed before a Commissioner of Oaths or a Notary;
- xiii. Provision or relocation of utility services is at the applicant's expense and responsibility to the satisfaction of the affected utility departments;
- xiv. 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 Environment and Water Security Agency;
- xv. If the applicant chooses to apply for a renewal of the aggregate resource extraction industry, a complete application must be submitted no later than 6 months prior to the expiration of the development permit;
- xvi. If the applicant chooses not to apply for a renewal of the aggregate resource extraction industry at the site, the site must be reclaimed in accordance with the submitted reclamation plan and be approved by the Director of Public Works prior to the expiration of the development permit;
- xvii. No aggregate resource extraction industry activities are to take place outside of the area outlined in the site plan attached to the development permit;
- xviii. No aggregate resource extraction industry activities are permitted to take place at the site following the expiration of the development permit, unless a new application has been approved by R.M. of Corman Park Council;
- xix. On site drainage must be managed to ensure that there is no negative impact to adjacent properties; and
- xx. The applicant is required to submit any new areas of extraction activity on previously undisturbed lands on the NE 11-39-9-W3 to the Ministry of Parks, Culture, and Sport Heritage Conservation.

3. Summary:

- This application is for a renewal of an Aggregate Resource Extraction Industry at LSD 15 & 16, NE 11-39-9-W3. The applicant is proposing to continue the use of approximately 7 ha (17.5 acres) for extraction, 1.2 ha (3 acres) of the area used for processing (crushing and screening), and 2 ha (5 acres) of the area used for storage.
- The Aggregate Resource Extraction use has been previously approved in 2017, 2020, and 2024.

- The applicant has indicated that up to 32,000 tonnes of gravel is expected to be extracted from 7 ha (17.5 acres) of the property over the next four years. It is also expected that the lifespan of the extraction area will be 100,000 metric tonnes of material.
- The maximum depth of excavation is proposed at 5 metres below surface.
- The hours of operation, for extraction and hauling are 7 a.m. to 7 p.m. Monday to Friday, these time frames meet the schedules as listed in the R.M. Noise Bylaw.
- Hauling activities would comprise on average 5 to a maximum 10 round trips to and from the site daily. The annual frequency of maximum hauls would be 30 days. Haul months are proposed from March through December.
- The haul route proposed would travel east on Township Road 392 then north on Range Road 3085, leaving the municipal road system at Highway No. 16.
- R.M. administration sent out 24 referrals as part of the discretionary use application. No letters were returned.
- The applicant has provided a reclamation plan and a security bond that meets the requirements of the R.M. of Corman Park Aggregate Extraction Policy PW-018 and was confirmed by the Corman Park Public Works Department.
- This application meets the requirements of the R.M. of Corman Park Official Community Plan and Zoning Bylaw.

4. Bylaw Compliance:

R.M. of Corman Park Official Community Plan (OCP) Bylaw No. 08/94:

<i>Section</i>	<i>Policy</i>	<i>Compliance</i>
6.5.1	Aggregate Resource Extraction Industries may be permitted on a site-specific basis within the Municipality.	Yes
6.7.1	There is no known planned development on the lands that would preclude or constrain future aggregate resource extraction.	Yes
6.7.2	<p>a) The adjacent land uses are agricultural. As a condition of approval, the applicant will enter into a development agreement with the RM in order to ensure that the effects of the operation have limited impacts with respect to noise, vibration, and odor on neighbouring residents.</p> <p>b) The applicant is required to enter into a road use agreement for hauling on municipal roads.</p> <p>c) The applicant plans to operate the site in a manner that complies with the R.M. of Corman Park policies for aggregate extraction.</p> <p>d) The applicant does not intend to store any chemicals or fuel tanks on the site. No material is permitted to be stored or piled within 30 m of the bank of the North Saskatchewan River.</p>	Yes

<i>Section</i>	<i>Policy</i>	<i>Compliance</i>
	e) The applicant has submitted a reclamation plan and security bond that has been reviewed by the R.M. of Corman Park Public Works Department and aligns with the R.M. of Corman Park reclamation policies.	
6.7.3	The applicant complies with the development standards set out in the Zoning Bylaw. The applicant is required to operate the Aggregate Resource Extraction Industry in a way that complies with the Zoning Bylaw and Aggregate Extraction Policy PW-018.	Yes
6.7.4	Aggregate Resource Extraction Industry meets all municipal and provincial regulations respecting access to and from municipal roads.	Yes
6.7.5	<p>a) The lands are identified as Class 3 agricultural capability which notes that the solids have moderately severe limitations that restrict the range of crops or require special conservation practices.</p> <p>b) The site is identified as conditionally heritage sensitive. The Ministry of Parks, Culture, and Sport advised the heritage review resulted in no further concerns from the Ministry.</p> <p>c) Online screening with the Ministry of Environment HABISask tool shows the potential presence of Slender Mouse-ear-creep and piping plover. Consideration for the Whooping Crane migration corridor was noted to be taken into consideration during planning. No further studies required by the Ministry of Environment.</p> <p>d) There are no high-quality recreational lands in the proposed extraction area.</p> <p>e) The surrounding land uses are agricultural. The extraction activities should not cause conflict with the surrounding agricultural lands.</p>	Yes
6.7.6	The application is located where it will not adversely impact aesthetic or environmental quality and will have ongoing remediation work being completed.	Yes
9.2.3	The site is identified as conditionally heritage sensitive. The Ministry of Parks, Culture, and Sport advised the heritage review resulted in no further concerns from the Ministry.	Yes
9.2.4	Online screening with the Ministry of Environment HABISask tool shows the potential presence of Slender Mouse-ear-creep and piping plover. Consideration for the Whooping Crane migration corridor was noted to be taken	Yes

<i>Section</i>	<i>Policy</i>	<i>Compliance</i>
	into consideration during planning. No further studies are required by the Ministry of Environment.	

R.M. of Corman Park Zoning Bylaw (ZB) Bylaw No. 09/94:

<i>Section</i>	<i>Policy</i>	<i>Compliance</i>
3.5.1	<p>The site is identified as conditionally heritage sensitive. The Ministry of Parks, Culture, and Sport advised the heritage review resulted in no further concerns from the Ministry.</p> <p>Online screening with the Ministry of Environment HABISask tool shows the potential presence of Slender Mouse-ear-cress and piping plover. Consideration for the Whooping Crane migration corridor was noted to be taken into consideration during planning. No further studies are required by the Ministry of Environment.</p>	Yes
3.15.4/ 3.15.6	The subject land is currently accessed by an approach from Township Road 392 which is suitable for the aggregate extraction operation.	Yes
4.8.1	The applicant has submitted a reclamation plan and security bond that has been reviewed by the R.M. of Corman Park Public Works Department and aligns with the R.M. of Corman Park reclamation policies.	Yes
4.8.2	Notification was sent to all property owners within 1.6 kilometres of the extraction site, as well as all landowners along the proposed haul route.	Yes
4.8.3	The applicant will implement dust and noise control measures if required.	Yes
4.8.4	The applicant shall apply appropriate methods for minimizing the noise created from machinery and equipment through proper location and property screening including locating stock piles to act as a noise barrier.	Yes
4.8.5	The applicant is required to keep the site in a clean and tidy condition free from rubbish and non-aggregate debris.	Yes
4.8.6	The applicant has provided a reclamation plan and a security bond that meets the requirements of the R.M. of Corman Park Aggregate Extraction Policy PW-018 and was confirmed by the Corman Park Public Works Department.	Yes
4.8.7	There are no approaches to the residential properties which the existing approach would affect.	Yes

<i>Section</i>	<i>Policy</i>	<i>Compliance</i>
4.8.8	The applicant has provided an estimate and financial guarantee in the form of bonds that meets the requirements of Aggregate Extraction Policy PW-018.	Yes
4.8.9	The Aggregate Resource Extraction Industry is not permitted to store or pile material on any road allowance or within 30 m of the bank of the North Saskatchewan River, or water course. The adjacent land uses are aggregate extraction and agriculture.	Yes
4.8.10	The applicant will be required to enter into a road use agreement prior to any hauling of materials to and from the site.	Yes
4.8.11	The operator will be required to provide a written report to the Municipality detailing the amount of material hauled and extracted by the operation on a monthly basis and signed declarations at the end of the two designated haul periods.	Yes
4.8.12	Approval of the aggregate extraction use will be for a maximum of four years and may be renewed at the discretion of Council.	Yes
4.8.13	As a condition of approval, the applicant shall be required to enter into a Development Agreement with the Municipality to ensure the proposed development complies with all the relevant requirements of the Zoning Bylaw.	Yes
4.8.14	The Aggregate Resource Extraction site is not located within 305 metres of an approved urban residential neighbourhood, multi-parcel country residential or recreational developments; and not located within 150 metres of any residence not associated with the operation.	Yes

Schedule A: Agricultural District (AG)

<i>Section</i>	<i>Policy</i>	<i>Compliance</i>
2.2	b) Aggregate Resource Extraction Industry is a discretionary use in the Agricultural District.	Yes
3.2	The site exceeds the minimum site area requirements of 2.47 acres for a discretionary use.	Yes
4	There does not appear to be any buildings located on the site based on the information available to Administration.	Yes

5. Interdepartmental Implications:

A road use agreement will be required to be entered into prior to any hauling of materials to and from the site.

6. Financial Implications:

The applicant has provided a bond to cover the costs of reclamation and restoration of the site, that meets the requirements of Aggregate Extraction Policy PW-018. The applicant is responsible for all costs regarding the discretionary use process.

7. Legal Implications:

The applicant will be required to enter into a Development Agreement to the satisfaction of Corman Park, including the provision of financial security, to be held by the Municipality, to ensure proper performance under the term of the Agreement.

8. Alternative Options:

Council may defer consideration of the application pending further review where required. Discretionary use applications that are denied by Council cannot be appealed, whereas conditions of approval can be appealed to the North Corman Park District Development Appeals Board.

9. Public Consultation Summary:

As part of the discretionary use application, comment sheets were sent out to all landowners within 1.6km of the subject parcel, and all parcels along the proposed haul route. A total of 24 notices were mailed out.

No comment sheets were returned.

10. Regulatory Correspondence:

Ministry of Parks, Culture, and Sport – the Ministry reviewed the site for a heritage review and determined that there are no heritage concerns for the site.

Ministry of Environment – the online screening with the Ministry of Environment HABISask tool shows the potential presence of Slender Mouse-ear-cress and piping plover. Consideration for the Whooping Crane migration corridor was noted to be taken into consideration during planning. No further studies required by the Ministry of Environment.

11. Other Considerations:

N/A

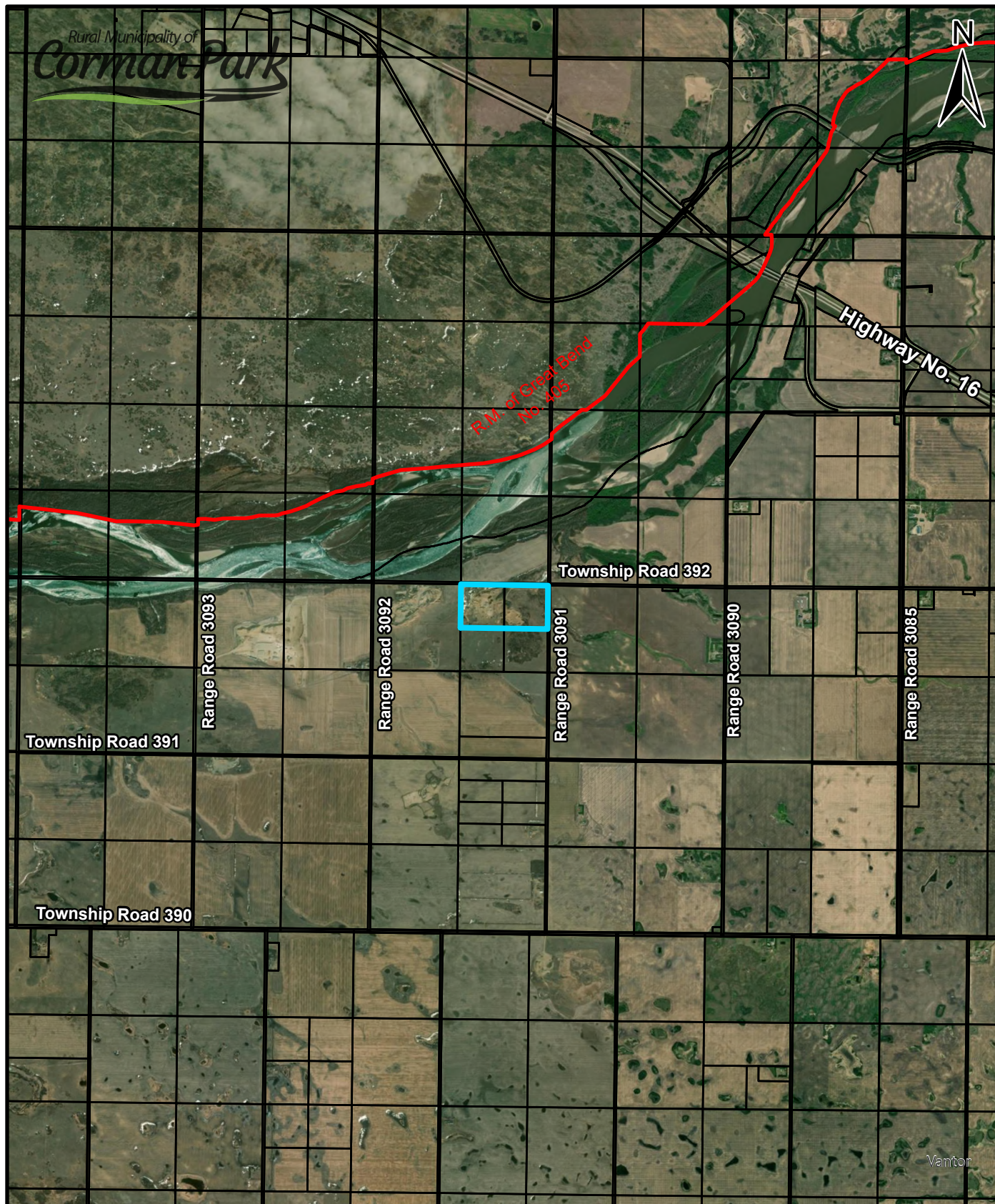
Attachments:

- 1) Overall Map
- 2) Subject Map
- 3) Applicant Site Plan
- 4) Discretionary Use Notification Map

Reviewed By: Kylie Stumborg, RPP, MCIP, Manager, Long Range & Regional Planning

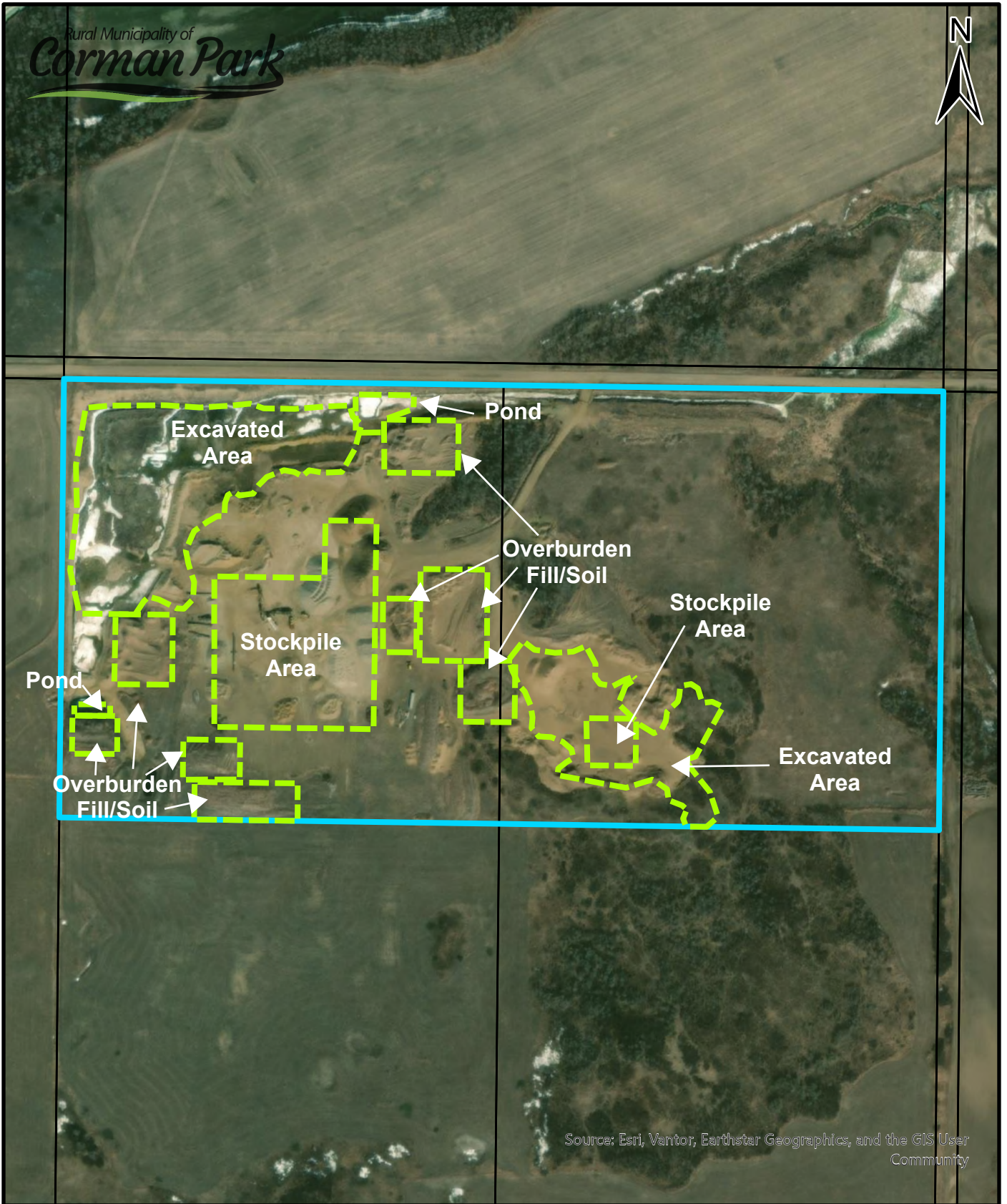
Approved By: Doug Ramage, P.Eng., ENV SP, Director of Planning and Development

Approved for Agenda: Kerry Hilts, Chief Administrative Officer



Overall Map
Overpass Equipment Sales & Rentals Ltd.
LSD 15&16, NE 11-39-9-W3


Legend
— Subject Site
— Corman Park Boundary



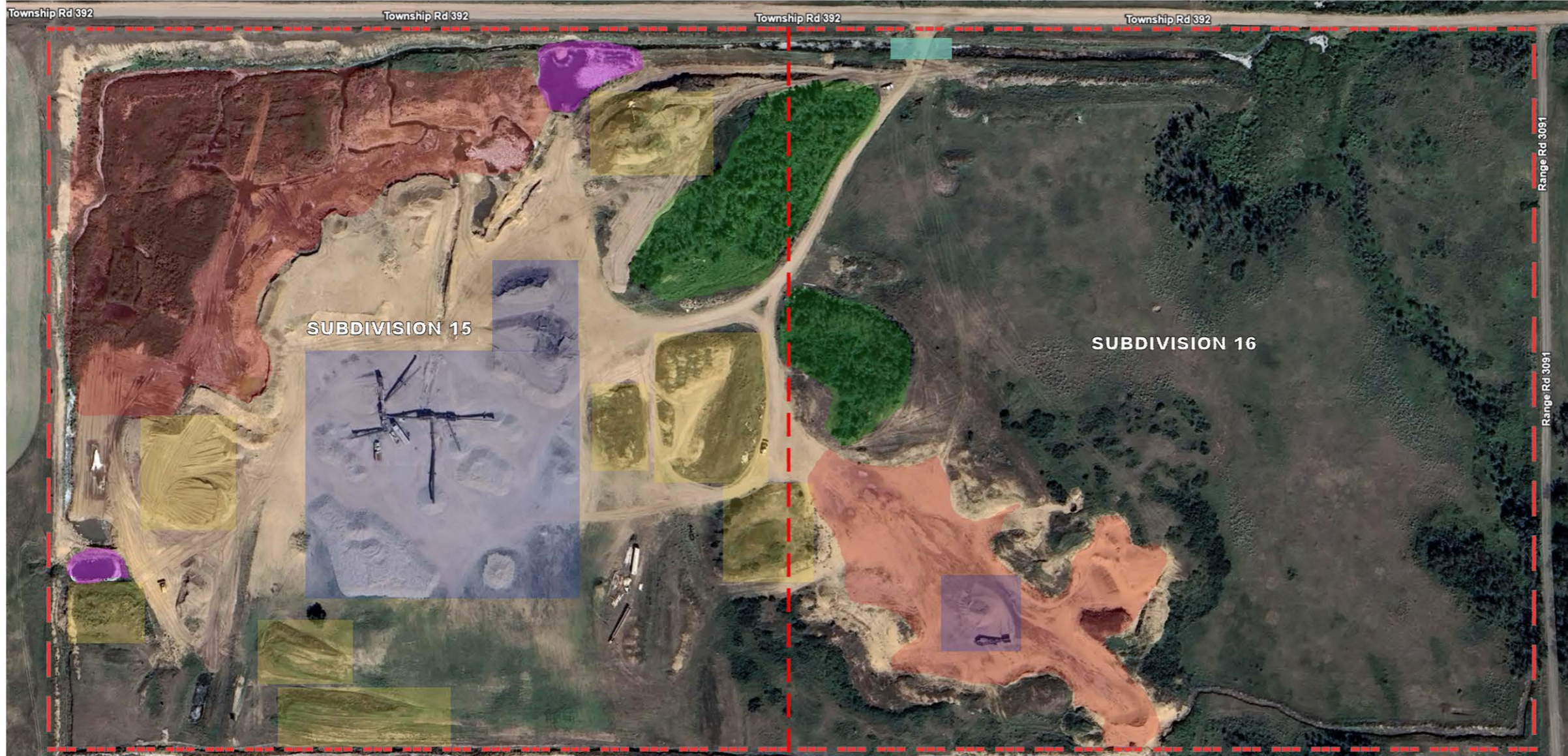
Source: Esri, Vantor, Earthstar Geographics, and the GIS User Community

Subject Map
Overpass Equipment Sales & Rentals Ltd.
LSD 15&16, NE 11-39-9-W3

Legend

-  Subject Site
-  Discretionary Use Area

GRAVEL EXTRACTION SITE PLAN



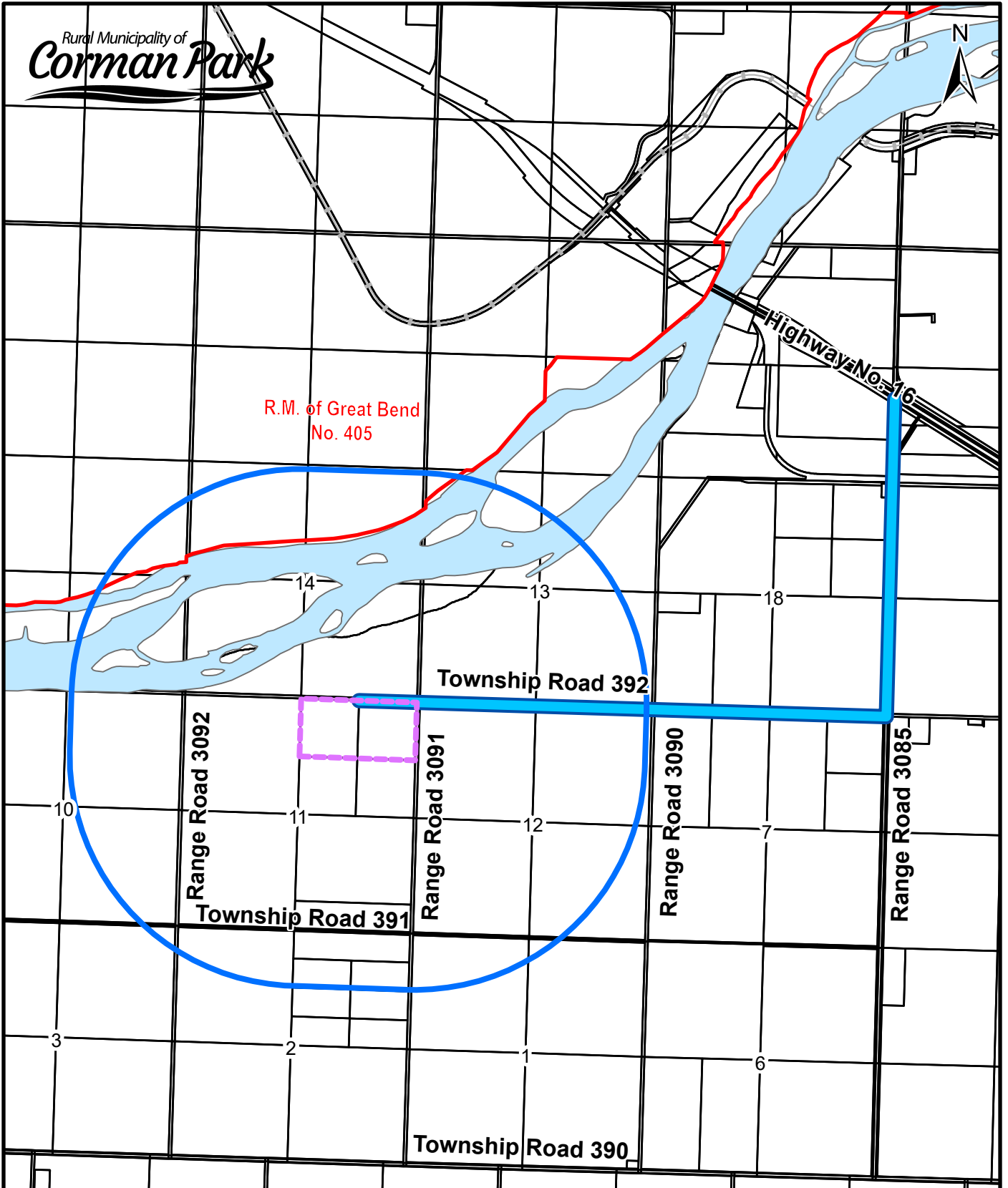
LEGEND

- EXCAVATED AREA (19.5 ACRES)
- STOCKPILE AREA
- OVERBURDEN FILL/SOIL
- TREE AREA
- POND
- APPROACH ACCESS
- - - PROPERTY BORDER



ROCKBROS AGGREGATES BORDEN PIT SITE PLAN: FIGURE 1




REV: JANUARY 30, 2026



Discretionary Use Notification Map

**Overpass Equipment Sales & Rentals Ltd.
LSD 15&16, 11-39-9-W3**

Legend

-  Subject Site
-  1 Mile Buffer
-  Proposed Haul Route

REPORT TO COUNCIL



RM - Rezoning

7/7/2026

Council Meeting

Decision Item

Bylaw Number:

26-26

Councillor Division 2

Applicant & Legal Land Description – Bylaw 26-26 - Saskview Investments Ltd. & Hindmarch Holdings Inc., Pcl C, SE 25-35-5-W3, Plan 101556312 Ext 128 – Div. 2

File Manager – Kristie Muzyka

RCM-26-124

1. Proposed Development: Rezoning

2. Recommendation:

THAT Bylaw 26-26 to rezone Parcel 'C', SE 25-35-5-W3, Plan 101556312 Ext 128 from Agricultural District (AG) to Commercial District (C) for the purpose of establishing a commercially zoned parcel be given FIRST READING and Administration be authorized to proceed with the Public Notice process.

3. Summary:

- An application has been made to rezone an existing, 4.55 ha (11.25 acre) Agricultural zoned parcel to Commercial District.
- The applicant submitted a Comprehensive Development Review (CDR) and worked with Administration on requested updates to the CDR. The final copy can be viewed online here: <https://www.rm-cormanpark.ca/DocumentCenter/View/5935/Hindmarch-Holdings-Inc--Saskview-Investments-Ltd-Commercial-Rezoning>
- The applicant intends to establish a Commercial Complex, Multiple Buildings use to support a secure, luxury-vehicle storage facility consisting of multiple enclosed garage-style units. If rezoning is approved, the applicant is required to submit a Discretionary Use application to establish the proposed use.
- The site had previously been used as a greenhouse facility, but over past years the use ceased, and the site has been unoccupied since.
- Access to the site is via Baker Road (Township Road 354), which is a 10 Ton road. The applicant acknowledges that there are spring road ban restrictions on Baker Road and that there are requirements for permits for heavy vehicles, including septic vehicles. The applicant was provided options to consider upgrading a portion of Baker Road to Primary Weights or to provide financial contribution in lieu of upgrading a portion of the road, to avoid any restrictions on their operations. The applicant indicated they will plan their operations respective of this. As this application is for rezoning only, current bylaws do not provide a method to enforce upgrades as part of the rezoning application.
- This application meets the requirements as stated in the R.M. of Corman Park Official Community Plan Bylaw No. 08/94 and Zoning Bylaw No. 09/94.

4. Bylaw Compliance:**R.M. of Corman Park Official Community Plan (OCP) Bylaw No. 08/94:**

<i>Section</i>	<i>Policy</i>	<i>Compliance</i>
7.2.1	Parcel 'C' is directly adjacent to Highway No. 11 and at the intersection of Baker Road and Highway No. 11. Current access to Parcel 'C' is off of Baker Road, as no new access is permitted directly to Highway No. 11 at this location.	Yes
7.2.2	Parcel 'C' is located at the intersection of Highway No. 11 and Baker Road, which would be considered a major municipal road intersection with Highway No. 11. The next closest major municipal road intersections along Highway No. 11 would be Grasswood Road to the north and Victor Road being the closest to the south.	Yes
7.2.3	<p>There are a few developments for commercial lands south of this proposal that have been supported by Council but application requirements have not been finalized.</p> <p>The parcel directly south of Parcel 'C' was supported by Council to establish commercial zoning by contract, but the application was not finalized.</p> <p>Approximately 900 m to the south along Highway No. 11 is the proposed La Pradera subdivision recently approved by Council, which includes some commercial lands.</p>	Yes
7.2.4	<p>The land is adjacent to Highway No. 11, which makes the location ideal for commercial development as a buffer between the busy highway corridor and country residential developments to the west.</p> <p>The applicant will be required to establish a landscape agreement at the time of development that is compatible with the adjacent residential development.</p>	Yes
7.2.5	The land was previously utilized as a commercial greenhouse and has been vacant since the greenhouse use ceased many years ago. The existing parcel is 11.25 acres in size and surrounded by residential development, therefore not ideal to be used as agricultural land.	Yes
7.2.6	<p>The applicant provided their correspondence with the Ministry of Highways in their CDR. The Ministry provided a map to demonstrate their site triangle that shall remain free of obstruction.</p> <p>The Ministry of Highways indicated they have no further requirements for the proposed development. Any development within 90 m of the highway will require</p>	Yes

<i>Section</i>	<i>Policy</i>	<i>Compliance</i>
	submission of a roadside development permit application to the Ministry of Highways.	
7.2.7	The purpose of the rezoning application is to support a proposal for a secure, luxury-vehicle storage facility. The location of the site is near multiple, high density country residential developments and has easy access to the travelling public along Highway No. 11. There are no known similar facilities that serve this area of Corman Park.	Yes
7.2.8	The applicant will be required to submit a landscaping plan as part of a development permit application to assist in providing a high visual quality of the land use.	Yes
7.2.9	The applicant is proposing well water and septic tank to service the development. Council may deem other onsite services required as necessary as part of the development through a discretionary use application for the proposed use.	Yes
7.2.10	The rezoning application does not include subdivision; therefore, a servicing agreement cannot be entered into for the proposal.	Yes
7.2.11	The Ministry of Highways has secured lands to accommodate future expansions along Highway No. 11. Baker Road at this location is a 30m road right-of-way, which meets current standards at this location.	Yes
7.2.12	There are no Intensive Livestock Operations (ILO) within the distances as outlined in the Zoning Bylaw based on the information available to Administration.	Yes
7.2.13	Parcel 'C' is proposed along a busy highway corridor in the area with the highest density of country residential development in Corman Park. A commercial property at this location provides a buffer between the highway and the adjacent country residential development.	Yes
9.2.3	The applicant completed an online heritage review as part of their CDR. The results as per the CDR indicate that the site is not heritage sensitive and further screening is not required. The applicant is advised to complete updated screening at the time of development permit application.	Yes
9.2.4	The applicant completed a desktop environmental screening with the HABISask online tool as part of their CDR. The results indicate one vertebrate species of	Yes

<i>Section</i>	<i>Policy</i>	<i>Compliance</i>
	<p>concern that was last sighted in 1955, and the potential for a vascular species of concern in the source parcel area. As the site has been previously developed, and the surrounding area has been extensively developed, it is unlikely any species or habitats of concern remain on the source parcel.</p> <p>The applicant is advised to complete further screening at the time of development permit application with the HABISask online screening tool to submit to the Ministry of Environment for comment.</p>	
11.2.1	No road expansions are required as a result of this rezoning application. The Ministry of Highways has secured lands to accommodate future expansions along Highway No. 11. Baker Road at this location is a 30m road right-of-way, which meets current standards at this location.	Yes
11.2.2	<p>As the application is for rezoning and there is no subdivision as part of the rezoning application, there is no method to collect road upgrades as part of the rezoning application.</p> <p>The applicant is aware they will be subject to spring road ban restrictions on Baker Road and that there are requirements for permits for heavy vehicles, including septic vehicles.</p>	Yes

R.M. of Corman Park Zoning Bylaw (ZB) Bylaw No. 09/94:

<i>Section</i>	<i>Policy</i>	<i>Compliance</i>
3.5.1	<p>The applicant completed an online heritage review as part of their CDR. The results as per the CDR indicate that the site is not heritage sensitive and further screening is not required.</p> <p>The applicant completed a desktop environmental screening with the HABISask online tool as part of their CDR. The results indicate one vertebrate species of concern that was last sighted in 1955, and the potential for a vascular species of concern in the source parcel area. As the site has been previously developed, and the surrounding area has been extensively developed, it is unlikely any species or habitats of concern remain on the source parcel.</p> <p>The applicant is advised to complete further screening at the time of development permit application with the</p>	Yes

<i>Section</i>	<i>Policy</i>	<i>Compliance</i>
	HABISask online screening tool to submit to the Ministry of Environment for comment.	
3.7.1	Any development proposed on the site must conform to the clear sight triangle requirements of the Ministry of Highways, as well as the area defined in Figure 4 of the Corman Park Zoning Bylaw.	Yes
3.9.1	The applicant has indicated they will service the proposed development with septic tanks. At the time of development, the landowner will be required to submit permits from the Saskatchewan Health Authority (SHA) for a private wastewater treatment system.	Yes
3.12.10 & 3.12.11	The applicant provided a conceptual grading and drainage plan as part of the CDR that was reviewed and supported by Corman Park Infrastructure & Public Works. The conceptual plan incorporates sufficient capacity to accommodate surface water runoff for a 1:100-year storm event and does not adversely affect adjacent properties or the stability of the land. At the time of development, a detailed drainage and stormwater plan will be prepared once the site layout is finalized.	Yes
3.15.4	Parcel 'C' has frontage along Baker Road (Township Road 354) which is a graded, all-weather municipally maintained road.	Yes
3.15.6 / 3.15.7	The applicant is required to submit an approach application at the time of development to Corman Park for any changes to the existing approach for the proposed development.	Yes
3.15.12	The applicant has indicated potable water will be provided by a private well for proposed development on the land. The applicant provided correspondence with Water Security Agency (WSA) regarding their proposed well water usage, and WSA indicated the applicant will be required to submit an application for a water rights license to WSA.	Yes

Schedule H - C – Commercial District: (C)

<i>Section</i>	<i>Policy</i>	<i>Compliance</i>
2.2.	j) The applicant indicated that their proposal will be for a Commercial Complex, Multiple Buildings, which is a discretionary use in the Commercial zoning district.	Yes
3.1.	Parcel 'C' at 4.55 ha (11.25 acres) meets the minimum and maximum site area requirements of this zoning district.	Yes

4.1.	Any proposed development requires the applicant to submit a landscape plan for review and approval.	Yes
5.1	Any proposed development must meet all property setbacks as identified in the zoning bylaw.	Yes

5. Interdepartmental Implications:

Any new approaches require approval from Corman Park. At the time of development application, the applicant is required to submit a detailed drainage and stormwater plan for review and approval.

Baker Road is a 10 Ton road at this location, which means permits will be required for any overweight vehicles and the road will be subject to spring road bans.

6. Financial Implications:

The applicant will be responsible for all costs regarding the rezoning process.

7. Legal Implications: N/A

8. Alternative Options:

Council may defer consideration of the application pending further review where required or it may deny the request for rezoning. Rezoning applications that are denied cannot be appealed.

9. Public Consultation Summary:

As part of the CDR, the applicant completed Public Consultation by having letters distributed to all property owners within a 1.6km radius of the property. A summary of the responses is provided in the CDR starting on page 25, and a copy of the correspondence is provided in Appendix K.

The CDR indicates the primary concerns are: increased traffic, the proposed development attracting nuisances such as partying and noise, potential for increased crime, lack of public information and consultation, the proposed scale of the development not conforming to the character of the area, property values being negatively affected, regular maintenance and upkeep of the property. The CDR also provides the responses to concerns that the applicant offered to landowners who reached out to them.

If the application receives 1st reading of Bylaw 26-26, the R.M. of Corman Park Policy #PD-001 requires a written notice to be provided to all landowners within a 1.6km radius of the subject property to notify them of the proposed rezoning and date of the public hearing.

Notice of the proposed property rezoning will be advertised pursuant to the provisions of *The Planning and Development Act, 2007* if First Reading to the proposed bylaw is given.

10. Regulatory Correspondence:

No referrals were made by Administration to external agencies for the rezoning application. The applicant includes correspondence with different agencies as part of their CDR submission. Referrals to external agencies will be made at the time of development permit application when development plans are finalized and submitted for review.

11. Other Considerations: N/A

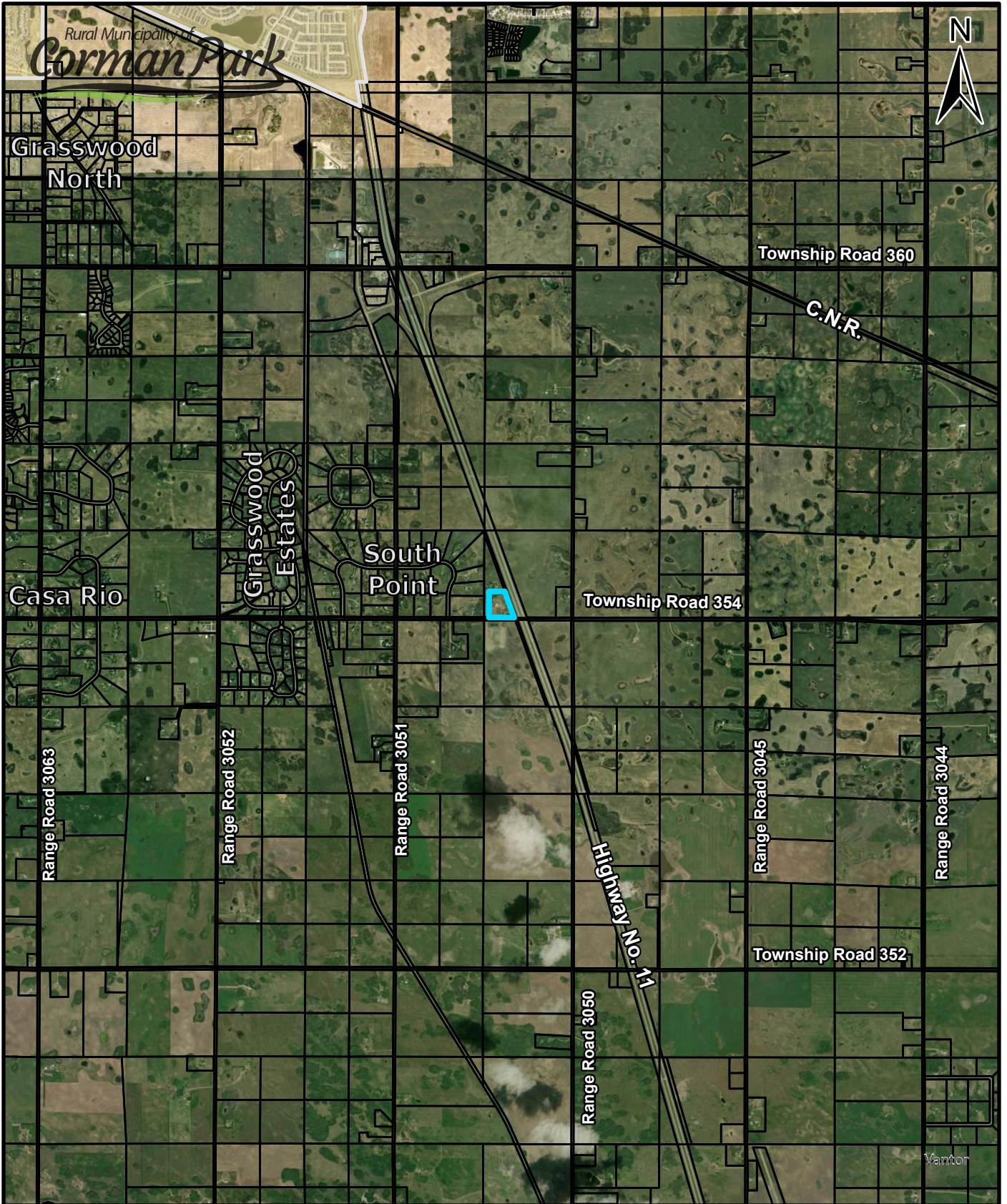
Attachments:

- 1) Map 1: Overall Subject Property Map
- 2) Map 2: Enlarged Subject Property Map
- 3) Bylaw 26-26

Reviewed By: Kylie Stumborg, RPP, MCIP, Manager, Long Range & Regional Planning

Approved By: Doug Ramage, P.Eng., ENV SP, Director of Planning and Development

Approved for Agenda: Kerry Hilts, Chief Administrative Officer



**Overall Subject Property Map
Saskview Investments Ltd. &
Hindmarch Holdings Inc.
Pcl C, SE 25-35-5-W3**

Legend

— Subject Site



Highway No. 11



Township Road 354

Source: Esri, Vantor, Earthstar Geographics, and the GIS User Community

Enlarged Subject Property Map
Saskview Investments Ltd. &
Hindmarch Holdings Inc.
Pcl C, SE 25-35-5-W3

Legend

 Subject Site



**RURAL MUNICIPALITY OF CORMAN PARK NO. 344
BYLAW 26-26**

A bylaw to amend Bylaw No. 09-94 known as the R.M. of Corman Park Zoning Bylaw.

The Council of the Rural Municipality of Corman Park No. 344, in the Province of Saskatchewan, enacts to amend Bylaw 09-94 as follows:

1. The Zoning District Map referred to in Section 5 is amended by rezoning from Agricultural District (AG) to Commercial District (C) that portion of land shown shaded on Detail Map No. SE 25.35.5.W3.

This Bylaw shall come into force and take effect upon receiving the approval of the Minister of Government Relations.

Hon. Joe Hargrave, Reeve

SEAL

Kerry Hilts, Chief Administrative Officer

Read a first time ____ day of _____, 2026

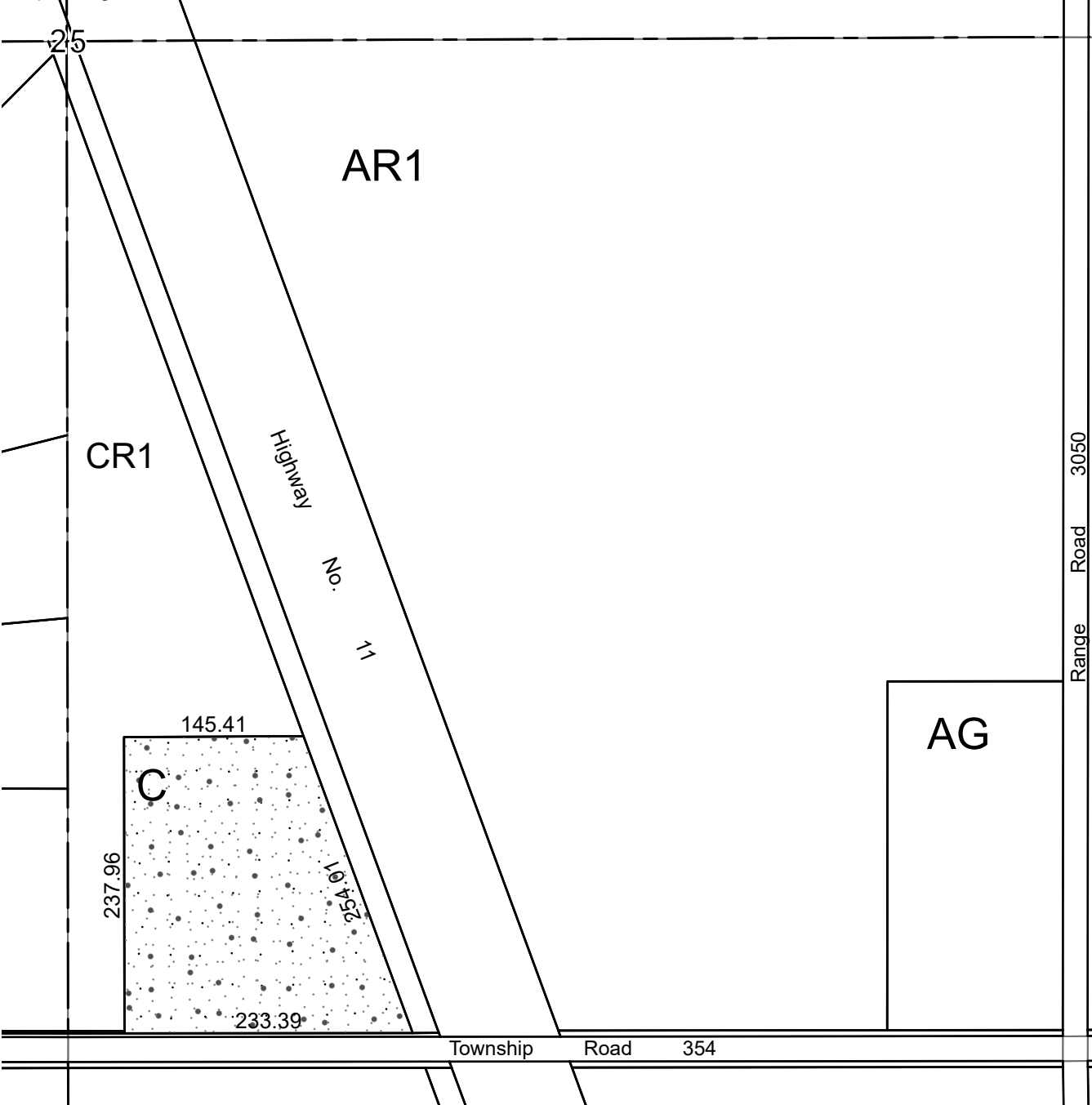
Read a second time this ____ day of _____, 2026

Read a third time and passed this ____ day of _____, 2026



DETAIL ZONING MAP No. SE25.35.5.W3

Twp. 35 Rge. 5 W3



Scale 1:5000

All measurements are in metres and decimals of metres. Distances are approximate and may vary +/- 1 metre.

Revised 2024

PLANNING REPORT TO COUNCIL



RM - Subdivision

7/7/2026

Council Meeting

Decision Item

Subdivision Number:

SUBD-005935-2026

Councillor Division 7

Applicant & Legal Land Description – SUBD-005935-2026 - R. Goud and W. Boersma, LSD 13&14, 36-38-7-W3 - Div. 7

File Manager – Natalia Pavuk, Planner I

RCM-26-123

1. Proposed Development: Subdivision

2. Recommendation:

THAT the application of Roelof Goud and Welmoed Boersma to subdivide one (1) 4.05 ha (10 acre) parcel for the purpose of creating one agricultural residential parcel, labelled as Parcel 'A', from LSD 13&14, 36-38-7-W3 as shown on the Plan of Proposed Subdivision labelled as 'Appendix 1' be APPROVED subject to:

- i. The applicant being solely responsible for all the costs of the rezoning and subdivision process;
- ii. The applicant entering into a 5-metre road widening easement agreement for the length of LSD 13, 36-38-7-W3 adjacent to Range Road 3071;
- iii. Any development on proposed Parcel 'A', may require submission of an engineered grading and/or drainage plan for review and approval by the R.M. of Corman Park;
- iv. The installation of any new plumbing and sewage systems shall be permitted, inspected and approved by the Saskatchewan Health Authority;
- v. The applicant obtaining the necessary approvals and complying with the requirements and recommendations of all government ministries and agencies including, but not limited to, the Water Security Agency, the Saskatchewan Health Authority, the Ministry of Environment, and the Ministry of Parks, Culture and Sport;
- vi. Any permanent development within 90 metres of the highway right-of-way requires a permit from the Ministry of Highways.
- vii. No new approaches will be permitted from Highway No. 16;
- viii. Any new approaches from Township Road 390 to Parcel 'A' and the remnant shall require approval from the R.M. of Corman Park. Any new approaches from Range Road 3071 to the remnant shall require approval from the R.M. of Corman Park.
- ix. The construction of any buildings on Parcel 'A' or the remnant shall require the approval of a development permit and building permit from the R.M. of Corman Park;
- x. Any new development is subject to Heritage Screening by the Ministry of Parks, Culture and Sport – Heritage Conservation Branch; and
- xi. Provision for or relocation of utility services is the responsibility of the applicant and at their expense to the satisfaction of the affected utility departments.

3. Summary:

- This application is to subdivide one existing 10-acre yardsite, labelled as Parcel 'A', from an 80-acre equivalent agricultural holding.
- The source parcel is zoned Agricultural Residential 1; therefore, no rezoning is required to support this application.
- This source parcel is fragmented by Highway 16, the application was forwarded to the Ministry of Highways for comments. The Ministry has no concerns with this subdivision, but indicated that any new permanent development within 90 metres of the highway right-of-way requires a permit from the Ministry.
- The parent parcel was identified as heritage sensitive by the Ministry of Heritage's online screening tool. The application was forwarded to the Ministry of Heritage for comments. The Ministry has no concerns with this subdivision; however, indicated that any new development will require further heritage screening.
- Proposed Parcel 'A' and the remnant front Township Road 390, which is an all-season municipally maintained road, which meets all the requirements.
- The remnant also fronts Range Road 3071, which is an all-season municipally maintained road. A 5-metre road easement is required to meet the RM of Corman Park road standards.
- This application meets the R.M. of Corman Park Official Community Plan and Zoning Bylaw.

4. Bylaw Compliance:**R.M. of Corman Park Official Community Plan (OCP) Bylaw No. 08/94:**

<i>Section</i>	<i>Policy</i>	<i>Compliance</i>
3.2.1	Proposed Parcel 'A' has an existing yard site and will not fragment continued agricultural operations on the remnant.	Yes
3.2.6	Proposed Parcel 'A' will constitute one single parcel country residential subdivision from the source quarter section. <ul style="list-style-type: none"> a) The subdivision is not for intensive agricultural purposes. b) The subdivision is not in the community of Blumenheim. c) The subdivision is not on a parcel zoned Agricultural Residential 2 (AR2) district. d) The subdivision is not on a re-subdivided parcel zoned AR2 district. e) The subdivision is not within a 5 per ¼ Constraints Overly Area. f) The subdivision is within 0.8 km of a provincial highway or the proposed Saskatoon Freeway. The application was referred to the Ministry of 	Yes

Section	Policy	Compliance
	Highways for comments. The Ministry indicated that any development within 90 metres of the right-of-way must receive the Ministry's approval. The Ministry has no concerns with this application	
5.2.1.1	The source parcel is zoned AR1, no rezoning is required to support the subdivision of proposed Parcel 'A'.	Yes
5.2.1.5	<p>a) Proposed Parcel 'A' is not within the required setback distances of an Intensive Livestock Operation (ILO) based on the information available to Administration.</p> <p>b) Proposed Parcel 'A' is flood prone based on the information available to Administration. The property was reviewed by Water Security Agency (WSA) at the time of dwelling permit application and the proposed subdivision application. WSA established a minimum building elevation of 517.10 m.</p>	Yes
5.2.1.6	<p>a) Proposed Parcel 'A' is on Class 3 soils. Class 3 soils have moderate severe limitations that restrict the choice of crops or require special conservation practices. Since the dwelling being subdivided exists, there will be no further agricultural land fragmentation.</p> <p>b) Proposed Parcel 'A' is the first proposed residential building site on the source quarter section. Parcel 'A' will not fragment the remaining agricultural land or disrupt agricultural operations on the remnant.</p> <p>c) Proposed Parcel 'A' is located along Township Road 390, which is an existing, municipal road maintained by the R.M. of Corman Park.</p>	Yes
5.2.2.1	The source parcel is zoned AR1 District, no rezoning is required to support the subdivision of proposed parcel 'A'.	Yes
5.2.2.7	A Basic Development Review (BDR) has been submitted in support of the application and has been appended to this report.	Yes
5.2.2.10	<p>a) Utility services, sewage disposal, and water supply are available as per the information in the BDR.</p> <p>i. Proposed Parcel 'A' has access to Township Road 390.</p> <p>ii. Any new approaches to the proposed Parcel 'A' require approval from the R.M. of Corman Park.</p>	Yes

<i>Section</i>	<i>Policy</i>	<i>Compliance</i>
	<p>iii. Township Road 390 meets Corman Park road standards. Range Road 3071 requires a 5-metre road widening easement.</p> <p>b) All requisite government department requirements will need to be met prior to commencing any new development on site.</p>	
5.2.2.11	<p>The proposed subdivision is not located within:</p> <p>a) 1km of a Hazardous Industry</p> <p>b) 457m of a Solid or Liquid Waste Disposal Facility</p> <p>c) The distance for a single-family dwelling from an Intensive Livestock Operation as outlined in the Zoning Bylaw.</p> <p>d) 300m of a solid or liquid waste disposal facility.</p>	Yes
9.2.3	<p>Online screening tools from the Ministry of Parks, Culture and Sport Heritage Branch (Heritage) indicated the source parcel was potentially heritage sensitive. The application was referred to the Ministry of Heritage by Community Planning Branch. The Ministry indicated that they have no concerns with the proposed subdivision; however, additional heritage screening for any new development will be required.</p>	Yes
9.2.4	<p>The Ministry of Environment (MOE) HABISask online screening shows no rare species or habitats of concern in the source parcel potential for species or habitats of concern in the source parcel area.</p>	Yes
11.2.1& 11.2.2	<p>Township Road 390 meets the R.M. of Corman Park road standards.</p> <p>Range Road 3071 requires a 5-metre road widening easement agreement to meet the R.M. of Corman Park road standards.</p>	Yes

R.M. of Corman Park Zoning Bylaw (ZB) Bylaw No. 09/94:

<i>Section</i>	<i>Policy</i>	<i>Compliance</i>
3.5.1	<p>The Ministry of Environment (MOE) HABISask online screening shows no rare species or habitats of concern in the source parcel.</p> <p>Online screening tools from the Ministry of Parks, Culture and Sport Heritage Branch (Heritage) indicated the source parcel was potentially heritage sensitive. The application</p>	Yes

<i>Section</i>	<i>Policy</i>	<i>Compliance</i>
	was referred to the Ministry of Heritage by Community Planning Branch. The Ministry indicated that they have no concerns with the proposal; however, any new development will require additional heritage screening.	
3.9.1/ 3.9.2	There is an existing jet sewage system on proposed Parcel 'A'. Any changes to the sewage system must be approved by Saskatchewan Health Authority (SHA).	Yes
3.15.4	Proposed parcel 'A' has frontage to Township Road 390 which is a municipal roadway maintained by the R.M of Corman Park	Yes
3.15.6/ 3.15.7	Any new approaches from Township Road 390 to proposed Parcel 'A' and the remnant require approval from the R.M. of Corman Park. Any new approaches from Range Road 3071 to the remnant require approval from R.M. of Corman Park.	Yes
3.15.12	The applicant indicated potable water is hauled to proposed Parcel 'A'.	Yes

Schedule B: Agricultural Residential 1 District (AR1)

<i>Section</i>	<i>Policy</i>	<i>Compliance</i>
2.1	a) A single detached residence is a permitted principal use in the AR1 zoning district.	Yes
3.1	a) The proposed site area of Parcel 'A' at 4.04 ha (10 acres) meets the minimum and maximum site area requirements of this zoning district.	Yes
4	a-c) All existing structures and building meet the required setbacks. Any new development on Parcel 'A' must meet the required setbacks.	Yes

5. Interdepartmental Implications:

Any new approaches from Township Road 390 and Range Road 3071 require approval from Corman Park

It was determined that a 5-metre road widening easement along Range Road 3071 is required.

6. Financial Implications:

The applicant will be responsible for all costs regarding the rezoning and subdivision application processes. A subdivision servicing fee is not required for the creation of Parcel 'A' as it deals with the subdivision of the existing yard site. Municipal Reserve is not required

for proposed Parcel 'A' as it is the first residential subdivision from the source quarter section

7. Legal Implications: N/A

8. Alternative Options:

Council may defer consideration of the application pending further review where required. A decision to deny the application would prevent the subdivision from proceeding. Decisions may be subject to appeal in accordance with the applicable provisions of The Planning and Development Act, 2007, and would be heard by the appropriate appeal body.

9. Public Consultation Summary: N/A

10. Regulatory Correspondence:

Referrals were made by Community Planning to SaskTel, SaskEnergy/TransGas, SaskPower, Ministry of Parks, Culture and Sport – Heritage Conservation Branch and Water Security Agency. Any conditions will be added to the Certificate of Approval (COA).

Ministry of Parks, Culture and Sport – Heritage Conservation Branch required further screening for any new development on the proposed Parcel 'A' and the remnant.

Water Security Agency has identified a minimum building elevation of 517.10 m.

Ministry of Highways indicated that any permanent development within 90 metres of the highway right-of-way requires a permit from the Ministry. The Ministry will not permit for access to Highway 16.

11. Other Considerations: N/A

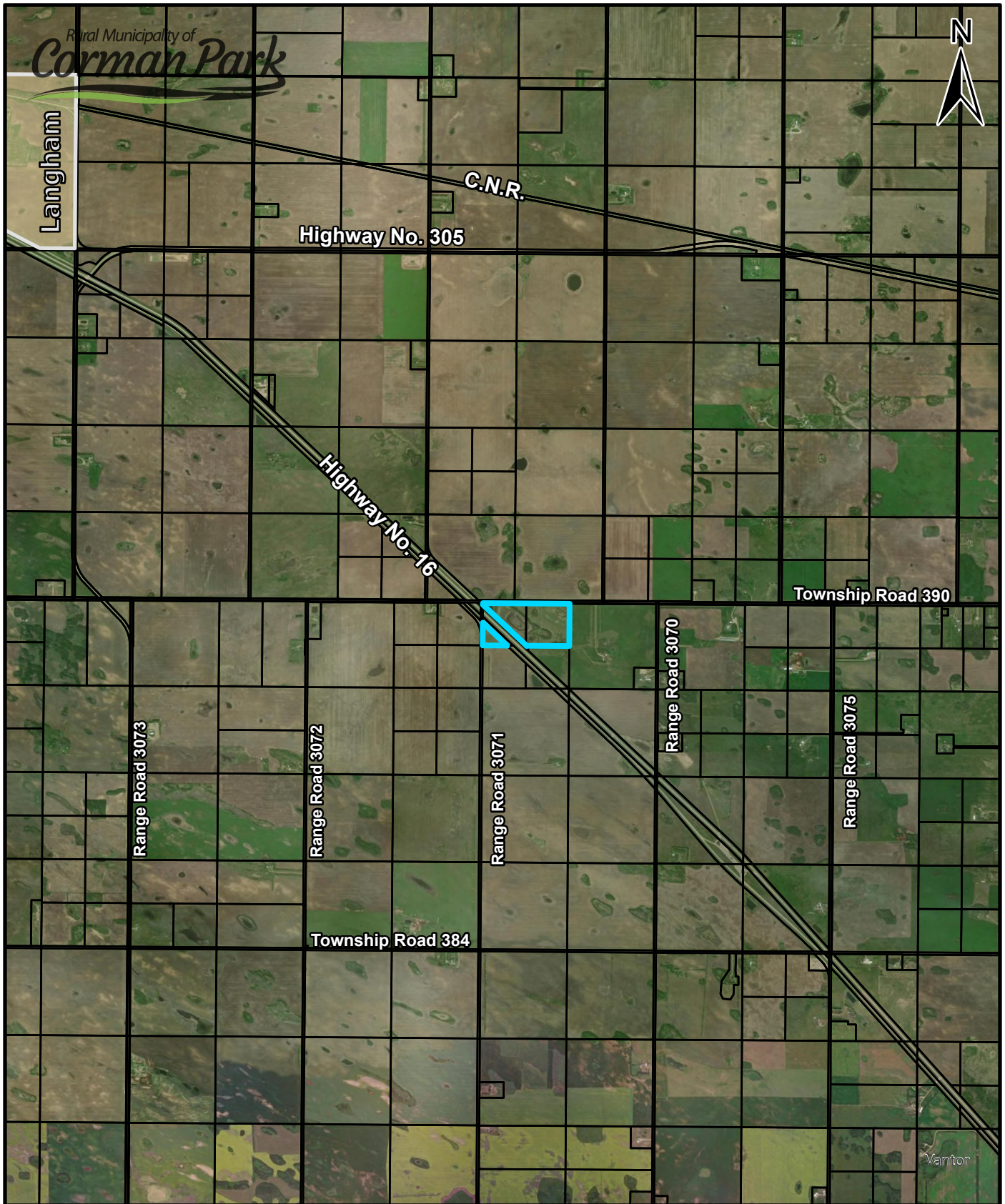
Attachments:

- 1) Map 1: Overall Subject Property Map
- 2) Map 2: Enlarged Subject Property Map
- 3) Appendix 1: Plan of Proposed Subdivision
- 4) Basic Development Review

Reviewed By: Kylie Stumborg, RPP, MCIP, Manager, Long Range & Regional Planning

Approved By: Doug Ramage, P.Eng., ENV SP, Director of Planning and Development

Approved for Agenda: Kerry Hilts, Chief Administrative Officer

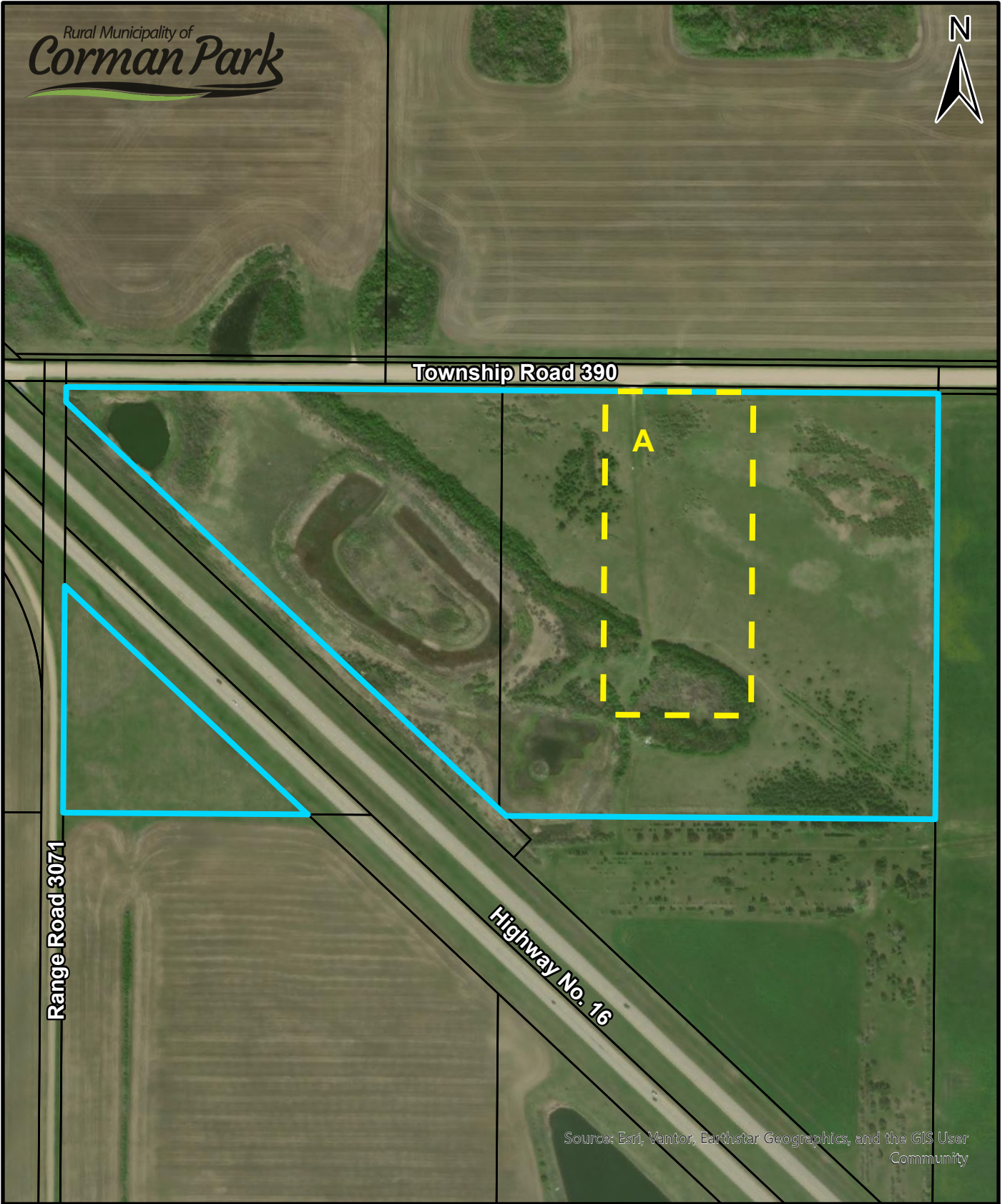


Subject Property Map
Goud, R. & Boersma, W.
LSD 13&14, 36-38-7-W3

Legend

— Subject Site



Rural Municipality of
Corman Park



Source: Esri, Vantor, Earthstar Geographics, and the GIS User Community

Subject Property Map
Goud, R. & Boersma, W.
LSD 13&14, 36-38-7-W3

Legend

-  Subject Site
-  Proposed Subdivision

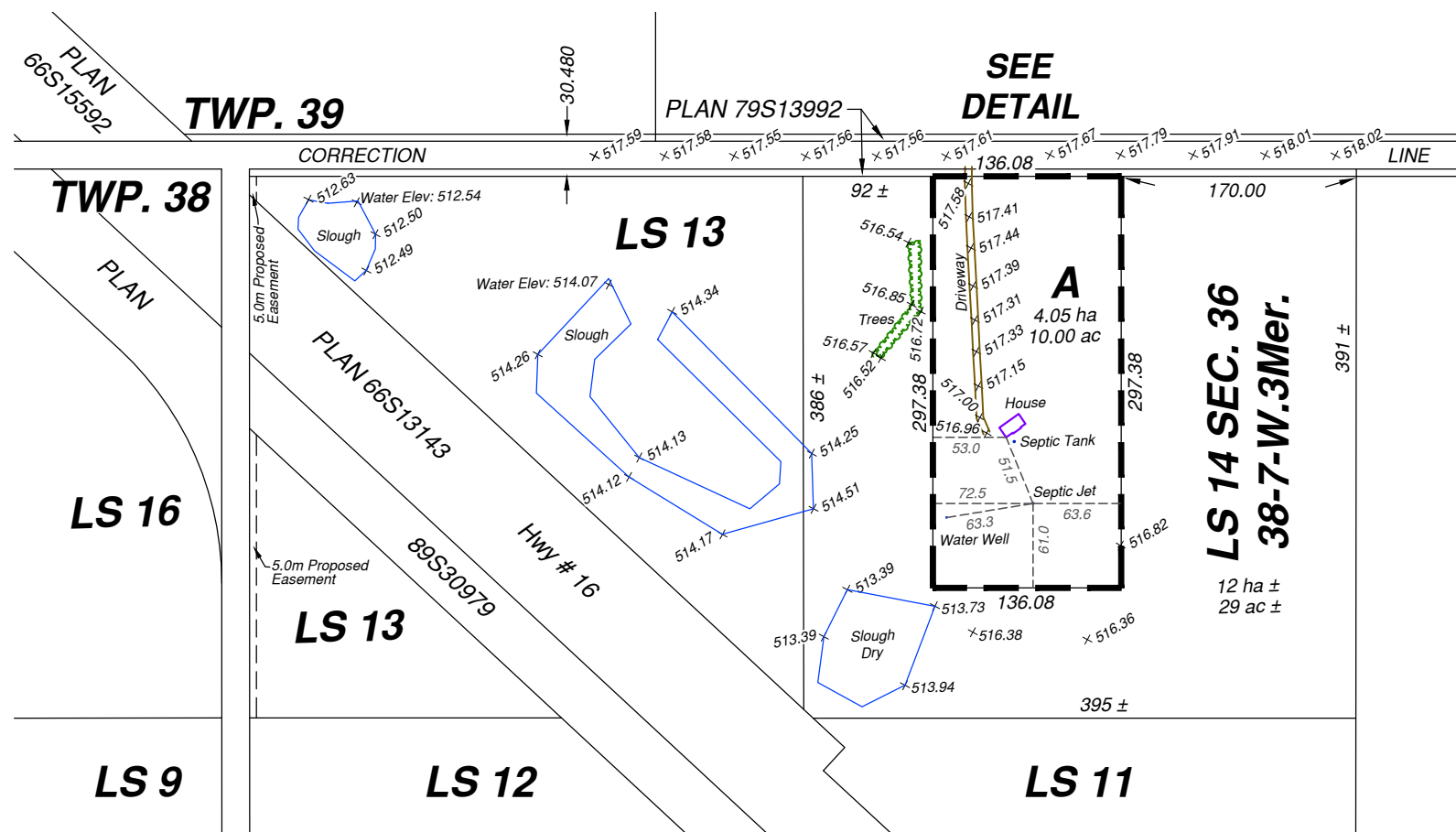
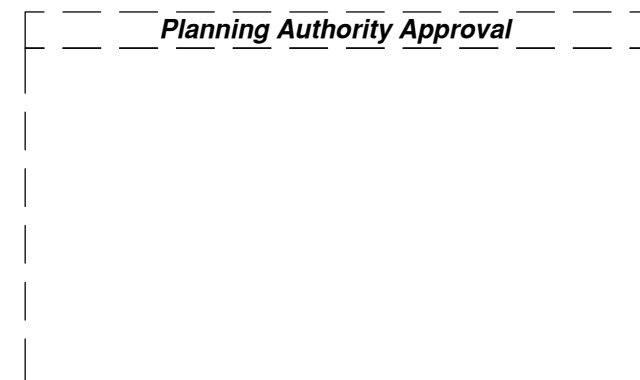
PLAN OF PROPOSED SUBDIVISION

OF PART OF
LS 14 SEC.36-TWP.38-RGE.7-W.3Mer.
R.M. OF CORMAN PARK No. 344, SK

SCALE 1:5000

NOTES

PRELIMINARY SURVEY DONE ON FEBRUARY 3, 2026.
 PORTION TO BE SURVEYED IS OUTLINED IN A HEAVY DASHED LINE, AND CONTAINS
4.05 ha. (10.00 acres).
 MEASUREMENTS ARE IN METRES AND DECIMALS THEREOF.
 DISTANCES ARE APPROXIMATE AND MAY VARY BY ± 5 METRES.
 STANDARD ROAD ALLOWANCE SHOWN ARE 20.117m IN WIDTH.
 SOURCE PARCEL NUMBER IS 120872561.
 SOURCE PARCEL DIMENSIONS AND AREAS ARE DERIVED FROM ISC PARCEL MAPPING.
 ORTHOMETRIC ELEVATIONS SHOWN ARE DERIVED FROM PRECISE POINT POSITIONING (PPP).
 VERTICAL DATUM USED: CGVD28 (HT 2.0)
 THE REMAINDER OF LS 14 (PARCEL 120872561) REMAINS LINKED BY PARCEL TIE TO LS 13
 (PARCELS 164400432 AND 164400443).



Paul A. Craig
 Paul A. Craig
 Saskatchewan Land Surveyor

Revision to previously submitted plan.
 Planning File SUBD-005935-2026.

No.	REVISIONS	DATE	DR.	CH.
0	Preliminary Plan	February 3, 2026	ab	pac
1	Added tie note	March 11, 2026	ab	pac
2	Added 5m proposed easement	June 6, 2026	ab	pac
3	Added 5m proposed easement in LS 13 & removed 5m proposed easement in parcel A	June 15, 2026	ab	pac

FILE: SA260175 DWG.: SA260175DEV-R3



1. Background:

Legal Description of the property: LS-14 sec 36 38 7 W3

Total land is 64 acres. From the 64 acres we like to split of 1 lot of 10 acres.

There is only 1 lot of 10 acres proposed

The size is 10 acres

The proposed location is chosen because we would like to sell of the house and keep the rest of the land.

The property has a laneway, trees and some bush.

2. Land use:

See attachment 1.

The current and proposed use of the land intended for subdivision is, there is a house on the property. **We would like to sell house and keep remaining land.**

The surrounding land within 1.6 km from this property is agriculture.

3. Servicing

The acreage is located on grid road 784.

Drainage: there is a culvert pipe located by road.

Sewage; tank, pump out by the house.

Water can be hauled in from any place where you can buy city water. Tanks in basement.

There is power on property see attachment 1 for drawing.

There is a septic tank by the house.

The nearest town is Dalmenty where there are schools , fire and police services.

We would like to split of the house with 10 acres of land. And we would like to keep the remaining land.

REPORT TO COUNCIL



Planning & Development
7/7/2026
Council Meeting
Decision or Information Item
Priority 3. Service Delivery

RCM 26-126

Subject

Development Services – Development Statistics and Department Trends

Recommendation

THAT the Development Statistics and Department Trends report be RECEIVED AS INFORMATION.

Report Summary

Over the past several years, the R.M. has experienced sustained growth across all major development streams, including development permits, building permits, rezonings, and subdivisions. This growth reflects continued confidence in the R.M. as a location for investment and development, while also increasing the volume, complexity, coordination, and public inquiry demands associated with the municipal review process.

The purpose of this report is to provide Council with an overview of development trends since 2023 and how those trends influence service delivery, workflow management, regulatory administration, and the operating environment within Development Services.

During this same period, the R.M.'s transition to Subdivision Approving Authority has expanded the scope of Development Services by adding new statutory and administrative responsibilities, including application intake, circulation, technical review, referral coordination, decision documentation, condition management, and appeal preparedness.

This report is intended to provide Council with a current-state overview of the development service environment and the factors shaping the Department's ability to meet service expectations, statutory obligations, and Council's strategic service delivery objectives.

Key Findings:

Development activity in the R.M. continues to increase significantly. Between 2024 and 2025, development permits:

- increased by 20%
- building permits increased by 25%
- rezonings increased by 44%
- subdivisions increased by 45%.

These trends demonstrate continued confidence in the R.M. as a location for investment, growth, and development.

Early 2026 trends indicate this demand is continuing. Year-to-date subdivision activity is projected to be approximately 45% higher than 2025 levels, while permit activity remains near historic highs. This suggests that development demand is not limited to a single application stream but is occurring across multiple stages of the development process.

Rezoning and subdivisions are important leading indicators of future workload. These applications typically precede development permits, building permits, servicing agreements, drainage reviews, inspections, compliance matters, and ongoing applicant and public inquiries. As a result, increases in rezoning and subdivision activity signal future demand across the broader Development Services function, even where some permit volumes have not yet fully materialized.

Current service metrics indicate that development demand is placing increased pressure on service delivery timelines and regulatory administration. Since 2023, permitted use development permit timelines have increased by 55%, discretionary use application timelines have increased by 176%, and the building permit backlog increased by 118% between 2024 and 2025. These trends reflect a continued evolution in the service environment, with application volume, file complexity, and statutory responsibilities increasing beyond the conditions under which the current service delivery model was originally established.

Significant workload also exists outside formal applications. Development-related inquiries increased from 1,312 in 2024 and are projected to reach approximately 2,200 in 2026. These inquiries are an important part of customer service, early issue identification, application readiness, and public confidence in the development process; however, they also require staff time and technical review capacity.

The R.M.'s transition to Subdivision Approving Authority has also changed the scope of Development Services. This transition introduced new statutory, administrative, referral, technical review, decision-support, and record-management responsibilities. These responsibilities are now part of the R.M.'s core development review function and must be managed alongside existing permit, zoning, building, inspection, compliance, and customer service activities.

The current Development Review staffing and service delivery model was established in 2020. Since that time, development permit volumes have increased by 27%, building permit volumes have increased by 38%, annual construction values have increased from approximately \$55 million to more than \$133 million, and the R.M. has assumed Subdivision Approving Authority responsibilities. This growth reflects a strong development environment, but it also demonstrates that workload, complexity, and statutory responsibility have evolved beyond the conditions under which the current model was created.

Overall, development activity, public demand, and statutory responsibilities have increased substantially and continue to trend upward. Current workload indicators suggest many of these pressures can be expected to be sustained growth rather than temporary surges. Administration continues to advance long-term operational improvements, including process modernization, clearer application requirements, digital permitting readiness, and workflow improvements.

Permit and Application Volume

Annual reporting demonstrates sustained growth across several major development application streams. The following tables provide the trends and statistics for various development applications and permits.

Application Type	2024 Actual	2025 Actual	Change
Development Permits	301	362	+20%
Building Permits	248	311	+25%
Subdivision	29	42	+45%
Rezoning	18	26	+44%

This trend is continuing into 2026. As of May 15, 2026, building permits are tracking near the 2025 peak, subdivisions are tracking materially above 2025, and additional verification of development permit statistics was required before relying on annualized development permit projections.

Application Type	2026 YTD	2026 Year End Projection	2025 Actual Comparison
Development Permits	137	365	Near 2025 values
Building Permits	115	307	Near 2025 peak
Subdivision	23	61	+45% compared to 2025 actual
Rezoning	15	30	+15%
Minor Variances	1	3	Limited trend data

In addition, the volume of building permits has increased annually since 2024. The table below reflects increases of 21% over 2025, 39% over 2024, and 6% over 2023, indicating that elevated permit demand remains sustained.

Permit Volume (to mid-May)	2023	2024	2025	2026
Building Permits	108	83	95	115

Subdivision growth creates multiplier workload pressure

Subdivision activity creates downstream workload beyond the initial approval process. Unlike many standalone application types, subdivision approvals frequently generate future and parallel workstreams, including development permits for newly created parcels, building permits for future construction, rezoning applications, servicing agreement administration, municipal reserve calculations or deferrals, caveat registration, engineering and drainage review coordination, agency referrals, compliance interpretation, applicant support, issue resolution, and potential future enforcement matters.

Subdivision growth acts as a leading indicator of future permit and compliance workload rather than an isolated application category. This is particularly significant because 2026 subdivision volumes are tracking materially above 2025 and because the R.M. now carries Approving Authority responsibilities locally. This creates sustained workload across multiple service areas over several years rather than a one-time increase in application volume.

Development inquiries represent significant hidden workload

Formal application counts do not fully reflect the service demand placed on Development Services, as inquiry volumes also generate significant review, coordination, customer service, and technical response requirements.

Internal tracking shows substantial and growing demand for development-related inquiries: 1,312 in 2024, 1,559 in 2025, and 856 to May 22, 2026. The 2026 annualized projection is approximately 2,200 inquiries, or approximately 8.4 inquiries per business day.

The Administrative Assistant currently addresses approximately two-thirds of inquiries, which is an important capacity consideration. This means the pressure point is not simply front-counter volume from walk-ins and phone calls. The remaining one-third of inquiries, and many follow-up inquiries, often require technical routing, zoning or policy interpretation, file coordination, applicant troubleshooting, or escalation. This workload directly competes with formal application review capacity but is not reflected in permit issuance statistics or financially.

Strategies to Improve Service Delivery

The following strategies are currently being implemented or under review and development to help address the increasing development demand and volume of applications:

- Standardizing application intake requirements and internal review checklists.
- Improving file management and project management internal standards for clear reporting and communication to applicants. This is in progress for both multi-parcel subdivision and building permit processes to provide a 'checklist' and more detailed guidance for applicants.
- Cross-training department staff to address surges in application volume. This is being implemented and can be effective in addressing short-term needs.
- Use of contracted services to address surges in application volume typically in the spring.
- Consideration towards a Trusted Development Partner Program (TDPP) on a pilot basis for 2027.
- Review and assessment of current staffing relative to workloads and development trends.
- Continue advancement of digital permitting processes to streamline application workflows and improve communications with ratepayers and stakeholders including:
 - Transitioning key databases from manual spreadsheets and legacy database systems to a centralized file sharing platform to improve reporting, collaboration and workflow management.

- Review of permitting software and online permit application opportunities
- Developing performance metrics and dashboards to better monitor workload and service delivery

While Administration continues implementing long-term operational improvements, including digital permitting and workflow modernization, these initiatives will require time to fully implement. During this transition period, maintaining service delivery will depend on aligning organizational capacity with increasing development demands.

Implications

Strategic	<p>Development Services supports Council priorities related to responsive service delivery, responsible growth management, economic development, and organizational sustainability. Continued monitoring of development trends and service levels will help maintain alignment between growth expectations, regulatory responsibilities, and service delivery outcomes.</p> <p>Increased application volumes, inquiry demand, and subdivision responsibilities are influencing timelines, file coordination, and customer service expectations. Administration is advancing process improvements, clearer application requirements, workflow modernization, and digital permitting readiness to support more predictable and transparent service delivery.</p>
Financial	<p>There are no direct financial implications arising from receipt of this report. Administration will continue to manage service delivery within the approved budget and operating framework. Any future financial considerations would be brought forward through the appropriate reporting or budget process, if required.</p>
Policy / Legal	<p>The R.M.'s role as Subdivision Approving Authority has increased statutory, administrative, and technical responsibilities. Continued refinement of processes, documentation, and review standards supports legislative compliance, consistent decision-making, and risk management.</p>
Communication	<p>Increasing application and inquiry volumes require clear communication with applicants, the public, Council, and internal departments. Improved checklists, application guidance, file status communication, and workflow tracking will help manage expectations and support transparency.</p>
Other Implications	<p>Development-related service demand extends beyond permit counts and includes subdivisions, rezonings, inquiries, inspections, compliance matters, and statutory responsibilities. Continued monitoring will help assess whether operational improvements are supporting desired service delivery outcomes.</p>

Attachment(s) - None

Report Written by: Andrea Gibson, MPA, Manager of Development Services

Reviewed and Approved by: Doug Ramage, P.Eng., ENV SP, Director of Planning and Development

Approved for the Agenda: Kerry Hilts, Chief Administrative Officer

Rural Municipality of Corman Park

Information Sheet for Presentations to Council by Individuals &/or Groups

1. Please indicate the preferred date and at least one alternative date for the presentation.

JULY 7, 2026

2. Briefly specify the purpose of the presentation and the key points you or your group expect to address at the Council meeting:

PURCHASE APPROXIMATELY 5 ACRES

3. List the names of the individuals who wish to address Council.

GARY BUDD

OPPOSITE 3535 SASK. C.R. S
LOCATED IN MIDDLE OF
OUR HAY FIELD

4. Will any written material be available to Council? No

Will the material be available for pre-distribution at least 4 business days prior to the publication of the Council Agenda? No

5. Your delegation presentation time is maximum 5 minutes. (Time limits are strictly enforced)

6. Please provide the following information on the contact person:

Name: GARY BUDD

Organization or Group if applicable: BUDD FAMILY

Address: [REDACTED] SASKATCHEWAN CR. S. Postal Code [REDACTED]
CORMAN PARK, SK

Home: [REDACTED] Cell: [REDACTED] Bus: [REDACTED]

Fax: [REDACTED] E-mail: GARY@STARPRODUCE.COM

> Request & written materials must be submitted 4 business days prior to publication of meeting agenda.
(Note: Publication of meeting agendas occur the Wednesday prior to the Council or Committee meeting)

> Meetings are held in the Council Chambers at the RM office, at 111 Pinehouse Drive, Saskatoon.
Office phone (306) 242-9303

> Forward to: rm344@rmcormanpark.ca or Fax (306) 242-6965

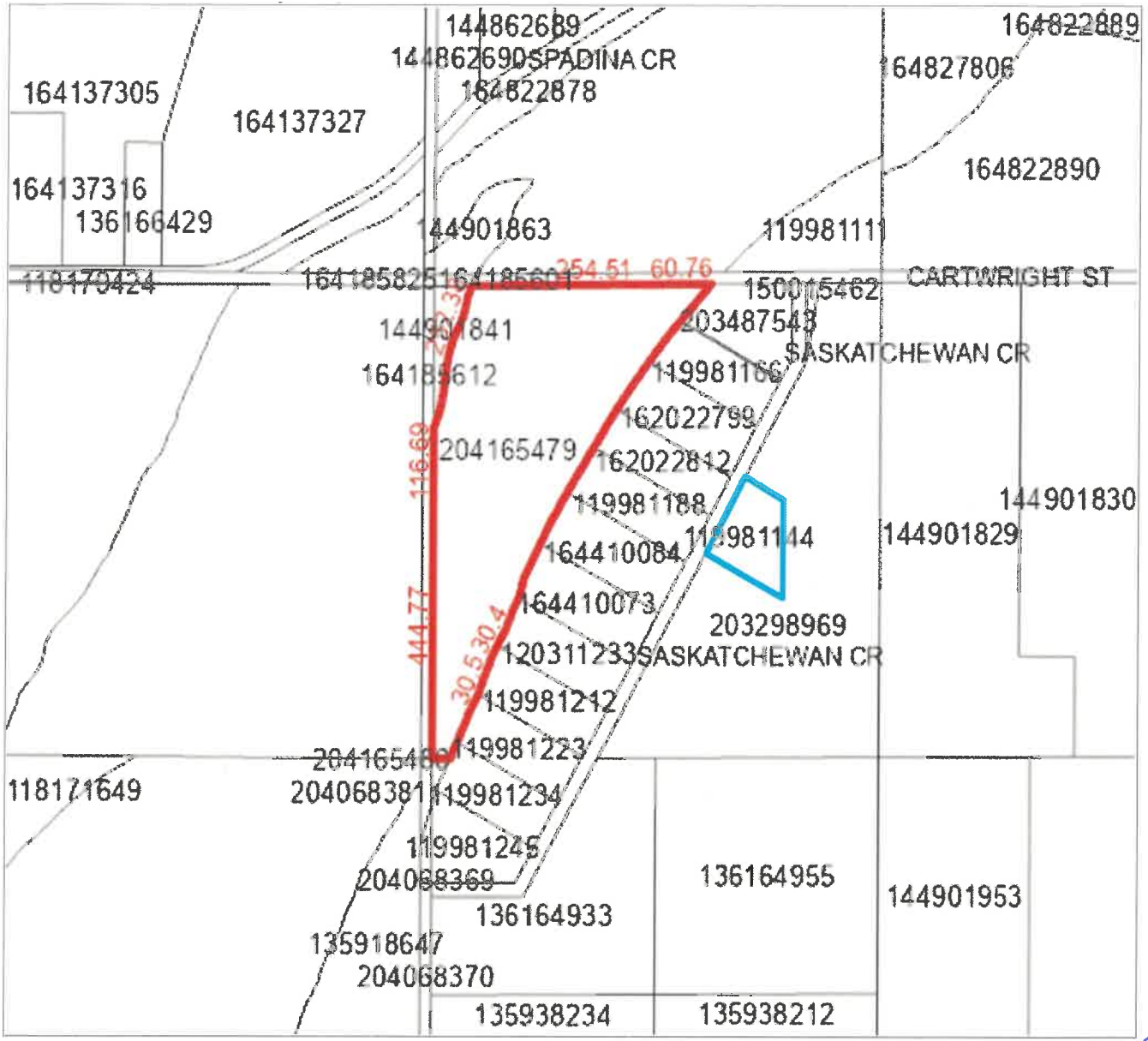
For office use only:

Date of Appearance: July 7/26

Time: Approx. 9:30 - 11 am

Approved by: [Signature]

Confirmation Date: June 17/26



Water Body

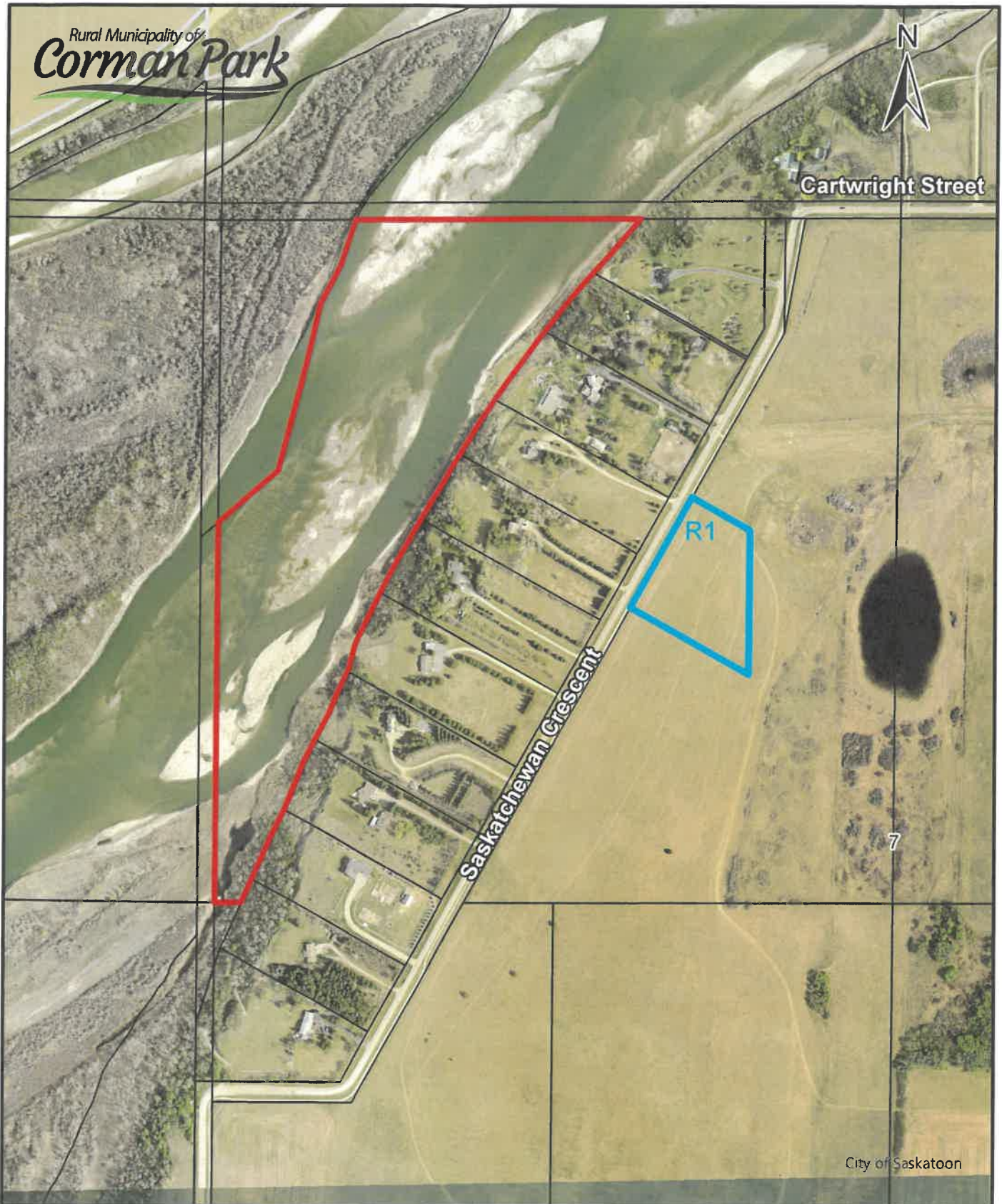
GARY BUDD PROPOSED

Surface Parcel Number: 204165479

Surface Parcel Number: 119981144



Owner : CROWN IN RIGHT OF SASKATCHEWAN
Municipality : RM OF CORMAN PARK NO. 344
Title Number(s) : 159102053
Parcel Class : Water Body
Land Description : NW 07-36-05-3 Ext 0
Area : 18.041 hectares (44.58 acres)
Converted Title Number : SK198859099

Owner : CROWN IN RIGHT OF SASKATCHEWAN
Municipality : RM OF CORMAN PARK NO. 344
Title Number(s) : 110286671
Parcel Class : Municipal Reserve
Land Description : Blk/Par R1-Plan 60S20763 Ext 0
Area : 1.802 hectares (4.45 acres)
Converted Title Number : 60S20763B



**Subject Property Map
Birchwood Heights**

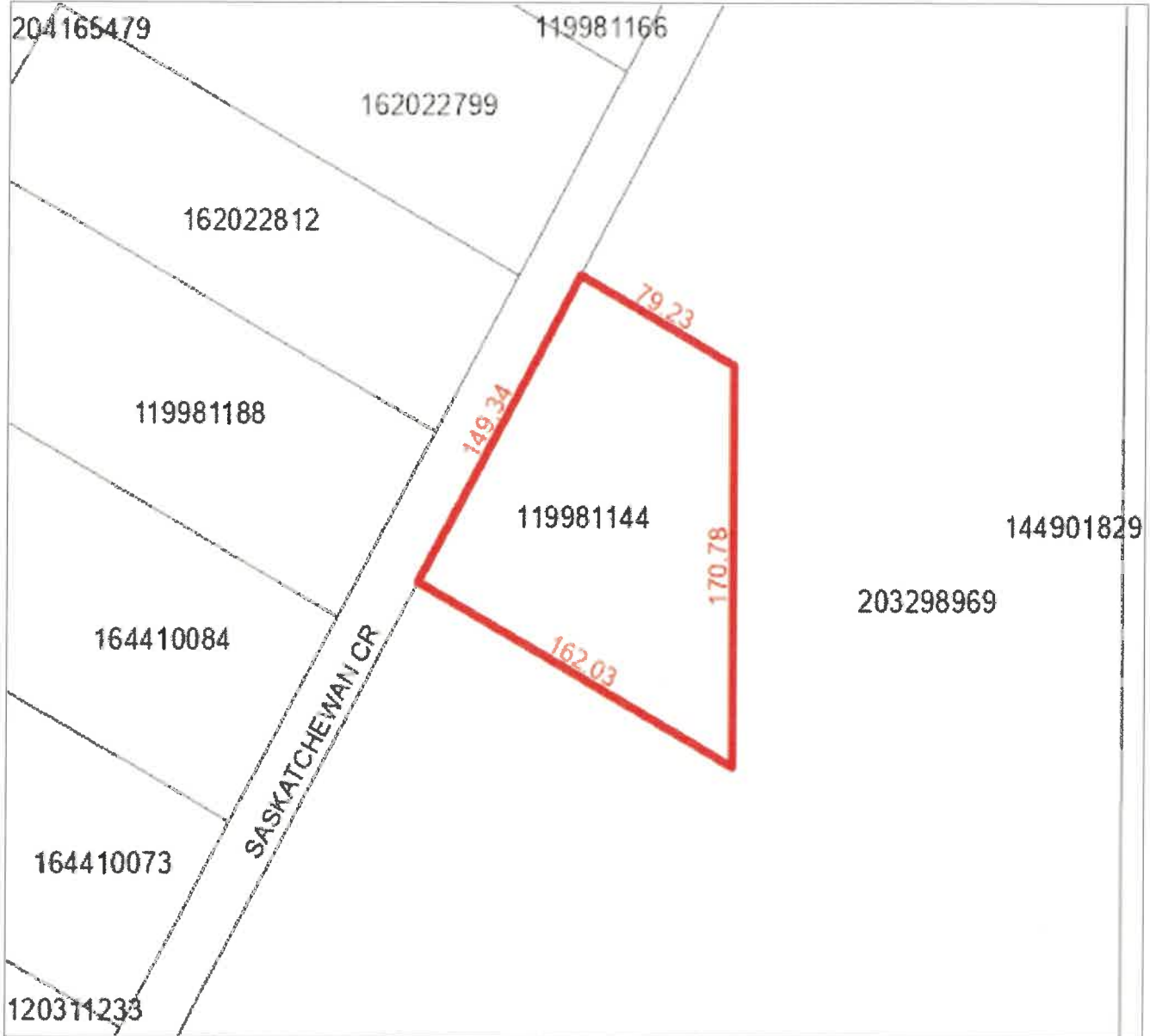
Legend

-  Crown Land- Waterbody
-  Crown Land- Municipal Reserve



Surface Parcel Number: 119981144

REQUEST DATE: Wed Jun 17 15:42:31 GMT-06:00 2026



Owner Name(s) : CROWN IN RIGHT OF SASKATCHEWAN

Municipality : RM OF CORMAN PARK NO. 344

Area : 1.802 hectares (4.45 acres)

Title Number(s) : 110286671

Converted Title Number : 60S20763B

Parcel Class : Municipal Reserve

Ownership Share : 1:1

Land Description : Blk/Par R1-Plan 60S20763 Ext 0

Source Quarter Section : NW-07-36-05-3

Commodity/Unit : Not Applicable

Rural Municipality of Corman Park

Information Sheet for Presentations to Council by Individuals &/or Groups

1. Please indicate the preferred date and at least one alternative date for the presentation.
Oct 28 only available. Out of country after. → July 7/26

2. Briefly specify the purpose of the presentation and the key points you or your group expect to address at the Council meeting:
Water consumption

3. List the names of the individuals who wish to address Council. *Darrell Nordstrom*

4. Will any written material be available to Council? **Yes** ✓

Will the material be available for re-distribution at least 4 business days prior to the publication of the Council Agenda? **Yes** ✓

5. **Your delegation presentation time is maximum 5 minutes. (Time limits are strictly enforced)**

6. Please provide the following information on the contact person:

Name: *Darrell Nordstrom*

Organization or Group if applicable: *n/a*

Address: *[Redacted] Grasswood Rd* Postal Code *S4T 1A7*

Home: _____ Cell: *[Redacted]* Bus: _____

Fax: _____ E-mail: *[Redacted]*

➤ **Request & written materials must be submitted 4 business days prior to publication of meeting agenda.**
(Note: Publication of meeting agendas occur the Wednesday prior to the Council or Committee meeting)

➤ **Meetings are held in the Council Chambers at the RM office, at 111 Pinehouse Drive, Saskatoon.**
Office phone (306) 242-9303

➤ **Forward to: rm344@rmcormannpark.ca or Fax (306) 242-6965**

For office use only: Date of Appearance: *July 7/26* Time: *9:30-11am*
Approved by: *[Signature]* Confirmation Date: *July June 29/26*

From: Darrell Nordstrom [REDACTED]
Subject: Water bill
Date: Oct 20, 2025 at 7:41:12 AM
To: rm344@rmcormanpark.ca
Bcc: [REDACTED]

Attention Corman Park Councillors

My residence at [REDACTED] Grasswood Road was completed by the fall of 2022. To date I have been issued 18 water bills.

17 bills are logical and similar and therefore acceptable. Consumption averages around 40 to 50 cubic meters on 17 bills. The 30 June 2024 billing is also logical. I filled my swimming pool.

However, one bill "jumps off the page" because it is about 10 X the average of the other statements. It is a red flag that begs the question "what happened?" It makes no sense and defies logic.

The bill reports 502 cubic meters of consumption or 500,000 litres. That would fill my pool 8 times. It would flood my entire fenced yard with 2 feet of water. This past week I drained 10,000+ litres from my pool with a garden hose and it took 10 hours. At the end of 10 hours the 10,000 litres created a pool of surface water and mud that took 2 days to dry.

The reported 502 cubic meters was for the summer/fall of 2024. I lived in the house every day of that period. No toilet was left running. No tap was left on. No leak occurred in the irrigation system. 500,000 litres was NOT consumed.

I have had several discussions with administration staff that have been exceedingly frustrating. I am told meters are never wrong and nothing can be done. I am told I cannot be believed because ratepayers often tell lies so my protestations and facts are irrelevant.

Councillors have an opportunity to be the judge and jury by examining the facts.

To begin, I spent 40 years in the financial services field as a certified financial planner and established a reputation of irrefutable integrity and honesty.

Secondly, what possible motivation could anyone have to stand by and watch their property be flooded?

How could a flood go unnoticed?

Water is very expensive. Why would anyone knowingly waste \$3,000 of

water?

If there was a leak and the flood actually occurred, who fixed it? How did it stop on its own?

I have repeatedly tested the meter by observing the readings when I filled a 100 litre container and the meter has been accurate every time. This confuses the issue as one false reading that makes no sense compared to 17 reasonable readings has no logical explanation. Could it be a power surge? Is it a "computer" that needs rebooting? Is there a programming error?

The relevant fact is that the water was not consumed. Nobody is justified in charging for any product not delivered. I am happy to pay the average consumption amount over the last 36 months. To pay 10 times that amount for nothing received would be a travesty.

RURAL MUNICIPALITY OF CORMAN PA
Meter Reading



UB2010
 Date : Apr 10,2025

Page : 1
 Time : 9 45 am

Account # : [REDACTED]
 Folio No : 344 [REDACTED]
 Customer Name : NORDSTROM, DARRELL B & ANNE B.
 Service Address : [REDACTED] GRASSWOOD ROAD

Sort by : Read Date

Read Date	Meter #	Estimate	Prv. Reading	Current Reading	Consumption	Usage Days	Service Code	Batch No.	Service Status
									0.00 A
28-Feb-2025	87571284	N	1028.00	1033.00	5.00	59	GW	2025022802	0.00
31-Dec-2024	87571284	Y	1022.00	1028.00	6.00	61	GW	2024123101	0.00
31-Oct-2024	87571284	N	519.61	1022.00	502.39	61	GW	2024103102	0.00
31-Aug-2024	87571284	Y	484.00	519.61	35.61	62	GW	2024083102	0.00
30-Jun-2024	87571284	N	288.00	484.00	196.00	61	GW	2024063001	0.00
30-Apr-2024	87571284	N	280.00	288.00	8.00	60	GW	2024043001	0.00
01-Mar-2024	87571284	Y	275.00	280.00	5.00	61	GW	2024030101	0.00
31-Dec-2023	87571284	Y	270.00	275.00	5.00	61	GW	2023123101	0.00
31-Oct-2023	87571284	N	205.00	270.00	65.00	61	GW	2023103101	0.00
31-Aug-2023	87571284	N	192.03	205.00	12.97	62	GW	2023080501	0.00
30-Jun-2023	87571284	Y	155.79	192.03	36.24	61	GW	2023070601	0.00
30-Apr-2023	87571284	Y	128.95	155.79	26.84	61	GW	2023050101	0.00
28-Feb-2023	87571284	Y	86.00	128.95	42.95	60	GW	2023022801	0.00
30-Dec-2022	87571284	N	0.10	86.00	85.90	170	GW	2022123001	0.00
30-Dec-2022	87571284	N	0.10	86.00	85.90	170	GW	2022123001	0.00
13-Jul-2022	87571284	N	0.10	0.10	0.00	0	GW	2022123001	0.00

Sept 2025 Rdg 01319.0511
 Mar 01/25 to Sept 27, 2025 286 consumption
 That is 40 cubic meters per month AVERAGE



MINUTES OF THE REGULAR MEETING OF COUNCIL

**June 23, 2026, 8:15 a.m.
111 Pinehouse Drive, Saskatoon, SK**

- Present: Reeve Hon. Joe Hargrave
Div. 1 Councillor John Germs
Div. 3 Councillor Lyndon Haduik
Div. 4 Councillor David Greenwood
Div. 5 Councillor Art Pruum
Div. 6 Councillor Steven Balzer
Div. 7 Councillor Calvin Vaandrager
Div. 8 Councillor Wendy Trask
- Regrets: Div. 2 Councillor John Saleski
- Staff: Kerry Hilts - Chief Administrative Officer
Ben Sipple - Executive Assistant to CAO
Eileen Prosser - Legislative Officer
Doug Ramage - Director of Planning & Development
Kylie Stumborg - Manager of Long Range & Regional Planning
Jeremy Dela Cruz - Senior Planner - Long Range & Regional Planning
Shayden Brandt - Planner I
Cal Hamm - Director of Finance & IT
Hayder Lateef - Director of Infrastructure & Public Works
Jessica Williams - Project Engineer
Lukas Smith - GIS Analyst
Natalia Pavuk - Planner I
Blake Peters - Operations Manager
Chief Robert Duttchen - Corman Park Police
Andrea Gibson - Manager of Development Services

1. Call To Order

Reeve Hargrave called the meeting to order at 8:15 am.

1.1 In-Camera under Section 16(1)(a) of LAFOIP - to discuss Advice from Officials and CAO Dialogue

Resolution: 2026-06-001

Moved by: Pruum

THAT the meeting moves In-Camera at 8:15 am under *LAFOIP* Section:

16(1)(a) - to discuss Advice from Officials and CAO Dialogue

Carried Unanimously

1.2 Out of In-Camera and reconvene the Public Meeting at 9:02 am.

The Reeve moved the meeting out of In-Camera and reconvened Public Meeting at 8:55 am

2. Agenda

Resolution: 2026-06-002

Moved by: Pruum

That the Agenda be ACCEPTED as amended by adding:

12.4 - Councillor Pruum - Opimihaw Creek

Carried Unanimously

Resolution: 2026-06-003

Moved by: Germs

That the Agenda be ACCEPTED as amended by adding:

12.5 - Reeve Hargrave - Flag Protocol

Carried Unanimously

3. Declaration of Conflict of Interest

None.

4. Public Hearing(s)

4.1 Move meeting into the Public Hearing

Resolution: 2026-06-004

Moved by: Haduik

THAT the meeting moves into the Public Hearing at 9:04 am.

Carried Unanimously

4.1.1 Bylaw 21-26 - G Propp & E Willet - Rezoning & SUBD - Div. 4

No written or verbal submissions.

4.1.2 Bylaw 20-24 - R.M. of Corman Park Official Community Plan

Two (2) written and three (3) verbal submission received.

1. Verbal and Written Submission - Tom Maltman - NE & NW 27-36-4-W3, NE 22-36-4-W3 - Properties on Valley Rd.

- contacted R.M. Planning Department and wanted to know if his land was in the flood fringe or flood way area and received an received information back (written submission attached), that half of his 80 acres parcel has no effect and the other half is flood fringe. Shaughnessy Gardens is flood fringe so that allows development, but if there is a 1:200 flood there's inundation of Valley Road to the north of his property and to the west, so he's told he cannot develop or put a house on that land because of possible egress issues incase of the 1:200 flood

- believes it is problematic that he is restricted from building because of the probably of a flood is 0.5%
- why is it the Provinces/Corman Parks solution to Valley Road egress issues. to penalize him from building
- lots of advance notice of significant snow pack melt or other issues that would cause the 1:200 as the flood doesn't happen over night
- 1:200 flood requires a substantial rainfall of 150 to 200 millimeters each day for multiple days, which he believes is unheard of, but would also be forecast, so there would be lots of advance notice of any potential flooding so egress of residents shouldn't have an issue getting out
- what about the people already living there, why now is there a restriction
- egress issue is not his problem, it's the Provinces who have saddled him with the issue of flooding that most likely will never happen
- how much research was done to obtain a 1:200 flood, lots of information that this would never happen but they don't allow us to develop
- very stressful to have these restrictions on development and it's not fair to shove the problem his way

2. Verbal and Written Submission - Randy Rooke - NW 36-35-6-W3

- issues with schedule C being the exact same schedule presented in 2024 with the 1:500 flood plain, Valley residents expected something different, only the flood fringe and floodway have changed and a bunch of different areas are flood free
- 1:200 is the best, believes most areas are 1:100 but it's better than the 1:500
- there are many areas not in any floodplain area, including a number of his properties
- was expecting the R.M. to have a map included that was clear and set out strictly the floodway and flood fringe and nothing else
- wants to make sure that when anybody is looking at any properties in the Valley, they can see exactly what is in the floodplain and they cannot now because of all the other stuff on the map including study areas
- no definition of what a study is or what a floodplain area and a limited definition of floodplain district boundary
- items mentioned are not up to par with the bylaw and do not reflect exactly where the floodway or flood fringe is
- this is a brand new bylaw and doesn't believe public notice was followed according *The Planning and Development Act*
- mentioned that there is several typo's in the Bylaw that need correction

- requested that Council review and reflect on his concerns that were outlined in his written submission to the Public Hearing

Resolution: 2026-06-005

Moved by: Greenwood

THAT Randy Rooke be APPROVED to continue his Public Hearing presentation regarding Bylaw 20-24 for an additional five (5) minutes.

Carried Unanimously

- this is a brand new bylaw and doesn't believe public notice was followed according *The Planning and Development Act* and advertising for four consecutive are required
- mentioned that there is several typo's in the Bylaw that need correction
- requested that Council review and reflect on his concerns that were outlined in his written submission to the Public Hearing
- concerns about continuing to have flood insurance coverage for properties in the 1:200
- provided council with several maps to include with his written submission

3. Verbal Submission - Kelsie Hubick - SE 02-36-6-W3 Parcel C

- is in support of Bylaw 20-24 and the 1:200 flood map changes
- her parcel is within the special study area and will be deemed in the flood fringe parcel and that will open up to some development being allowed, giving flood proofing measures
- if the new OCP does not move forward, it will keep property in the floodway and no development will be allowed
- at least with the 1:200 amendment, there will be options to move forward and proceed with development

4.1.3 DU 2026/09 - K & M Boy -Pcl A, NW 6-38-4-W3 – Div. 5, RCM-26-111

No written or verbal submissions.

4.1.4 DU 2026/12, N & S Chandi.; Pcl W, SW 5-35-4-W3 – Div. 1, RCM-26-110

No written or verbal submissions.

4.2 Close Public Hearing

Resolution: 2026-06-006

Moved by: Greenwood

THAT the Public Hearing be closed and the Regular Meeting resumes at 9:39 am.

Carried Unanimously

5. Planning

5.1 Bylaw(s) for Second and Third Reading

5.1.1 Bylaw 21-26 - Second Reading

Resolution: 2026-06-007

Moved by: Haduik

THAT Bylaw 21-26 be given SECOND READING.

Carried Unanimously

5.1.2 Bylaw 21-26 - Third Reading

Resolution: 2026-06-008

Moved by: Greenwood

THAT Bylaw 21-26 be given THIRD READING and ADOPTED.

Carried Unanimously

5.1.3 Bylaw 20-24 - Second Reading

Resolution: 2026-06-009

Moved by: Balzer

THAT Bylaw 20-24 be given SECOND READING.

Carried Unanimously

5.1.4 Bylaw 20-24 - Third Reading

Resolution: 2026-06-010

Moved by: Balzer

THAT Bylaw 20-24 be given THIRD READING and ADOPTED.

Carried Unanimously

5.1.5 Bylaw 20-24 - OCP Submission Package with Effective Date November 1, 2026 Recommendation

Resolution: 2026-06-011

Moved by: Greenwood

THAT Administration proceed with preparing the Bylaw 20-24 submissions package to the Minister of Government Relations for approval, with the recommended effective date as of November 1, 2026.

Carried Unanimously

5.2 Applications for Discretionary Use

5.2.1 DU 2026/09 - K & M Boy - Parcel A, NW 6-38-4-W3 - Div. 5

Resolution: 2026-06-012

Moved by: Pruum

THAT the application submitted by Kenneth and Michelle Boy to establish a Garage Suite on PCL A, NW 6-38-4-W3 be APPROVED, subject to:

- i. The applicant being responsible for all costs associated with the discretionary use process;
- ii. Provision for or relocation of utility services is the responsibility of the applicant and at their expense to the satisfaction of the affected utility departments;
- iii. A maximum of one secondary dwelling unit may be permitted in conjunction with a principal dwelling on a site;
- iv. The building floor area shall not be less than 34.8 m² (375 ft²) and not greater than 111.5 m² (1,200 ft²). Mechanical rooms and common areas or egress shared with the accessory building are excluded;
- v. The building floor area of the garage suite shall not exceed 80% of the building floor area of the accessory building to which it is attached;
- vi. The garage suite shall maintain a separate entrance from the entrance to the accessory structure, either from a common indoor landing or from the exterior of the structure;
- vii. A minimum of one off-street parking space shall be provided for the exclusive use of the garage suite;
- viii. The garage suite shall use the existing municipal roadway access and approach;
- ix. The garage suite shall not be separated from the principal dwelling or accessory building by a condominium conversion;
1. The installation of any new plumbing and sewage systems shall be permitted, inspected and approved by the Saskatchewan Health Authority; and,
2. The development of the Garage Suite and any new construction or alteration of any building on site shall require approval of a development and building permit from the R.M. of Corman Park.

Carried Unanimously

5.2.2 DU 2026/12 - N & S Chandi - Parcel W, SW 5-35-4-W3 - Div. 1

Resolution: 2026-06-013

Moved by: Germs

THAT the application for Navdeep & Satbir Chandi to establish Home Based Business Type III on Pcl W, SW 5-35-4-W3, for the purpose of establishing a daycare, to provide day care service for children, be APPROVED subject to:

- i. The applicant being solely responsible for all costs of the discretionary use application;
- ii. Any intensification or change of use outside of the application will require submission of a new application to the RM of Corman Park for review;
- iii. The hours of operation of the day care are to be 7:30 AM – 5:00 pm, Monday to Friday;
- iv. The maximum number of children to be supported by the day care is seven (7);

- v. The maximum allowed traffic volume is fourteen (14) round trips a day;
- vi. There will be no more than four (4) non-resident employees on site at any time in relation to the Home Based Business;
- vii. The Home Based Business shall not occupy more than 40% of the combined gross cumulative floor area of the principal dwelling and all accessory buildings or structures on site;
- viii. The Home Based Business shall not create or become a nuisance or create conflict with the surrounding properties in terms of noise, vibration, smoke, heat, fumes, glare, dust, refuse matter, odour, traffic or storage of hazardous or combustible materials;
- ix. A separate development permit shall be applied for a free standing or fascia sign, if required;
- x. The use shall be valid only for the period of time the property is occupied by the applicant for such use. If the property is sold or rented to another person, a new application is required;
- xi. A new discretionary use approval is required should there be any on-site intensification of the use;
- xii. The applicant 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 Education, the Water Security Agency, the Saskatchewan Health Authority, the Ministry of Environment, and the Ministry of Parks, Culture and Sport;
- xiii. Any new approaches to Parcel W, SW 5-35-4-W3 shall require approval from the R.M. of Corman Park;
- xiv. The construction or alteration of any buildings on the source parcel shall require the approval of a development permit and building permit from the R.M. of Corman Park; and,
- xv. Provision for or relocation of utility services is the responsibility of the applicant and at their expense to the satisfaction of the affected utility departments.

Carried Unanimously

5.3 Applications for Zoning & OCP Amendment(s) - N/A

5.4 Rezoning with Subdivision(s)

5.4.1 Rescind Resolution 2026-05-21 - First Reading of Bylaw 14-26 – Div. 1, RCM-26-125

Resolution: 2026-06-014

Moved by: Germs

THAT Resolution 2026-05-21 being a resolution to give first reading for Bylaw 14-26 be RESCINDED.

Carried Unanimously

5.4.1.1 Bylaw 14-26 - Rezoning - C & S Schemenauer - Parcel A, SW 14-35-4-W3 - Div. 1

Resolution: 2026-06-015

Moved by: Germs

THAT Bylaw 14-26 to rezone a portion of SW 14-35-4-W3 from Agricultural Residential 1 District to Agricultural District for the purpose of supporting one (1) agricultural holding parcel, be given FIRST READING and Administration be authorized to proceed with the Public Notice process.

Carried Unanimously

5.4.2 Rescind Resolution 2026-05-22 - SUBD-005856-2026 - Approval - C & S Schemenauer - Parcel A, SW 14-35-4-W3 - Div. 1

Resolution: 2026-06-016

Moved by: Germs

THAT Resolution 2026-05-22 being a resolution to approve SUBD-005856-2026 subject to conditions be RESCINDED.

Carried Unanimously

5.4.2.1

SUBD -005856-2026 - C & S Schemenauer, Parcel A, SW 14-35-4-W3 - Div. 1

Resolution: 2026-06-017

Moved by: Germs

THAT the application of Clinton and Shayla Schemenauer to subdivide one (1) 4.05 ha (10 acre) parcel for the purpose of creating one (1) agricultural residential parcel, labelled as Parcel 'B', from SW 14-35-4-W3, and consolidate the remnant of SW 14-35-4-W3 and Pcl A, SW 14-35-4-W3, as shown on the Plan of Proposed Subdivision labelled as 'Appendix 1' be APPROVED subject to:

- i. The applicant being solely responsible for all the costs of the rezoning and subdivision process;
- ii. Any development on proposed Parcel 'B', may require submission of an engineered grading and/or drainage plan for review and approval by the R.M. of Corman Park;
- iii. The installation of any new plumbing and sewage systems shall be permitted, inspected and approved by the Saskatchewan Health Authority;
- iv. Any new development on proposed Parcel 'B' and the remnant should be submitted to Transport Canada for review and comments;
- v. The applicant obtaining the necessary approvals and complying with the requirements and recommendations of all government ministries and agencies including, but not limited to, the Water Security Agency, the Saskatchewan Health Authority, the Ministry of Environment, and the Ministry of Parks, Culture and Sport;
- vi. Any new approaches from Highway No. 663 to the remnant shall require approval from the Ministry of Highways;

- vii. The applicant entering into a 5-metre road widening easement agreement along Township Road 352 within the source parcel SW 14-35-4-W3;
- viii. Any new approaches from Township Road 352 to Parcel 'B' and the remnant shall require approval from the R.M. of Corman Park;
- ix. The construction of any buildings on Parcel 'B' or the remnant shall require the approval of a development permit and building permit from the R.M. of Corman Park;
- x. Provision for or relocation of utility services is the responsibility of the applicant and at their expense to the satisfaction of the affected utility departments; and
- xi. Bylaw 14-26 receiving Ministerial approval from the Ministry of Government Relations.

Carried Unanimously

5.5 Applications for Subdivision(s) - N/A

5.6 Development Summary Report - Quarterly - N/A

5.7 Planning - Other

5.7.1 Councillor Greenwood - Egress requirements - flood plain.

Resolution: 2026-06-018

Moved by: Greenwood

THAT Administration be directed to bring back a report to the October 2026 Council Meeting, that outlines costs, and stability requirements for the best point of egress regarding 1:200 floodplain along Valley Road.

Carried Unanimously

6. Delegations - N/A

Meeting Break from 10:26 am to 10:31 am.

7. Consent Agenda Items

Councillor Germs removed Item 7.3.1.4 from the Consent Agenda for further discussion in Section 8.

Resolution: 2026-06-018

Moved by: Vaandrager

THAT the Consent Agenda Recommendations - Items 7.1.1.1 to 7.1.2 and 7.2.1.1 to 7.2.2 and 7.3.1.1 to 7.3.1.3 and 7.3.1.5 to 7.3.2 and 7.4 be ADOPTED as one motion.

Carried Unanimously

7.1 Administration Committee Meeting

7.1.1 Administration Committee Meeting Recommendations - June 09, 2026

7.1.1.1 Delegation - Jensen Stromberg - Melissa Bower (15 min)

Resolution: 2026-06-019

Recommendation: Greenwood
THAT the presentation by Melissa Bewer from Jensen Stromberg regarding the 2025 Audited Financial Statements be RECEIVED AS INFORMATION.
Carried Unanimously

7.1.1.2 2025 Audited Financial Statement

Resolution: 2026-06-020

Recommendation: Balzer
THAT the 2025 Audited Financial Statements be APPROVED.
Carried Unanimously

7.1.1.3 Delegation - Crosby Hanna & Silvercreek Develop. Inc. - Adam Toth, Jim Charlebois, Devin Clarke and Matthew Petryk - (10 min)

Resolution: 2026-06-021

Recommendation: Greenwood
THAT the presentation by Crosby Hanna and Silvercreek Developments Inc. regarding the Country Residential proposal located at NW 10-39-5-W3 be RECEIVED AS INFORMATION.
Carried Unanimously

7.1.1.4 Delegation - CPPS - Chief Robert Duttchen

Resolution: 2026-06-022

Recommendation: Vaandrager
THAT the Corman Park Police Service update report from Police Chief Robert Duttchen be RECEIVED AS INFORMATION.
Carried Unanimously

7.1.1.5 Delegation - Councillor Spencer Nikkel, City of Martensville, and Mayor Gary Philipchuk, City of Warman

Resolution: 2026-06-023

Recommendation: Saleski
THAT the presentation from Councillor Spencer Nikkel from the City of Martensville and Mayor Gary Philipchuk from the City of Warman to discuss P4G and the R.M.'s review to opt out, be RECEIVED AS INFORMATION.
Carried Unanimously

7.1.1.6 Proposed - Policy PS-003 - Fire Ban, AC-26-011

Resolution: 2026-06-024

Recommendation: Haduik
THAT the Fire Ban Policy PS-003 be APPROVED.
Carried Unanimously

7.1.1.7 Request - Lending to the Hamlet of Neuhorst to complete the Park and Recreation Capital Grant Project, AC-26-012

Resolution: 2026-06-025

Recommendation: Hargrave
THAT the request from the Hamlet of Neuhorst to borrow up to \$9,000 from the R.M. through its hamlet account to complete their Park and Recreation Capital Grant Project be APPROVED.
Carried Unanimously

7.1.2 Administration Committee Meeting Minutes Approval

Resolution: 2026-06-026

Recommendation:
THAT the June 9, 2026 Administration Committee Minutes be APPROVED.

7.2 Planning Committee Meeting

7.2.1 Planning Committee Meeting Recommendations - June 9, 2026

7.2.1.1 Options to Withdraw from P4G and Strategic Considerations, PC-26-009

Resolution: 2026-06-027

Recommendation: Hargrave

THAT prior to any decision regarding withdrawal from the Partnership for Growth (P4G), the R.M. of Corman Park and the P4G partner municipalities enter into discussions to negotiate a revised governance and operating framework for P4G; and further, that the results of those discussions, including recommendations and options for Council's consideration, be reported back to Council within six (6) months; and, THAT Administration be directed to set-up negotiating meetings for Council to meet with P4G Partners.

In Favour (7): Hargrave, Germs, Saleski, Greenwood, Balzer, Vaandrager, and Trask
Opposed (1): Haduik
Absent (1): Pruiim
Carried (7 to 1)

7.2.1.2 Bylaw Enforcement Officer Update Report Q1 & Q2 2026, RCM-26-103

Resolution: 2026-06-028

Recommendation: Haduik

THAT the Bylaw Enforcement Officer update report Q1 and Q2 2026 BE RECEIVED AS INFORMATION.
Carried Unanimously

7.2.2 Planning Committee Meeting Minutes Approval

Resolution: 2026-06-029

Recommendation:
THAT the June 9, 2026 Planning Committee be APPROVED.

7.3 Public Works Committee Meeting

7.3.1 Public Works Committee Meeting Recommendations - June 9, 2026

7.3.1.1 Canada Post Civic Address Conversion Timeline Update, PWC-26-011

Resolution: 2026-06-030

Recommendation: Saleski

THAT the Canada Post Conversion Timeline Update Report be RECEIVED AS INFORMATION.
Carried Unanimously

7.3.1.2 Civic Address Conversion Approval, PWC-26-012

Resolution: 2026-06-031

Recommendation: Greenwood

THAT Resolution 2025-03-038 be AMENDED as follows:

THAT the civic address recognition and use by Canada Post within the R.M.'s boundaries be APPROVED.

Carried Unanimously

7.3.1.3 Municipal Infrastructure Program (MIP) Policy, PWC-26-014

Resolution: 2026-06-032

Recommendation: Trask

THAT the Municipal Infrastructure Program (MIP) Policy PW-001 be APPROVED.

Carried Unanimously

7.3.1.4 Councillor Saleski - Div. 2 Service Levels

Councillor Germs removed this item from the Consent Agenda for further discussion in Section 8.

7.3.1.5 Councillor Trask - Rename Range Rd. 3060 between 374 & Beam Road to Harwood Road - new info from Shercom - Phase 1

Resolution: 2026-06-033

Recommendation: Trask

THAT the renaming of that portion of Range Road 3060 from Twp. 374 (Auction Mart Rd.) south to Twp. 373 (Beam Rd.) to Harwood Road according to Policy PW-053 be APPROVED as Phase 1.

Carried Unanimously

7.3.1.6 Councillor Trask - Rename Range Rd. 3060 between 374 & Beam Road to Harwood Road - new info from Shercom - Phase 2

Resolution: 2026-06-034

Recommendation: Balzer

THAT the renaming of Range Road 3060 north from Twp. 374 (Auction Mart Rd.) to Harwood Rd. according to Policy PW-053 be APPROVED as Phase 2, and if any outstanding issues arise bring back to Council.

Carried Unanimously

7.3.1.7 Councillor Greenwood - Purchase of Firetruck

Resolution: 2026-06-035

Recommendation: Balzer

THAT Administration provides a comprehensive report regarding the purchase of a used grass fire mobile unit that includes an operational and cost benefit analysis including a storage and usage facility review.

Carried Unanimously

7.3.2 Public Works Committee Minutes Approval

Resolution: 2026-06-036

Recommendation:

THAT the June 9, 2026 Public Works Committee Minutes be APPROVED.

7.4 Council Meeting Minutes

Resolution: 2026-06-037

Recommendation:

THAT the following Council Meeting Minutes be APPROVED:

- May 25, 2026 Special Council Meeting Minutes
- May 26, 2026 Regular Council Meeting Minutes

8. New Business Arising from the Minutes

8.1 Item 7.3.1.4 - Councillor Saleski - Div. 2 Service Levels

Councillor Germs removed this item from the Consent Agenda for further discussion.

Resolution: 2026-06-038

Moved by: Greenwood

THAT ditches and multi-parcels in Division 2 be mowed four (4) times in 2026 and that Administration provide a report on the costs and recommendations regarding the increased service for the 2027 budget discussions.

In Favour (5): Hargrave, Haduik, Greenwood, Pruim, and Vaandrager

Opposed (3): Germs, Balzer, and Trask

Absent (1): Saleski

Carried (5 to 3)

9. Financial Reports

Resolution: 2026-06-039

Moved by: Pruim

THAT Financial Reports 9.1 to 9.5, be ACCEPTED as presented.

Carried Unanimously

9.1 Payment Summary

9.2 Payment Detail

9.3 Mastercard Statement

9.4 Payroll Summary

9.5 Bank Reconciliation

9.6 Variance Report (Quarterly Report) - N/A

10. Council Division Updates & Remuneration Report

Resolution: 2026-06-040

Moved by: Haduik

THAT the Council Division Updates and Remuneration Reports 10.1 to 10.3 be ACCEPTED as presented.

Carried Unanimously

10.1 Council Division Updates (verbal)

10.2 Council Indemnity

10.3 Council Payroll Summary

11. Administration

11.1 2026 Saskatchewan Lotteries Community Grant Application from the Dalmeny 4-H Multiple Club, RCM-26-114

Resolution: 2026-06-041

Moved by: Haduik

THAT the Sask Lotteries Grant Funding request from Dalmeny 4-H Multiple Club for \$2,325, to assist with the costs of a facility rental, program supplies, and instructor fees be APPROVED.

Carried Unanimously

11.2 2026 Saskatchewan Lotteries Community Grant Application from the City of Warman, RCM-26-115

Resolution: 2026-06-042

Moved by: Greenwood

THAT the Sask Lotteries Grant Funding request from City of Warman for \$4,200, to assist with the costs of Warman's Frosty Festivities from December 4th to the 6th, including program supplies, facility rental, and special events be DENIED.

Carried Unanimously

11.3 Request from the Town of Dalmeny - Appointment to the Dalmeny Parks and Recreation Board, RCM-26-088

Resolution: 2026-06-043

Moved by: Trask

THAT Administration advertise for a volunteer from the R.M. of Corman Park to be appointed to the Dalmeny Parks and Recreation Board.

Carried Unanimously

11.4 Ratepayer General Meeting Review, RCM-26-113

Resolution: 2026-06-044

Moved by: Germs

THAT the next Ratepayer General Meeting (AGM) be in Saskatoon in 2027 and then every two (2) years after, rotating locations in the R.M.

Carried Unanimously

11.5 Accounts Receivable and Utility Receivable Aged Listing for the Period Ending June 15, 2026, RCM-26-122

Resolution: 2026-06-045

Moved by: Greenwood

THAT the Accounts Receivable and Utility Receivable aged listing for the period ending June 15th, 2026, be ACCEPTED as presented, and the accounts in arrears over 60 days be given 30 days' notice and transferred to the tax roll.

Item 60 + Days

General Receivables\$ 5,544.94

Utility Receivables \$ 6,673.19

Total Balance as of June 15th, 2026, \$ 12,218.13

Carried Unanimously

11.6 Extension of Existing Fire Service Agreement with the Cities of Martensville and Warman, and the Towns of Osler, Langham and Dalmeny, RCM-26-116

Resolution: 2026-06-046

Moved by: Trask

THAT the existing North Fire Service and Protection Agreement, which expires on June 30, 2026, be EXTENDED for up to ninety (90) days, with all existing terms and conditions remaining in effect during the extension period.

Carried Unanimously

11.7 2026 Federation of Canadian Municipalities Annual Conference Summary Report, RCM-26-112

Resolution: 2026-06-047

Moved by: Greenwood

THAT the annual conference of the Federation of Canadian Municipalities update report be RECEIVED AS INFORMATION.

Carried Unanimously

11.8 Biosolids Pipeline Corridor Project – Proposed Resolution with the Cities of Saskatoon and Martensville, RCM-26-120

Resolution: 2026-06-048

Moved by: Pruum

THAT Council direct Administration to formally negotiate a settlement with the Cities of Saskatoon and Martensville regarding the Bio-Solids Pipeline corridor along Range Road 3051, with the settlement discussions to include:

- i. The upgrading of the full length of Range Road 3051 between Penner Road and Township Road 382 to a Main Farm Access Gravel Road Standard within a 30-metre road right-of-way;
- ii. A \$1 million contribution to the R.M. of Corman Park due at the time of signing the settlement agreement;
- iii. A signed intermunicipal memorandum of understanding to support future water and wastewater servicing for lands within the R.M. located outside the Saskatoon Freeway alignment and between Highways 11 and 12; and
- iv. Any decommissioning and future liability of the former lines become the responsibility of the Cities of Saskatoon and Martensville.

In Favour (7): Germs, Haduik, Greenwood, Pruum, Balzer, Vaandrager, and Trask

Opposed (1): Hargrave

Absent (1): Saleski

Carried (7 to 1)

Resolution: 2026-06-049
Moved by: Germs

THAT the following Resolution 2026-02-003, passed by Council on February 10, 2026, be RESCINED:

THAT the R.M. secures capacity through SaskWater once the anticipated purple waterline is built;

AND FURTHER THAT the R.M. ENDORSE the Biosolids Pipeline Corridor Project with the following conditions:

1. upgrade RR 3051 between Penner Road and TWP Road 382 to an asphalt paved road standard with all manholes in ditches;
2. water/wastewater secured through the City of Saskatoon;
3. any decommissioning and future liability of the former lines become the responsibility of the City of Saskatoon.

Carried Unanimously

12. Public Works

12.1 60th Street West Road Name Adoption, RCM-26-117

Resolution: 2026-06-050

Moved by: Greenwood

THAT Council adopts the name 60th Street West for the portion of Township Road 373 between Township Road 373 (Beam Road) and Saskatoon City Limits

Carried Unanimously

12.2 Grader Zone Review and Proposed Zone Realignment, RCM-26-118

Resolution: 2026-06-051

Moved by: Germs

THAT the proposed grader zone boundary adjustments and implementation of the revised zone structure be APPROVED.

Carried Unanimously

12.3 Proposed Approach Bylaw 25-26, RCM-26-108

Resolution: 2026-06-052

Moved by: Greenwood

THAT Bylaw 25-26 being a Bylaw to regulate the construction, modification and maintenance of approaches (Approach Bylaw) be given FIRST READING.

Carried Unanimously

Resolution: 2026-06-053

Moved by: Haduik

THAT Bylaw 25-26 be given SECOND READING.

Carried Unanimously

Resolution: 2026-06-054

Moved by: Trask

THAT Bylaw 25-26 be given UNANIMOUS CONSENT for THIRD READING.

Carried Unanimously

Resolution: 2026-06-055

Moved by: Germs

THAT Bylaw 25-26 be given THIRD READING and ADOPTED.

Carried Unanimously

12.4 Councillor Pruim - Opimihaw Creek

The 3050 grid on the west side of the biosolid lagoons from the City of Saskatoon is in bad shape because the Opimihaw Creek is saturated along the road and is totally blown out. Also north of the 384 towards Hwy 11 by Opimihaw Creek, that section as well is blown out because of all the water that's sitting in the creek. A couple of ratepayers have been very helpful in removing around 16 beavers from the creek but there is too much dead wood, cattails and other stuff in the creek blocking it and it's creating a detriment to the R.M.'s infrastructure. There needs to be attention to the 384 east to Hwy 11, about 1.5 to 2 miles where the creek goes across and also Lutheran 382 on the northeast side of the biosolids, all these spots, water is just sitting.

Disappointed that Martensville and Warman are on the Opimihaw Creek Watershed board and do not want to participate to join the R.M. in resolving the issue when Warman uses the creek to dump their snow or Martensville pumping their water out of their retention ponds which adds to the creek volume. Action needs to be done to clean out the creek.

Resolution: 2026-06-056

Moved by: Pruim

THAT Administration researches any grant funding opportunities as well as any alternative methods to clean out the problem areas of the Opimihaw Creek from natural debris and junk in order to mitigate flooding and bring back a report to Council in September or October 2026.

Carried Unanimously

12.5 Reeve Hargrave - Flag Protocol

Recently police officers have been killed and injured during duty. The number of attacks and assaults on Police Officers has almost doubled in the last five years and we have moved from a less aggressive past toward Police Officers, to a dangerous new reality where people resort to shooting without hesitation. It's common to lower a flag at half-mast when there is a death and a protocol should be implemented at the R.M.

Resolution: 2026-06-057

Moved by: Hargrave

THAT Administration bring back a flag protocol for the R.M. and the flag be lowered on a death of a Police Officer in the interim until the flag protocol is established.

Carried Unanimously

13. Reeve's Report - Verbal
Resolution: 2026-06-058

Moved by: Haduik

THAT the Reeve's report be RECEIVED AS INFORMATION.

Carried Unanimously

14. Chief Administrative Officer Report
Resolution: 2026-06-059

Moved by: Haduik

THAT the Chief Administrative Officer report be RECEIVED AS INFORMATION.

Carried Unanimously

15. Police Chief - CPPS Statistic Reports

15.1 CPPS - Stat Reports May 2026 & Year to Date

Resolution: 2026-06-060

Moved by: Greenwood

THAT the Corman Park Police Service reports be RECEIVED AS INFORMATION.

Carried Unanimously

16. Correspondence - Action Items - N/A

17. Upcoming Meetings

Wednesday, June 24, 2026	2:00 PM	Police Commission Meeting
Tuesday, July 7, 2026	8:15 AM	Regular Council Meeting
Thursday, July 9, 2026	11:30 AM	DPC
Wednesday, July 22, 2026	2:00 PM	Police Commission Meeting
Thursday, August 6, 2026	11:30 AM	DPC
Tuesday, August 18, 2026	8:15 AM	Regular Council Meeting
Wednesday, August 26, 2026	2:00 PM	Police Commission Meeting
Thursday, September 3, 2026	1 1:30 AM	DPC
Tuesday, September 8, 2026	8:30 AM	Committee of the Whole
Tuesday, September 22, 2026	8:15 AM	Regular Council Meeting
Wednesday, September 23, 2026	2:00 PM	Police Commission Meeting

18. Adjournment

Reeve Hargrave ADJOURNED the meeting at 12:30 pm.

Hon. Joe Hargrave, Reeve

Kerry Hilts, Chief Administrative Officer

Board Meeting Agenda, March 30, 2026

Held at 26 Discovery Road. Call to Order 7:00 pm

Attending: Tim Kozan, Cathy Mills, Dwayne Parschauer, Ed Underwood

Sign Committee member Kathleen Underwood attended for portion of meeting

Old Business

1. Hamlet Agreement Progress
 - a. Comparison of Board work to RM template attachment circulated by B. Sipple. (Information item)

Board has been working to comply with new Hamlet regulations. Work to date compared to RM suggestions. Explanation of handouts given to board members.

2. Settle the nomination process, voter list, and election process for board members.
 - a. Refer to Voter and Candidate attachment

Action: *Tabled items relating to nomination process and election process until after All Hamlets meeting April 22. Move tabled items to June Board meeting. Deal with items relating to voter list.*

Voters List

Resident: a. resides in the Hamlet for at least three consecutive months in the year preceding the upcoming AGM; or

- a. Owns property in the Hamlet

Voter: a resident who is eligible to vote

Action: *To determine who is on the voter list, provide information to hamlet members and have them self-declare. Email hamlet members asking to indicate who in their location qualifies as voting members. Send this out with board minutes. Give one week turnaround time to contact non-respondents. Ask RM for updated map of Discovery Ridge.*

3. Residential Signs
 - a. Three residential sign options to send out to hamlet voters for selection
 - b. Use and Electronic voting process for this vote

Action: *Email residents with sign options for voting. Mills to explore electronic voting options for residents to use for this vote.*

New Business

1. Hamlet Templates and Hamlet responsibilities
 - a. Explored adding Flat Fee for Firefighting to hamlet expenses for all residents.
 - Were told we could not do this by Cal Hamm
 - b. Template Agreement Document
 - Current progress towards finishing this based on Information item from above. Will continue to use existing work to date
 - Public Board Meetings – date indicated on Board minutes. Remind people that they are welcome to attend by giving notice two days prior to the meeting date.

2. All Hamlets Meeting April 22
 - a. Get clarity on:
 - Protective Services item in Hamlet Budget and Authorized Authority Section 3.2
 - Practices of other hamlets regarding elections
 - Timelines for signing agreement as indicated in circulated Template Agreement Documents

3. June Board meeting
 - a. Finalize nomination and election process
 - b. Residential Sign Update

Next Meeting Date: Thursday, June 18 at 22 Discovery Road 7:00pm

Hamlet Board Meetings are open to the public. Anyone interested in attending is welcome to attend by giving notice to any board member two days prior to the meeting date.

Board Meeting – June 18, 2026

22 Discovery Ridge – 7:00 p.m.

Agenda

Attending: Ed Underwood, Tim Kozan, D. Parschauer, Cathy Mills

Adoption of Agenda: Mvd. E. Underwood Sd. T. Kozan **Mins. Aprvd-** T. Kozan – Sd. D.P.

Information Items

Board minutes of Mar. 30, submitted April 1st, are not on website. Mills to follow-up

1. Report from All Hamlets Meeting- April 2026 – Mills report

Action: General email account- Duane will check with Ben as to how the general email account will work. Report back to next meeting.

2. Report – Septic Tank Cleanout- T. Kozan

Action: Tank clean-out – July 15 – send notice to residents and on Facebook

Updates and Unfinished Business

1. Voters List – still missing some responses,
 - a. Tim to contact Chans
 - b. Mills to text Bzdels, #25 and Strelioffs
2. Updated map of Discovery Ridge- received
3. Residential Sign update-
 - a. Old Sign won the vote. Currently in production. Get outline of installation process to send out to residents.
 - b. Ed to contact Strelioffs to see if they want a sign
4. Hamlet Template Compliance
 - a. Determine Nomination and Election Process- completed

New Business

1. Outstanding items on Hamlet Agreement template (B. Sipple email)
 - a. Conflict of Interest Disclosure – see template (B. Sipple email)
2. Bettker Road- Ed to do some checking for existing agreement and talk with RM of Corman Park so we can better budget for repairs.
3. According to Board Policy the Board was polled regarding their intention to remain involved with the Board. All current board members indicated they are willing to stay on for another year. The board is interested in building capacity

and invites other members to consider joining the board. There is a lot of representation from Discovery Road. Any other members from other parts of Discovery Ridge are invited to consider joining the board.

Agenda Items for Next Board Meeting

Review completed work on Hamlet Compliance Agreement so we can move towards signing.

Next Board Meeting Wed. Aug. 19, 7:00 pm. 22 Discovery Road

Members of the hamlet are invited to attend any board meetings. Please let a board member know two days prior to the next meeting.

REPORT TO COUNCIL



Administration - Human Resources
7/7/2026
Council Meeting
Information Item
Strategic Alignment

RCM-26-131

Subject

Year-to-Date Human Resources Report (2026)

Recommendation

THAT the Human Resources Year-to-Date update report be RECEIVED AS INFORMATION.

Background / Discussion

Human Resources will present a year-to-date workforce update to Council, highlighting key metrics, emerging risks, and notable successes from the first half of 2026. The presentation will summarize workforce requests, recruitment and hiring activity, market competitiveness, and employee departures, providing Council with a clear view of current workforce pressures and progress to date.

Report Written by: James Burkell, Manager of Human Resources

Approved for the Agenda: Kerry Hilts, Chief Administrative Officer

REPORT TO COUNCIL



Administration
7/7/2026
Council Meeting
Decision Item
Priority 1. Financial Accountability

RCM-26-134

Subject

Tax abatement on behalf of property owner located at LSD 3 & 4, 8-35-6-W3 – Dwelling destroyed by fire - Division 4

Recommendation

THAT a tax abatement due to a dwelling fire located at LSD 3 & 4, 8-35-6-W3 for a portion of their Municipal and Public School 2026 tax levies totalling \$1,104.36 be APPROVED.

Background

On February 6th, 2026, the dwelling located at LSD 3 & 4, 8-35-6-W3 was destroyed by fire.

The tax abatement request is for the dwelling portion only, from date of the fire, and includes both Municipal and School.

Under *Section 274 of The Municipalities Act*, Council may consider a tax cancellation for buildings that are destroyed by fire. The tax cancellation is only applicable to the dwelling only. A tax cancellation from the date the dwelling was destroyed is calculated as follows:

	Municipal	Public-School	Total
2026 Tax Levy (Dwelling only)	\$594.45	\$610.31	\$1,204.76
1 Months of Tax Levy	\$ 49.54	\$ 50.86	\$ 100.40
Total Tax Abatement (11 Months)	\$ 544.91	\$559.45	\$1,104.36

Implications

Strategic	To administer the legislation contained within <i>The Municipalities Act</i> in a fair and equitable manner to all ratepayers of the R.M.
Financial	Every year, Council approves an abatement budget to be used for appeals, homes destroyed in fires and businesses or buildings removed during the year that can no longer be appealed due to the roll being closed. For 2026 the budget was set at \$75,000 and the current amount allocated is \$0.
Policy	Section 274 of <i>The Municipalities Act</i>

Report Written by: Tanya Kolbeck, Tax Assessor

Reviewed and Approved by: Cal Hamm, Director of Finance and IT

Approved for the Agenda: Kerry Hilts, Chief Administrative Officer

REPORT TO COUNCIL



Administration
7/7/2026
Council Meeting
Decision Item
Priority 5. Partnerships

RCM-26-132

Subject

Ag in Motion – Request for Standard Gold Sponsorship

Recommendation

THAT Council consider and decide on the approval of the Standard Gold Sponsorship package for Ag in Motion 2026.

Discussion

Ag in Motion 2026 is taking place from July 21st to the 23rd. In the past, the Infrastructure & Public Works Department provided approximately \$5,100 in services to mow grass and grade roads – this work would continue in 2026. Further, the Corman Park Police Service is recommending a provision of ~\$18,700 in policing services (officer and vehicle costs). In total this equates to ~\$24,000 in services for this event. To recognize these costs, Ag in Motion has offered the R.M. a Standard Gold Sponsorship, which includes:

- eTickets – 100 admission passes
- Logo Recognition on sponsor page of www.aginmotion.ca
- Logo on sponsor page in Ag in Motion Official Show Guide
- Inclusion in Map Your Show sponsor directory
- Logo on large sponsor signage at event
- Sponsor flag can be hung on a flagpole on the perimeter of show site, if provided

If approved, the R.M. would not have to provide any further services or donations. Alternatively, Council can decide to invoice Ag in Motion for these expenses.

Implications

Strategic

Supports the *Strategic Plan, 2024 to 2028*, through the strategic priorities of Agriculture Sustainability & Diversification, Service Delivery, and Partnerships.

Financial

The R.M. has provided these services during past Ag in Motion events. As a result, Administration does not expect additional financial costs. But Council can choose to invoice these expenses instead of approving the sponsorship.

Communication

Administration will inform Ag in Motion event organizers of Council's decision.

Other Implications

This is a large, well-attended event in the R.M. that promotes agriculture.

Attachment(s) - RM of Corman Park – Ag in Motion 2026 Sponsorship Contract

Report Written by: Benjamin Sipple

Approved for the Agenda: Kerry Hilts, Chief Administrative Officer



July 21-23, 2026
 Glacier FarmMedia
 Langham, SK | aginmotion.ca

A DIVISION OF GLACIER **farmmedia**

CONTRA SPONSORSHIP CONTRACT FOR 2026 SHOW SEASON

Sponsor	RM OF CORMAN PARK
Sponsor Contact Person and Contact Information	Kerry Hilts khilts@rmcormanpark.ca 1(306)975-1651 Chief Administrative Officer

This Sponsorship Contract is to confirm the requirements, scope, payments, and timelines for the sponsorship and related deliverables to be provided in partnership with Glacier FarmMedia Limited Partnership, operating as Ag in Motion, scheduled for July 21–23, 2026.

SPONSORSHIP PRODUCT DESCRIPTION

- Standard Gold Sponsorship – This is a contra sponsorship to recognize the RM of Corman Park for supplying the police service during the 3 days of Ag in Motion, and for providing road and ditch maintenance around the Ag in Motion property prior to and during the 3 days of Ag in Motion, not including dust control measures.

SPONSOR TO PROVIDE

- Logo file in a jpg format, uploaded to <https://aginmotion.ca/sponsors/media-upload/> no later than June 9, 2026. If files are not received by June 9, 2026, additional costs will apply.

AG IN MOTION TO PROVIDE

- **Gold Sponsorship Benefits:**
 - eTickets – 100 admission passes
 - Logo Recognition on sponsor page of aginmotion.ca
 - Logo on sponsor page in Ag in Motion Official Show Guide
 - Inclusion in Map Your Show sponsor directory
 - Logo on large sponsor signage at event
 - Sponsor flag can be hung on a flagpole on the perimeter of show site if sponsor provides flag
- Logo to be published as set out above

FEES

Approximate Sponsorship Value	\$24,000.00
Total Investment	\$0.00

TERMS AND CONDITIONS

This agreement is between **RM of Corman Park** (“Sponsor”) and Glacier FarmMedia Limited Partnership (“GFM”)

This agreement relates solely to the sponsorship noted herein and does not create any partnership, joint venture or any other such working relationship between the parties. This agreement cannot be transferred or assigned to any other entity or organization without the permission of GFM. Use of any logos as may be required to deliver on this agreement are being done with consent of the other party and do not convey any rights.

This term of the agreement is for the 2026 Ag in Motion event and season. Sponsor retains first right of refusal to renegotiate agreement for 2027 Ag in Motion event until December 1, 2026.

Sponsor agrees to pay the sponsorship fee plus applicable taxes and to abide by all the terms of this proposal and the rules and regulations adopted by Ag in Motion Show Management. The Conditions of Contract for Sponsors and Exhibitors are incorporated into this agreement and can be reviewed online at <http://www.aginmotion.ca/conditions>. Safety and Emergency information is posted online [here](#).

Both parties will use their best efforts to deliver according to the commitments made in this agreement. However, the nature of working in live events, there may be instances where the deliverables will not be exactly as outlined here.

If all terms and conditions outlined above are acceptable, please have an authorized representative sign below. Remit signed copies to fmarciniak@farmmedia.com and invoices will be issued.

The parties below have agreed upon the identified sponsorship in accordance with the terms herein.

RM of Corman Park

Glacier FarmMedia Limited Partnership

Per:

Per:

Name
Signatory

Danielle Maynard
Executive Vice-President

REPORT TO COUNCIL



Administration
7/7/2026
Council Meeting
Decision Item
Priority 3. Service Delivery

RCM-26-129

Subject

Election Process Update & Proposed Bylaw 15-26

Recommendation

1. THAT the RM of Corman Park 2026 Municipal Election Officers remuneration be APPROVED as follows:

Official	2026 Rates Per Day/Event
Deputy Returning Officer (DRO)	\$425.00
Polling Clerk (PO)	\$350.00
Advance Polls under 5 hours – DRO & PO	\$150.00
Election Official – Abandonment of Div. Area Poll	\$100.00
Election Official Training	\$25/hour up to a maximum of 4 hours.
Meal & Millage	Included in above.

2. THAT Bylaw 15-26 being a bylaw that outlines the R.M. Election process be given FIRST READING.
3. THAT Bylaw 15-26 be given SECOND READING.
4. THAT Bylaw 15-26 be given UNANIMOUS CONSENT for THIRD READING.
5. THAT Bylaw 15-26 be given THIRD READING and ADOPTED.

Report Summary

The proposed Election Bylaw 15-16 includes regulations & processes legislated under *The Local Government Elections Act (LGEA)*, *The Local Government Election Regulations (Regulations)* and *The Municipalities Act (MA)*, with added context in certain areas.

The Bylaw is not intended to be exhaustive of all Saskatchewan municipal election legislation but serves to provide an overview and guide for the R.M.'s municipal election process for internal and external users.

As per legislation, an Election Bylaw must be passed a minimum of 90 days before the Election Day and therefore, Administration is requesting three readings of Bylaw 15-16 at this meeting.

It includes:

- an updated Mail-In Ballot procedure;
- outlines the regulations for the use of electronic devices in the polling area;
- how a tie-vote is managed;
- reviews who is eligible to vote and to run as a candidate in an R.M. election

- procedures for Home-bound Voting for those who may require the service;
- outlines the election notice requirement;
- provides a copy of the most common election forms required; and
- reviews the roles and duties of the Council and CAO (Returning Officer).

This report will also review Council and CAO responsibilities, the eligibility requirements of voters and candidates, and evaluate successes and identify areas for enhancement.

2026 Municipal Election

The 2026 Municipal Election for even numbered divisions is being held on November 9, 2026.

Election Process Review

While the 2024 election process was generally successful, voter feedback indicated opportunities to review and enhance certain aspects of the election process.

1. Mail-in Ballots

One area identified for improvement was Mail-in Ballot Bylaw 22-16, which limited how voters could apply for a mail-in ballot by requiring applications to be submitted “only in person.”

This restriction was inconsistent with the intent of the mail-in ballot process. Voters who were away from the municipality before nominations opened and were not returning until after election day were effectively excluded from voting, as they could not attend in person to apply for or submit their application.

Part 2, subsections 30.2 to 30.4 of proposed Bylaw 15-26, found on pages 22 and 23, addresses this issue by allowing the following:

- Applications will be available on the website for self-serve and/or may be emailed to those that request an application on or before the Call for Nomination date.
- Applicants must apply 20 days before Election Day for a Mail-in Ballot. This will allow enough internal processing time to mail/courier out ballots to the applicant and for the voter to return the ballot to us before voting closes.
- Applicants may return their application by email, instead of only by mail, courier or in-person.
- If the application is not returned in-person, for ID validation we request a copy of their ID to be sent in with the application and if they are using a family member or a person that lives at the same address as a witness on their declaration, a copy of the witness' ID. Acceptable ID as outlined in page 22, subclause 30.2(a)(iv) and Appendix D, Table 1 and 2 of the proposed Bylaw.
- Witnesses allowed to sign a voters Mail-in Ballots registration form has also been enhanced to allow a family member or a person that lives at the same address to sign as a witness in accordance to the regulations as outlined in page 22, subclause 30.2(a)(iv) and Appendix 1 and 2 of the proposed Bylaw.
- Based on Administration's review of practices in other municipalities, such as the Town of Outlook, City of Weyburn and R.M. of Blaine Lake, some electors were unable to return their applications while travelling outside of Canada due to difficulties obtaining the required witness signature from an authorized individual or qualified professional. Allowing an eligible voter in the R.M. who is a family member or a person that resides at the same address as the applicant, to witness the application reduces this barrier and facilitates participation in the voting process.

2. Internal Control & Messaging

During elections, certain divisions may experience a heightened level of public interest and engagement. As a result, voters may at times misunderstand legislative requirements or seek clarification regarding the processes the R.M. is required to follow. In previous elections, inquiries have sometimes been directed to multiple staff members. While each response may have been accurate, variations in wording and interpretation can lead to confusion or the perception of inconsistent information.

Administration will address this issue through enhanced internal controls designed to ensure consistent and coordinated communication. Responsibility for all election-related messaging will rest solely with the election official(s) appointed by the Returning Officer. In addition, a dedicated election email account, elections@rmcormanpark.ca, has been established as the central point for all election-related correspondence, ensuring that all communications are sent and received through a single, monitored channel.

3. Election Official Training & Remuneration

Historically, training for Election Officials (EOs) has been conducted shortly before Election Day. While many officials have previous election experience, election legislation, voter and candidate eligibility requirements, and procedural rules are not applied regularly and may require review prior to an election. Administration is proposing an additional training session to reinforce legislative requirements, procedures, and best practices, ensuring EOs are well prepared to respond to inquiries from the public and confidently perform their duties, particularly when assigned to polling locations.

As outlined in Recommendation 1, Administration is proposing a training allowance of \$25/hr. for Election Official training sessions. This allowance would be paid separately from the Election Day and Advance Poll compensation rates. It is anticipated to have two (2) training sessions, one directly after nominations close and another before Election Day to alleviate any last-minute legislative or poll set up questions and to provide the required supplies to the Election Officials. Training sessions would be approximately two (2) to four (4) hours in duration.

Administration is also proposing the establishment of an Election Official stand-by rate in situations where a poll is abandoned, or an election is not required due to a candidate being acclaimed. Election Officials are recruited months in advance and commit to setting aside time for training sessions and election duties, often making arrangements for work, family, and other personal obligations. These commitments are made before it is known whether an election will occur in a particular division. Administration believes a stand-by rate is a fair and reasonable means of recognizing the time and commitment made by Election Officials in these circumstances.

The following table is a review of historical and 2026 proposed rates:

Official	2026 Rates Per Day/Event	2025 & 2022 Rates	2026 Rate % difference & avg. per hour
Deputy Returning Officer (DRO)	\$425.00	\$380.00	11.84% or Avg \$33/hr.
Polling Clerk	\$350.00	\$300.00	16.67% or Avg \$27/hr.
Advance Poll under 5 hours DRO & PO	\$150.00	NA	\$30/hour
Election Official – Stand-by rate if abandonment of Div. area Poll	\$100.00/Flat Rate	NA	NA
Election Official Training	\$25 per hour up to a maximum of 4 hrs.	NA	NA

4. Advanced Polls

Legislation requires a minimum of one (1) Advance Poll. Historically, there was one (1) Advance Poll held on Friday prior to Election Day. For voter engagement, the CAO/Returning Officer will consider providing two (2) Advance Polls, one (1) will be held from 9:00 am to 8:00 pm at the Office and another will be held for a minimum of four (4) hours, (as required in the proposed Bylaw), at a location and date to be determined. *Note: having the Advance Poll on the Friday before the Election Day will not be possible this year due to Election Day being held on Monday, November 9, 2026, instead of the normal Wednesday.* The legislative requirement of an Advance Poll is that it must be held a minimum of three (3) days and not more than 15 days before Election Day.

5. Candidate Orientation Sessions

Administration will offer a Candidate Orientation Session during the week of September 21-25, 2026, prior to Nomination Close date of October 5, 2026. The purpose of the session is to provide residents who may be considering a nomination for Council with information regarding the roles and responsibilities of elected officials, the legislative framework governing municipalities, and the expectations associated with serving in public office. By providing prospective candidates with accurate and consistent information, the R.M. can encourage informed participation in local government, promote transparency in the electoral process, and better prepare future elected officials to fulfill their responsibilities effectively.

The purpose of these sessions is strictly informational, focusing on the duties, expectations, and time commitment of serving as a Council member. They are not intended to influence or encourage any specific individual to seek election as a candidate. The session is voluntary.

6. Council Duties and Powers

Council is legislatively required to determine certain matters regarding elections.

Council shall:

- Set the remuneration to be paid to Election Officials (EOs);
- Pay all or the municipality's share of the costs incurred in holding the election; and
- Set the date for a by-election (if required).

7. CAO/Returning Officer Duties

As per the Administration Bylaw 19-24, the R.M.'s CAO is the Returning Officer (RO) for elections. The RO's duties are legislated and defined in subsection 9.2 of the proposed Bylaw. The RO is the person responsible for all matters relating to the election including:

- Determine polling areas and places, which may include hospitals and personal care facilities;
- Provide for homebound voting;
- Establish one (1) or more Advance Polls;
- Appoint all Election Officials;
- Appoint Constables to maintain order if required;
- Ensure all EO's complete Oath, Affirmation or Declaration of Election Official;
- Post the required forms:
 - Notice of Call for Nominations; and
 - Notice of Call for Further Nominations;
- Post the required notices:

- Notice of Poll;
 - Notice of Abandonment of Poll; and
 - Notice of Advance Poll.
- Receive nominations;
 - Receive and declare election result;
 - Extend election hours, move a polling location and/or suspend voting in the case of an emergency;
 - Maintain records of all mail-in ballot requests, issuances, and returns, and shall ensure that no elector receives more than one (1) ballot per election.

8. Voter Eligibility

As defined in the proposed Bylaw Section 3, a person is qualified to vote in the R.M. if, on Election Day, the person:

- a. is a Canadian citizen;
- b. is at least eighteen (18) years of age;

and meets one (1) of the scenarios below:

- i. has resided in the R.M., or on land in the R.M. for at least three (3) consecutive months immediately preceding Election Day; **or**
- ii. is the registered owner of property in the R.M., or property now situated in the R.M.; **or**
- iii. is the assessed person with respect to property situated in the R.M, or property now in the R.M. pursuant to section 207 of MA, by agreement, lease, contract permit; **or**
- iv. is assessed with respect to an improvement in the R.M.;
- v. is the occupant of a trailer or mobile home in the R.M. that is the object of a permit required pursuant to section 306 MA; **or**
- vi. is the spouse of a person mentioned in clause (ii) and (iii); **or**
- vii. is the chief executive officer of a duly incorporated cooperative, corporation or religious association that is assessed on the last revised assessment roll with respect to property in the R.M. that is not exempt from taxation.

8.1 Voting in Divisions

A person is eligible to vote only in one (1) division. The division where a person is eligible to vote is determined by the first applicable situation below that pertains to the voter:

- a. The division where the voter resides;
- b. The division where the voter owns assessed property;
- c. The division where the voter holds a permit as the occupant of a trailer or mobile home.

A Voter that does not reside in the R.M but owns assessed property in more than one (1) division:

- a. Must vote in the division where they have the highest total assessment; **or**
- b. If the total assessment in each division is equal, the person must vote in the lowest numbered division; **or**
- c. Notwithstanding clause (a) and (b), the voter who does not reside in the R.M. but has assessed property in more than one (1) division, may notify the CAO in writing before **September 1** in any year to designate which division they will vote in and they are

then bound by that notice as long as they have assessed property only in those same divisions.

- i. If a person has property assessed one (1) division and their spouse has property assessed in another division, and they do not reside in the R.M., either person may designate one (1) of those divisions as the division in which they wish to vote by notifying the administrator in writing before **September 1** in any year and they are bound by that notice as long as they continue to be assessed in the same divisions.
- ii. The person(s) mentioned in clause (i) may change the division designation to another division in which they are assessed by notifying the CAO not less than four (4) years before an election is to be held in the designated division.
- iii. A person that owns assessable property in more than one (1) division and they do not reside in the R.M. may obtain a tax notice from the CAO indicating the division they are eligible to vote; and shall present the tax notice to the Deputy Returning Officer when they attend the polling place to vote.

8.2 Voting Scenarios

- a. A person resides in a Division but also is assessed in another Division where an election is occurring – must vote in the Division where they reside.
- b. A spouse resides in a Division but is also assessed in another Division where an election is occurring – must vote in the Division where they reside.
- c. A person or spouse does not reside in the R.M. but is assessed in one (1) Division – they must vote in that Division only.
- d. A person does not reside in the R.M. but is assessed in more than one (1) Division – they must vote in the Division with the highest assessment. If assessment is equal, must vote in the lowest number Division **or** may notify the CAO in writing before September 1 in any year to designate which Division they wish to vote in, they will be bound to this designation for as long as they continue to be assessed on that property in that Division. They cannot change the designation from year to year.
- e. A person does not reside in the R.M. but is assessed in one (1) Division and their spouse in is assessed another division – must vote in the Division they are assessed the highest in, however, either may designate a Division they are eligible to vote in by notifying the CAO in writing before September 1 of any year but may change this designation in writing not less than four (4) years before an election to be held in new designated Division.

9. Eligible Candidate

To run as a Councillor or Reeve you simply need to be an eligible voter in the R.M. You are not required to reside in the R.M. but must be a Canadian citizen, be at least 18 and meet an assessed requirement outlined in subclause 8(i) to (vii).

You may also run as a Councillor in any Division; there is no requirement to run only where you reside or own assessed property.

10. 2026 Election for Divisions 2, 4, 6, & 8 schedule

Election Information	Date(s)	Additional Information
Nominations Open – Even Divisions	Tuesday, August 25, 2026	8:30 am to 5:00 pm
Mail-in Ballot applications available	Tuesday, August 25, 2026	Website – Self Service Email or In-person 8:30 am– 5:00 pm
Potential Councillor Orientation Session - CAO	Between Sept. 21-25, 2026 – TBD	CAO will provide a one-day orientation session on what to expect as a Councillor.
Nominations Close	Wednesday, October 7, 2026	8:30 am to 4:00 pm
Nomination Withdrawal – last day & must be in writing	Thursday, October 8, 2026	8:30 am to 4:00 pm
Mail-in Ballot kits can start to be sent out	Thursday, October 8, 2026	Any time after Nomination Withdrawal time ends (after 4:00 pm), RO or NO to decide if by mail or courier.
Abandonment of Poll – (elected by acclamation) or Call for further Nominations.	Friday, October 9, 2026	Post as soon as possible
Notice of Poll	Friday, October 9, 2026	Post on website & office
Notice of Poll	Thursday, October 15, 2026	Posted in Gazette
Further call for Nominations Close - if it is required.	Monday, October 19, 2026	8:30 am to 4:00 pm
Mail-in Ballots – last day to submit an application for one.	Monday, October 19, 2026	N/A
Notice of Poll – Further call if it was required.	Tuesday, October 20, 2026	Post of website & office
Notice of Poll – Further call if it was required.	Thursday, October 29, 2026	Posted in Gazette
Advance Poll 1 - tentative	TBD – must be min 3 days & not more than 15 days before Election Day	4:00 pm to 8:00 pm – Poll Location: TBD
Advance Poll 2	TBD – must be min 3 days & not more than 15 days before Election Day	9:00 am to 8:00 pm – Poll Location: RM Office.
Election Day	Monday, November 9, 2026	9:00 am to 8:00 pm Poll Locations: RM Office Div. 2 – South Corman Park Cabin Div. 4 – Merrill School Hall Div. 6 – Osler Hall – The Gathering Place Div. 8 – Langham Rental Hall Div. 8 – Asquith Seniors Centre

Election Results	Tuesday, November 10, 2026	Post Official Results to website & office
Swearing in/Oaths of Office & Ombudsman Presentation	Tuesday, November 17, 2026	9:00 am to 1:00 pm
Election Results	Thursday, November 19, 2026	Official Election Results in Gazette issue
Request for Recount	Wednesday, November 25, 2026	Last day to receive a request for recount @ 5:00 pm

Attachment(s) - 1. Proposed Elections Bylaw 15-16

Report Written by: Administration

Approved for the Agenda: Kerry Hilts, Chief Administrative Officer



Election Bylaw 15-16



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Election Bylaw 15-16

PART 1

1. Purpose

1.1 The purpose of this Bylaw is to:

- a. establish fair, transparent, and accessible municipal election procedures for the Municipality;
- b. ensure compliance with *The Municipalities Act* and *The Local Government Elections Act*;
- c. define the responsibilities of Council and the CAO (Returning Officer) with respect to elections;
- d. provide procedures for mail-in ballots, voter identification, and advance voting;
- e. regulate conduct at polling places, including the use of electronic recording devices;
- f. protect the integrity of the election process and the rights of all eligible voters.

1.2 This Bylaw is not intended to be exhaustive of all legislation under *The Local Government Elections Act* and *The Municipalities Act* but serves to provide an overview for the R.M.'s municipal election process.

2. Definitions

In this Bylaw, unless the context states otherwise:

- a. "**Administrator**" means the Administrator or CAO of the Municipality, who serves as Returning Officer for municipal elections;
- b. "**Agent**" means a person appointed by a candidate to observe the election process on behalf of that candidate.
- c. "**Candidate**" means a person who has been nominated to seek election to the office of Councillor or Reeve in the Municipality;
- d. "**CAO**" means the Administrator of the Municipality, who serves as the Returning Officer.
- e. "**Council**" means the duly elected Council of the Rural Municipality of Corman Park;
- f. "**DRO**" means Deputy Returning Officer;
- g. "**Elector**" means an eligible voter in the R.M.
- h. "**Election Day**" means the day fixed for voting in a general or by-election;
- i. "**Election Official**" means the one or more Deputy Returning Officer, Polling Clerk, Revising Officer, Associate Returning Officer, Nomination Officer and any other assistant of at least 18 years of age as appointed by the Returning Officer pursuant to Sections 48, 49 or 54 of the Elections Act;
- j. "**EO**" means an Election Official;
- k. "**LGEA**" means *The Local Government LGEA*, as amended from time to time;
- l. "**Mail-in Ballot**" means a ballot issued to a voter who is unable or chooses not to vote in person at a polling place;
- m. "**Municipality**" means the Rural Municipality of Corman Park #344;
- n. "**MA**" means *The Municipalities Act*, SS 2005, c M-36.1, as amended from time to time;
- o. "**NO**" means the Nomination Officer as appointed by the Returning Officer;
- p. "**PO**" means Polling Clerk;
- q. "**Polling Place**" means any location designated for the casting of votes, including Advance Polls;
- r. "**Regulations**" means *The Local Government Elections Regulations*, as amended from time to time;
- s. "**Resides**" means the specific place or location where a person permanently or continuously lives; a place in which the person's habitation is fixed and when absent, has the intention of returning.
- t. "**Resident**" means a person whose ordinary place of residence is within the boundaries of the R.M.
 - u. "**Returning Officer**" means the Administrator, or such Deputy Returning Officer as may be appointed;
- v. "**R.M.**" means the Rural Municipality of Corman Park No. 344;
- w. "**RO**" means the Returning Officer;



- x. "**Scrutineer**" means a person appointed by a candidate to observe the election process on behalf of that candidate;
- y. "**Spouse**" means a person's legally married spouse or someone with whom the person cohabits and has cohabited as a spouse in a relationship of some permanence;
- z. "**Voter**" means a person or elector qualified to vote in a municipal election as defined in *The Local Government Elections Act*.

3. Voter Eligibility – s. 36, 37

3.1 Qualifications for a Voter

Pursuant to Section 36 of *The Local Government Elections Act*, a person is qualified to vote in the R.M. if, on Election Day, the person:

- a. is a Canadian citizen;
- b. is at least eighteen (18) years of age;

and meets one of the scenarios below:

- i. has resided in the R.M., or on land in the R.M. for at least three (3) consecutive months immediately preceding Election Day; **or**
- ii. is the registered owner of property in the R.M., or property now situated in the R.M.; **or**
- iii. is the assessed person with respect to property situated in the R.M. or property now in the R.M. pursuant to section 207 of MA, by agreement, lease, contract permit; **or**
- iv. is assessed with respect to an improvement in the R.M.; **or**
- v. is the occupant of a trailer or mobile home in the R.M. that is the object of a permit required pursuant to section 306 MA; **or**
- vi. is the spouse of a person mentioned in clause (ii) or (iii); **or**
- vii. is the chief executive officer of a duly incorporated cooperative, corporation or religious association that is assessed on the last revised assessment roll with respect to property in the R.M. that is not exempt from taxation.

3.2 Voting in Divisions – s. 39

A person is eligible to vote only in one division. They are entitled to vote for the Reeve and for one division Councillor.

The division where a person is eligible to vote is determined by the first applicable situation below that pertains to the voter:

- a. The division where the voter resides;
- b. The division where the voter owns assessed property, (if in more than one division, see subsection 3.3; or
- c. The division where the voter holds a permit as the occupant of a trailer or mobile home.

3.3 A Voter that does not reside in the R.M but owns assessed property in more than one division:

- a. Must vote in the division where they have the highest total assessment; **or**
- b. If the total assessment in each division is equal, the person must vote in the lowest numbered division; **or**
- c. Notwithstanding clause (a) and (b), the voter who does not reside in the R.M. but has assessed property in more than one division, may notify the CAO in writing before **September 1** in any year to designate which division they will vote in and they are then bound by that notice as long as they have assessed property only in those same divisions.



- 3.4 If a person has property assessed one division and their spouse has property assessed in another division, and they do not reside in the R.M., either person may designate one of those divisions as the division in which they wish to vote by notifying the administrator in writing before **September 1** in any year and they are bound by that notice as long as they continue to be assessed in the same divisions.
- 3.5 The person(s) mentioned in subsection 3.4 may change the division designation to another division in which they are assessed by notifying the CAO not less than four (4) years before an election is to be held in the designated division.
- 3.6 A person that owns assessable property in more than one division and they do not reside in the R.M. may obtain a tax notice from the CAO indicating the division they are eligible to vote; and shall present the tax notice to the Deputy Returning Officer when they attend the polling place to vote.

4. Persons ineligible to Vote

The following persons are NOT eligible to vote in a municipal election:

- a. a person who is not a Canadian citizen;
- b. a person who is less than eighteen (18) years of age on Election Day;
- c. a person who has not been a resident of Saskatchewan for at least three (3) consecutive months;
- d. a person who is disqualified under section 36 or any other provision of the LGEA;
- e. a person who is disqualified under any order of a court of competent jurisdiction;
- f. a person who has already voted in the same election (prohibition on multiple voting).

5. Candidate Eligibility and Nomination – s. 42,43,44

5.1 Qualifications for Candidates

Pursuant to Sections 42,43 and 44 of *The Local Government Elections Act*, a person is qualified to be nominated as a candidate for the office of Reeve or Councillor in the R.M. if, on the date of nomination, the person:

- a. is a Canadian citizen;
 - b. is at least eighteen (18) years of age;
 - c. has resided in Saskatchewan for at least six (6) consecutive months;
 - d. is eligible to vote in the R.M.;
 - e. is not disqualified from holding municipal office under the MA, the LGEA, or any other applicable law;
 - f. is not an employee of the Municipality (unless the person takes an authorized leave of absence as required by the LGEA);
- 5.2 A candidate for Reeve or Councillor does not have to reside in or own assessed land in the Division they wish to run in, but the nomination form must be signed by two (2) eligible voters of the division they are seeking the nomination in, and a candidate must be an eligible voter in the R.M.
- 5.3 No person is eligible to be nominated or elected for Councillor for more than one (1) division or a Councillor of a division and the Reeve of the R.M.
- 5.4 No person is disqualified from being nominated or elected or from holding office as a member of the R.M. Council by reason of:

- a. having an interest in a contract with the R.M.; or



- b. undertaking the duties of a volunteer firefighter on behalf of the R.M.
- 5.5 An employee must obtain a leave of absence in accordance with clause 2-54(1)(a) of *The Saskatchewan Employment Act* before seeking nomination to the R.M. Council if they are employed by the R.M. and/or employed by a board or commission appointed by the R.M. Council.
- 5.6 An employee who is elected is deemed to have resigned from their position of employment on the day prior to the day they are declared elected unless for any reason the results of the election are overturned. If they are not elected, they may resume their employment immediately after the election.
- 5.7 No person is disqualified from being nominated or elected or from holding office as a member of the R.M. Council by reason of:
- a. having an interest in a contract with the R.M.; or
 - b. undertaking the duties of a volunteer firefighter on behalf of the R.M.

6. Disqualification of Candidates – s. 43, 44

- 6.1 None of the following people are eligible to be nominated or elected or to hold office as a member of the R.M. Council:
- is a judge of any court;
 - an auditor or solicitor of the municipality.
- 6.2 Pursuant to Sections 147-151 of *The Municipalities Act*, a member of the Council is disqualified from Council if the member:
- when nominated, was not eligible for nomination or election as a candidate pursuant to section 42 or 43 of *The Municipalities Act*; or
 - ceases to be eligible for nomination or election or to hold office pursuant to section 42 or 43 of *The Municipalities Act*.
- 6.3 No candidate is disqualified from being nominated by specific circumstances such as bankruptcies, past criminal history, or indebtedness to the R.M.

7. Election and Nomination Procedures for General and By-Elections

- 7.1 Call for Nominations – s. 66,73
- a. The R.M.'s CAO/Administrator shall be the Returning Officer (RO) for the R.M. General and By-elections.
 - b. The Returning Officer will call for nominations as least 10 business days before nomination day by preparing Form H – Notice of Call for Nominations and will post the notice in the manner as described in Section 8.
 - c. Nomination and Public Disclosure Statement forms will be made available to interested candidates by email, in person, or on the R.M.'s website on or before the prescribed call for nominations date.
- 7.2 Receiving Nominations – s. 67, 68, 42, 34
- a. Hours and Locations
 - i. Nominations for candidates will be received during normal office hours after posting the call for nominations and on nomination day between the hours of 9:00 am to 4:00 pm.



- ii. Papers shall be filed with the election official no later than 4:00 p.m. on the date prescribed by the LGEA for the close of nominations.
- iii. Nomination Forms with the attached Public Disclosure Statement may be received by the appointed Election Official during the times set out in subclause 7.2(a)(i)(ii) by:
 - Personal Service by the candidate or person acting on the candidate's behalf at the R.M. Municipal Office;
 - Registered or ordinary mail to the Attention of the Returning Officer;
 - Fax; or
 - Prescribed email address, (elections@rmcormanpark.ca)

7.3 Nomination Paper – s. 67, 69, 70, 75

a. Each Nomination Paper shall:

- be in the prescribed Form I (Front) under the LGEA;
- contain the full legal name and civic or legal address of the candidate;
- include the names, signatures and addresses of the required two (2) nominators who are eligible electors in the division of the R.M. of which the candidate is running;
- be signed by two witnesses (witnesses do not need to be the nominators or eligible voters);
- a R.M. Election Official may be a witness to sign Form I, if required;
- be accompanied by the candidate's written consent to the nomination, Form I (Back);
- include the candidate's Public Disclosure Statement;
- all required forms shall be complete.

7.4 Election Officials Receipt of Nomination Papers (including the Public Disclosure Statement) – s.67

- a. Nomination papers may be submitted personally or by agent or by registered mail, ordinary mail, by fax, by email or otherwise specified by the Returning Officer.
- b. The appointed Election Official shall accept the candidate's nomination papers only if it is complete and includes the candidate's Public Disclosure Statement.
- c. If complete, the Election Official shall issue a Form K – Receipt of Nomination and Candidates Acceptance, (see subsection 7.5)

7.5 When receiving the completed forms, the Election Official shall:

- a. Make a copy of the nomination papers;
- b. Make a copy of the receipt issued (Form K), and attach it to the copy to the original nomination papers;
- c. If the nomination papers were received electronically or by fax, Form-K may be provided to the candidate by the same method, unless candidate provides alternative contact information.
- b. Post a copy of the nomination papers in the Municipal Office for inspection; and
- c. **Store and retain the original nomination papers** in a secure location as directed by the RO for the duration of the term of office.
- d. Provide the candidate with a copy of their nomination papers, if requested.



Fully completed Nomination Papers cannot be rejected by the RO or Election Official regardless of a belief or knowledge that the candidate is not qualified and/or has been nominated by ineligible voters.

It is not the responsibility of the RO or Election Official to determine a candidate's qualifications to seek office. The responsibility falls to the candidate who must attest to their eligibility in their acceptance and signing of the nomination paper.

The RO and Election Officials are to carry out their duties in a non-partisan manner. – s. 53

7.6 Incomplete Nomination Papers

- a. If a Nomination Paper is incomplete or does not accompany the Public Disclosure Statement, the Election Official shall advise the candidate as soon as possible to be given an opportunity to remedy any deficiency before the close of nominations

7.7 Public Disclosure Statement - s.67(6)(d)

- a. Every Nomination Paper submitted by a candidate shall have their Public Disclosure Statement completed and attached. If the Public Disclosure Statement is not completed or attached, the Election Official shall not accept the nomination paper.

7.8 Close of Nominations

- a. At the close of nominations, the RO shall post a list of confirmed candidates in the manner described in Section 8.

7.9 Withdrawal of Candidacy - s.76

- a. A candidate may withdraw from the election by delivering a signed written notice of withdrawal to the RO or Election Official during normal office hours until 24 hours after close of Nomination Day. The written notice of withdrawal must be witnessed by two (2) witnesses or by an Election Official.
- b. The name of the person who withdraws their Nomination Papers within the prescribed time mentioned in clause (a) must not appear on the ballot. If they do not withdraw within the time prescribed their name shall appear on the ballot.

8. Notice Requirements – s. 9

8.1 Notices are required to be posted:

- At the R.M. Municipal Office, in a conspicuous public area; and
- On the R.M. website; and
- In at least one issue of a newspaper that circulates within the R.M.; and
- Distributed by any other means the Returning Officer may choose, as long as notice is given within the same time frame and frequency as required by the Elections Act.

9. Responsibilities of Council and the CAO (Returning Officer)

9.1 Role of Council – s. 33, 52, 92

a. Council shall be responsible for:

- Adopting this Bylaw or a Mail-in Ballot Bylaw and any amendments thereto;
- Providing adequate funding in the annual budget for the conduct of elections, including costs for polling places, election supplies, mail-in ballots, staffing, and public notices;



- Setting the remuneration to be paid to Election Officials;
- Setting the date for a byelection, if required.

No member of Council who is a candidate in an election shall participate in Council decisions respecting the conduct of that election during the election period, except as required to fulfill statutory duties.

Council shall not interfere with, direct, or impede the CAO in the performance of their duties as Returning Officer.

9.2 Role of the CAO (Returning Officer) - s. 9, 22, 26, 30, 32, 47, 48

- a. The CAO shall serve as the Returning Officer (RO) for all municipal elections and shall be responsible for the overall administration of elections in accordance with the LGEA, MA and this Bylaw.
- b. The RO is the person responsible for all matters relating to the election including:
 - Determining polling areas and places, which may include hospitals and personal care facilities;
 - Providing for homebound voting;
 - Establishing one or more Advance Polls;
 - Appointing all other Election Officials (EO), by completing Form D – Appointment of Election Official;
 - Ensuring all EO's complete Form E – Oath, Affirmation or Declaration of Election Official;
 - Posting the required forms:
 - Form H – Notice of Call for Nominations; and
 - Form L – Notice of Call for Further Nominations;
 - Posting the required notices:
 - Notice of Poll;
 - Notice of Abandonment of Poll; and
 - Notice of Advance Poll;
 - Receiving nominations; and
 - Receiving and declaring election results using Form CC – Declaration of Results.
- c. If, in the opinion of the RO, an emergency exists that would cause a substantial number of voters who are entitled to vote to be unable to vote, the RO may do one or more of the following:
 - i. Extend the hours during which a polling place is to be kept open;
 - ii. Suspend voting at one or more polling places and postpone that voting to a date not more than seven (7) days after the day of the election;
 - iii. Move the location of one or more polling places.
- d. The RO may also choose to appoint:
 - i. Nomination Officers (NO's) to receive nominations and issue receipts on behalf of the RO;
 - ii. Constables to maintain order at a polling place; and
 - iii. Any other officials deemed necessary to conduct the election.



- e. Each polling place must have at least one DRO and one PC. The DRO and the PC cannot be the same person.
- f. The RO may appoint one or more Deputy Returning Officers to assist in the conduct of elections. Deputy Returning Officers shall have the same authority as the RO with respect to the polling location to which they are assigned.
- g. The RO shall maintain records of all mail-in ballot requests, issuances, and returns, and shall ensure that no elector receives more than one ballot per election.

10. Advance Poll – S. 83-87

- a. The Returning Officer shall authorize the establishment of one or more Advance Polls *within* the R.M. for voters to cast their votes in advance of Election Day.
- b. The Returning Officer may authorize one or more Advance Polls *outside* the municipality for voters to cast their votes in advance of Election Day.
- c. The Returning Officer shall set the days and hours during which an Advance Poll established pursuant to clauses (a) and (b) is to be kept open, but the poll must be kept open for at least 4 consecutive hours on any day that it is open.
- d. An Advance Poll mentioned in clause (a)(b), must be open at least three (3) days but not more than fifteen (15) days before Election Day.
- e. A separate ballot box(s) shall be used for an Advance Poll; however, the same ballot box may be used if there is more than one (1) Advance Poll date.
- f. At the close of each Advance Poll, the Deputy Returning Officer shall seal the ballot box so that no ballots can be deposited without breaking the seal and provide for its safekeeping.
- g. All election records, supplies and materials must also be securely locked in a separate container until its contents are required. The Deputy Returning Officer is responsible for preventing any person from having access to the ballots and election material until the close of polls on Election Day.

11. By-elections – s. 11, 12, 15

- a. If a vacancy occurs on the R.M. Council, the Council shall, at its next meeting, set a date for the holding of a by-election to fill the vacancy, and that date must be within six months after the date on which the vacancy occurred.
- b. Nomination day for a by-election is the fifth Wednesday before the Election Day as determined by the Council.
- c. The byelection date, as determined by the Council, must occur on a Wednesday that is not a holiday.
- d. If a vacancy occurs on the R.M. Council within one (1) year of the next scheduled general election, the Council may:
 - i. proceed to fill the vacancy by holding a by-election; or
 - ii. decide not to fill the vacancy until the next general election.
- e. Notwithstanding clauses (a)(b)(c) and (d), all other election procedures named in this bylaw shall apply to by-elections.
- f. If the R.M. Council neglects or refuses to comply with this section, the minister may appoint a Returning Officer and set a date for an election to fill the vacancy.



12. Polling Places and Conduct – s. 22, 24, 25, 26

12.1 Establishment and Operation of Polling Places

- a. The Returning Officer shall designate one or more Polling Places for each Division, taking into account the geographic size of the R.M. and the need to ensure reasonable access for all electors.
- b. Each Polling Place shall:
 - be accessible to people with disabilities to the greatest extent practicable;
 - be sufficiently staffed with one or more Deputy Returning Officer and Poll Clerk;
 - be clearly identified with signage as an official election polling place;
 - provide private voting screens or booths to protect the secrecy of the ballot;
 - display a copy of this Bylaw's conduct rules at a prominent location visible to all people entering.
- c. Polling Places shall be open from 9:00 a.m. to 8:00 p.m. local time on Election Day, unless otherwise prescribed by the LGEA.
- d. Advance polling locations and hours shall be designated by the Returning Officer and published in the Notice of Poll.

12.2 General Conduct at Polling Places

- a. All persons present at the Polling Place shall conduct themselves in an orderly and respectful manner.
- b. The following activities are PROHIBITED within the Polling Place and within fifty (50) metres of the entrance to the building in which the Polling Place is located:
 - campaigning for or against any candidate;
 - displaying election campaign signs, banners, buttons, or campaign material of any kind;
 - canvassing electors or attempting to influence how they vote;
 - distributing literature, pamphlets, or other election-related materials;
 - engaging in loud, disruptive, or intimidating conduct;
 - uttering threats or intimidating any elector, candidate, scrutineer, or election official;
 - interfering with the orderly conduct of the election;
 - violating the secrecy of a ballot or inducing another to reveal how they voted.
- c. Electors must conduct their voting in private and shall not reveal their completed ballot to any other person.
- d. A person who is intoxicated or who behaves in a disruptive or threatening manner may be removed from the Polling Place by the presiding officer or law enforcement.

12.3 Persons Permitted in Polling Places – s. 103, 104, 105, 123

- a. The following people are entitled to be present in a Polling Place:
 - the Deputy Returning Officer and Poll Clerks;
 - electors who are in the process of voting;
 - each candidate for the division for which the vote is being held, upon completion of Form U in the Regulations;



- the candidate for the office of the Reeve, upon completion of Form U of the Regulations;
 - not more than two (2) scrutineers/agents appointed by candidates, upon completion of Form T and U of the Regulations;
 - the CAO and authorized municipal staff;
 - law enforcement officers in the performance of their duties;
 - persons accompanying an elector who requires assistance in voting, subject to section 123 of the LGEA.
- b. The Deputy Returning Officer may limit the number of people present in the Polling Place at any time to ensure orderly voting.
- c. Media representatives do not have a right of access to the interior of a Polling Place during voting hours without the prior written approval of the Returning Officer.

13. Attendance at Incorrect Polling Place – s. 120

- 13.1 Notwithstanding sections 97 and 98 of the LGEA, the Deputy Returning Officer shall not allow a voter to vote at the polling place and shall direct that voter to the proper polling place if the voter:
- a. is at the incorrect polling place;
 - b. is entitled to vote in a different division from the division served by the polling place; or
 - c. is not eligible to vote in the R.M.

14. Voter Identification and Failure to Comply - s.110, 111

14.1 A voter shall:

- a. provide to the Deputy Returning Officer and the poll clerk one of the following to prove his or her identity:
 - i. one piece of identification issued by the Government of Canada, the Government of Saskatchewan, a municipality or a government agency that contains a photograph of the voter and his or her name and address;
 - ii. two pieces of information prescribed in the regulations, Appendix D Table 1, attached to this Bylaw each of which establishes the voter's name and at least one of which establishes the voter's address; or
 - iii. establish their identity in accordance with the procedures prescribed in the regulations s. 14, 15.
- b. If the address contained in the piece of identification or pieces of information provided pursuant to clause 110(a) of the LGEA does not provide evidence of a person's residence in the municipality but is, in the opinion of the Deputy Returning Officer, consistent with information relating to the person that appears on the voters list or voter's registration form, the person's residence is established for the purposes of voting.
- c. A person is not entitled to vote if the person fails or refuses to establish their identity or make a declaration by completing the voter's registration form from the election official at the polling place.



15. Vouching for Identity – s. 17 (Regulations)

- a. Subject to clause (b) and (e), a person seeking to vote may prove the person's identity by being accompanied by a voter who is entitled to vote in the same municipality and who:
 - i. for the purpose of establishing the voter's own identity, provides to the Deputy Returning Officer and the Poll Clerk the piece of identification or pieces of information mentioned in clause 110(a) of the Act; and
 - ii. vouches for the person seeking to vote on oath or affirmation in the prescribed form in the presence of the Deputy returning officer using Form B of Appendix A – Vouching for Identity.
- b. No voter shall vouch for more than one person in an election unless the persons to be vouched for are living at the same address as the voucher and are related to the voucher in one of the ways set out in Table 2 of Appendix D.
- c. A person who has been vouched for at an election shall not vouch for another person at that election.
- d. No election official shall vouch for the identity of any person.
- e. No candidate or candidate's agent shall vouch for the identity of any person.

16. Assistance in Voting – s.123

An voter who, due to a disability, illiteracy, or other incapacity, requires assistance in voting may be assisted by a person of the elector's choosing, by completing the prescribed **Form V** – Declaration of Voter Unable to Vote.

- a. The person assisting shall:
 - i. mark the ballot as directed by the elector;
 - ii. not attempt to influence the elector's voting choice;
 - iii. maintain confidentiality regarding the elector's vote;
 - iv. Place the ballot in the ballot box.

17. Homebound Voting – s. 30

- a. The RO may provide for the attendance of an Election Official at a voter's residence any time between the first day of an Advance Poll and the closing of the polls on Election Day to take their vote.
- b. Voters allowed to vote in this manner will be limited to those who are unable to attend at an established polling place to vote because of their disability or limited mobility and their resident caregiver who is also a voter in the municipality.

17.1 Application Process:

- a. Each voter who is unable to attend at an established polling place to vote because he or she has a disability or limited mobility and wishes to vote by homebound voting shall fill out:
 - i. **Form HBV-1** of this Bylaw; and
 - ii. Any person who wishes to vote by homebound voting shall apply to the Returning Officer 25 days prior to Election Day.



- b. If a Returning Officer receives an application in accordance with this section and is satisfied that the application is proper and complies with this Bylaw and *The Local Government Election Act*, the Returning Officer shall:
 - i. Prepare a list including each voter's name and address, arranged alphabetically or geographically of voters entitled to vote at the election pursuant to this section on **Form HBV-3** of this Bylaw; and
 - ii. Advise each voter entitled to vote at the election pursuant to this section with a completed form **HBV-2** of this Bylaw stating the date and time the Election Official will be attending the voter/applicant's residence.
- c. The Returning Officer shall, on receipt of a request in writing from a candidate or an agent of a candidate, provide the candidate or agent of the candidate with a copy of the completed **Form HBV-3** of this Bylaw.
- d. Subject to subclause 16.1(b)(ii), every residence where a vote is taken pursuant to this section is deemed to be a polling place, and the procedures for voting by this Bylaw and where a vote is taken pursuant to this section.
- e. The candidate or a candidate's agent may choose to be present at the residence of an elector voting pursuant to this section.

17.2 Providing Ballots

- a. The homebound vote shall take place in the voter's private residence, the voter's residence in assisted living facility or the voter's residence in a long-term care facility, whichever applies, within the R.M.
- b. On the date and time specified on each **Form HBV-2** of this bylaw, between the advance poll and Election Day, the Returning Officer or a designated election officer and a poll clerk, shall attend the designated voting place of the homebound voter and, if applicable, their caregiver.
- c. To obtain a ballot, each homebound voter shall:
 - i. present one piece of identification which contains a photograph of the voter or two (2) pieces of approved identification without photographs so long as one has their address, **or**
 - ii. If a voter does not have the prescribed identification, another eligible voter who knows them can vouch for their identify by using **Form B – Vouching for Identity of the Regulations**; and
 - iii. fill out **Form HBV-4** of this Bylaw
- d. Once the voter has voted and returned the ballot to the Returning Officer or a designated Election Official, the Returning Officer or a designated Election Official shall place the ballot in a ballot box for homebound voting OR combine it with the advance poll ballot box if there is a risk that the number of homebound voters are such that the vote can be identified.



18. Interpreters – s.125

If the voter requires an interpreter to translate a declaration or discussion, the interpreter must complete **Form Y** – Declaration, Oath or Affirmation of Interpreter of the LGEA Regulations. A candidate or agent may not act as an interpreter. The DRO will mark in the poll book that the voter used an interpreter.

19. Secrecy of the Ballot – s. 104, 105, 122, 123, 165, 171

Every person shall preserve the secrecy of the ballot in accordance with the Election Act.

- a. No person shall:
 - attempt to discover how any elector voted;
 - communicate to any other person how any elector voted;
 - induce or attempt to induce any elector to reveal how the elector intends to vote or has voted;
 - assist any elector in marking a ballot except in the manner permitted under section 123 of the LGEA.
- b. Every election official who becomes aware of how any elector voted in the course of performing their duties shall maintain that information in strict confidence.

20. Objections to a Voter – s.112

- a. Candidates or agents in attendance at the poll may object to the eligibility of a voter who is intending to vote. Objections are directed to the DRO, not to the voter. A candidate or agent is not required to provide a reason for the objection. An objection does not automatically disqualify the voter.
- b. After an objection is made, the DRO will:
 - i. Enter the objection in the poll book, including the name of the person raising the objection and initial the note; and
 - ii. Ask the voter to complete **Form R** - Voter's Registration Form:
 - If **Form R** - Voter's Registration Form has already been completed, the DRO may want to review the form with the voter and request verbal confirmation for each item; and
 - If the voter declines to complete a voter's registration form, or if the voter changes the information on the form in a way that disqualifies the person from voting, the person cannot receive a ballot and would be asked to leave the polling place after the DRO provides information about eligibility criteria to help direct the person to the correct municipal election.
- c. In addition to objecting to a voter, a candidate or an agent may request to:
 - See the identification provided by the voter to the EOs:
 - The DRO shall ask the voter to show the offered identification to the candidate or agent; or
 - Verify that the vouching procedures were followed:
 - The DRO would review and verify with the candidate or agent the procedures regarding establishing a voter's identity.



21. Spoiled Ballot – s. 118

- a. If a person accidentally spoils a ballot, the DRO will provide a replacement ballot; and the DRO will:
 - i. Write “spoiled” on the spoiled ballot;
 - ii. Take measures to ensure no person can see if or how the ballot was marked;
 - iii. Place the spoiled ballot in one of the envelopes provided by the RO; and
 - iv. Mark the envelope to identify it contains “Spoiled Ballots.”

22. Procedure After Close of Poll - s. 127-157

- a. Any voter in or waiting for admission into the polling place at the time the poll closes is entitled to vote. No other voters should be permitted to enter the polling place after the polls close.
- b. After an Advance Poll has closed, the DRO shall:
 - Seal the ballot box in a manner so that no ballots can be deposited in the ballot box without breaking the seal and provide for its safekeeping;
 - Secure all other election materials in a sealed container (if possible);
 - Prevent any person from having access to the ballot box or election supplies;
 - Enclose **Form R – Voter’s Registration Form and Poll Book** in the secured container; and
 - Return ballot box and all election materials to the RO.
- a. When the poll closes on Election Day at 8:00 p.m., the DRO will prepare a non-prescribed certificate after the last name entered in the poll book indicating the number of persons who voted at the poll on Election Day.
- b. If the poll is using the **Form R – Voter’s Registration Form and Poll Book**, prepare the certificate on a separate sheet of paper and attach it to the completed forms to form the poll book. There may be multiple poll books if the ballot box contains ballots from another poll like an advance poll, or mail-in ballots. A separate certificate should be prepared for each poll book and for each Division Polling Station.

Example of non-prescribed certificate:

Certificate of Voters

I certify that the number of voters who voted at the election in this polling place is (add in the # here) and that (name of last voter here) was the last person who voted at this polling place.

Deputy Returning Officer



- c. Prior to counting the ballots, the DRO should have a discussion with candidates or agents in attendance to explain:
- The ballot counting procedure;
 - The right to object to a decision; and
 - The procedure following registration of an objection.
- d. Only the candidate or one of the candidate's agents may be in attendance to observe the ballot count. This is different than the number of persons allowed to observe while voting takes place.
- e. To reconcile the number of ballots at the polling station:
- i. Count the number of unused ballots along with those that were spoiled or declined;
 - ii. Add this number to the number of voters who cast ballots on Election Day; and
 - iii. The total should equal the number of ballots provided to the DRO when the poll opened.
- f. At the closure of each poll, the Deputy Returning Officer or designated Election Official shall certify the last person entered and the total of people voting in their poll by signing the last page.
- g. The Deputy Returning Officer or designated Election Official shall complete **Form BB** of this bylaw, declaration of poll and shall have the poll clerk sign as their witness.
- h. The ballot box shall be opened in front of the following:
- The Poll Clerk;
 - The Candidate or their agent, if in attendance; and
 - The Returning Officer, if in attendance.
 -
- i. The Returning Officer or designated Election Official shall:
- Verify and count the ballots;
 - Prepare, in duplicate, **Form Z** of this bylaw; and
 - i. One Copy shall be placed in the Ballot Box prior to sealing; and
 - ii. One Copy shall be given to the Returning Officer; and
 - iii. Shall place all ballots, **Form Z** and all the **Forms R**, along with other necessary Forms into the ballot box and seal it.
- j. The Returning Officer shall:
- i. Combine **Form Z** from all the Polling Places and add them on **Form CC** of this bylaw and declare the elected person for each position;
 - ii. In the event of a tie, the process in section 27 shall be followed;
 - iii. Shall notify the Province of Saskatchewan and any other places as deemed necessary;
 - iv. Shall Post the Results at the Municipal Office, R.M. website and local newspaper until at least the First Meeting of the new Council; and



- v. Shall ensure that the election materials are kept safe until destroyed following LGEA and R.M. Records Retention Bylaw.

23. Counting Ballots – s.128

- a. After reconciling the number of ballots, the DRO will:
 - Open the ballot box in the presence of the PC, any candidates or their agents in attendance, and the RO (if in attendance); and
 - Verify there are no ballots stuck within any interior flaps:
 - If separate ballot boxes are being used for each office, the Advance Poll, and Mail in Ballots the other boxes should remain sealed until the DRO is ready to count those ballots;
 - Verify that the number of ballots equals the number of voters in the poll book:
 - If the number of ballots is not equal to the number of voters, open the other ballot boxes to determine if a ballot was placed in the incorrect ballot box; and
 - Separate the ballots according to colour (if applicable).
- b. During the counting process, the DRO should be the only person to handle the ballots.
- c. After examining each ballot carefully, the DRO must determine if the ballot should be accepted or rejected. Where a ballot may be questionable, the DRO should decide immediately rather than deferring the decision until all the other ballots have been counted. In the event a problematic ballot is crucial to determining the outcome of the election, the objectivity of the DRO can be called into question.
- d. After determining if the ballot will be counted or rejected:
 - i. The DRO will announce the decision;
 - ii. The PC will record the decision accordingly on a tally sheet; and
 - iii. The DRO will show the ballot to other EOs and observers, which at this viewing opportunity, a candidate or agent may object to the decision of the DRO.

24. Rejected Ballots – s. 129

- a. The DRO must reject every ballot that:
 - Has more marks than the voter was entitled to make;
 - Has been written or marked in a way that could identify the voter;
 - Has been torn, defaced or otherwise treated; or
 - Has not been marked.

25. Improper Marking Not Rejected – s. 130

- The DRO shall not reject a ballot if the mark is something other than an “X”.
- The DRO shall not reject a ballot if the mark is out of or partly out of the proper space on the ballot so long as the alternate mark clearly indicates the intent to vote for a candidate.
- A ballot is not rejected if it is under voted (e.g., voted for two (2) Councillors when there are four (4) vacancies).



26. Ballots Not Initialled – s. 131

- a. A ballot may also be rejected if the DRO has not initialled the reverse side. However, if the initials of the DRO are missing, the ballot can be initialled and included in the counting process if the DRO is satisfied that:
 - i. The ballot is one that was provided to a voter;
 - ii. The initials were omitted in error; and
 - iii. The ballot is required to account for all ballots supplied by the RO.

27. Objections – s. 132

- a. A candidate or an agent may object to the decision of the DRO to accept or reject a ballot. When an objection is raised, the DRO must:
 - i. Number the objection starting with “1” on the back of the ballot with the DRO’s initials;
 - ii. Record the objection in full in the poll book along with the number placed on the ballot; and
 - iii. After considering the information provided to the objection, record the objection either as “Rejection objected to” or “Counting objected to” on the reverse side of the ballot.
- b. If **Form R – Voter's Registration Form and Poll Book** are used for the election, note the number of the objection on a separate sheet of paper. The DRO will initial each entry on this paper, which will then be attached to and form part of the poll book.
- c. The DRO’s decision to reject or count an objected ballot is final. A candidate or voter may request a recount to be conducted by a judge.

28. Tie Vote – s. 141

- a. The Returning Officer shall as soon as possible:
 - i. Establish a date and location where the tie vote will be resolved;
 - ii. Notify the two (2) or more candidates who have an equal number of votes of the date and location; and
 - iii. Arrange for at least two (2) witnesses, who are not candidates, to observe the resolution of the tie vote.
- b. At the date and location established above, the RO shall:
 - i. Write the names of the candidates separately on blank sheets of paper of equal size, colour and texture;
 - ii. Fold the sheets in a uniform manner making sure the names are concealed;
 - iii. Deposit them in a receptacle; and
 - iv. Direct a person to withdraw one of the sheets of paper.
 - v. The candidate whose name is on the sheet of paper pulled from the receptacle shall be declared elected.



29. Rules Respecting the Recording of Video, Audio, and Use of Electronic Devices

29.1 Mobile Phones and Electronic Devices in Polling Places

- a. No one shall record, film, or take pictures inside the Voting Booth area.
- b. Voters, Election Officials, Scrutineers/Agents and Candidates may carry mobile phones and electronic devices into the Polling Place but must:
 - keep such devices silenced or in silent mode;
 - refrain from making voice calls while inside the Polling Place;
 - refrain from activating any camera, video, or recording function while inside the Polling Place that disturbs, disrupts or compromises the voters privacy or secrecy of vote;
 - comply with any direction given by the Deputy Returning Officer respecting the use of devices.
- c. A person who uses a device to record within the Polling Place that has compromised the voters privacy or secrecy of their vote, may be asked to delete the recording immediately and, upon refusal, may be removed from the Polling Place by the presiding officer.

29.2 Permitted Video Recording

- a. The following recordings are permitted:
 - recordings made by authorized or accredited media representatives outside the Polling Place and not capturing individual electors voting;
 - recordings made by the Municipality's authorized staff for official documentation purposes, provided no elector's voting activity or marked ballot is captured;
 - recordings made for accessibility purposes (e.g., to assist a person with a disability) in a manner approved by the Deputy Returning Officer.

***Part 2 – Mail-in Ballots – page 22**



PART 2

30. Mail-in Ballots – s. 92

30.1 Eligibility for Mail-in Ballot

- a. Any voter who is qualified to vote in a municipal election in the R.M. as per Part 1 – Section 3, may apply for and receive a mail-in ballot.
- b. Reasons for requesting a mail-in ballot may include, but are not limited to:
 - residing at a significant distance from the Polling Place;
 - illness, disability, or physical incapacity;
 - absence from the Municipality on Election Day due to employment, travel, or other commitments;
 - a preference to vote by mail.
- c. A voter who has received a mail-in ballot shall not vote in person at a Polling Place in the same election, unless the mail-in ballot has been returned to the RO or Nomination Officer unused and cancelled.

30.2 Application for Mail-in Ballot

- a. A voter who desires to vote by mail shall apply for a mail-in ballot kit, twenty (20) days before Election Day, by completing and returning to the RO or Nomination Officer:
 - i. a Voter's Registration, **Form R, Schedule A** (Schedule A can be modified in compliance with section 26 of The Legislation Act) appended hereto and forming a part of this bylaw is modified to include areas to record the following information:
 - in the voter registration portion, the address to which the Mail-in Ballot is to be mailed;
 - in the poll book area:
 - the date when the application for a main-in ballot is accepted;
 - the date when a ballot kit is provided to the voter;
 - the date when ballot(s) are received by the RO or Nomination Officer; and
 - any other modifications consistent with Section 26 of *The Interpretation Act*, deemed necessary or desirable by the Returning Officer.
 - ii. the Declaration of Person Requesting a Mail-in Ballot, **Form C, Schedule B**, appended hereto and forming a part of this bylaw.
 - iii. **ID - Applicant** - Must include a scanned or photocopied piece of identification issued by the Government of Canada, the Government of Saskatchewan, a municipality or a government agency that contains your photograph **or** two (2) pieces of information as described in Table 1, that each establishes your name and at least one of which establishes your address, to the satisfaction of the Returning Officer or Nomination Officer;
 - iv. **ID - Applicants Witness (family member or someone living at the same address)** - Must include a scanned or photocopied piece of identification issued by the Government of Canada, the Government of Saskatchewan, a municipality or a government agency that contains your witnesses photograph **or** two (2) pieces of information as described in Table 1, that each establishes the name of your family member or person living at the same address and at least one of which establishes



their address, to the satisfaction of the Returning Officer or Nomination Officer. Table 2 is a list of eligible family members.

- b. The Main-in Ballot Voter Registration **Form R, Schedule A** and Declaration **Form C, Schedule B** will be made available to the voter:

- pick up in-person
- by email to elections@rmcormanpark.ca
- for download at the R.M.'s website; and
- by any other method approved by the RO.

30.3 Mail-in Ballot Witnesses

- a. **Form R, Schedule A** and **Form C, Schedule B** may be witnessed by either:

- the R.M. Returning Officer;
- the R.M. Nomination Officer;
- a Commissioner of Oaths or Notary Public;
- Police Officer, Municipal Clerk, Magistrate, Designated Embassy Official, Lawyer, Paralegal ; or
- a family member as defined by **Appendix D, Table 2** (Vouching) providing they are *an eligible voter in the R.M. and have known the voter for at least two (2) years or more.*
- someone living at the same address, providing they are *an eligible voter in the R.M. and have known the voter for at least two (2) years or more.*

- b. A voter who desires to vote by mail shall apply no later than twenty (20) days before Election Day.

30.4 Applications for mail-in ballots may be submitted:

- in person at the Municipal Office;
- by mail or courier addressed to the Returning Officer;
- by email to the official municipal election email address as published in the Notice of Election (elections@rmcormanpark.ca) ; or
- by any other method approved by the Returning Officer.

- a. The following person are authorized to act for the purpose of establishing the identity and residence of a person requesting a Mail-in Ballot:

- i. the Returning Officer (RO);
- ii. Nomination Officer(s) (NO).

- b. Upon receiving the voter's application, **Form R, Schedule A** and **Form C, Schedule B**, for a mail-in ballot, the RO or NO:

- i. note the date of approval in the appropriate area of **Form R, Schedule A**; and
- ii. sign their signature to the voter's declaration form.

30.5 Providing a Ballot to Voters

- a. The Returning Officer or Nomination Officer shall provide a ballot kit to a voter who has completed and submitted **Form R, Schedule A** and **Form C, Schedule B** in accordance with subsection 30.2 of this bylaw.
- b. A ballot kit will be provided after the Notice of Poll is issued.



- c. Notwithstanding section 41 of the LGEA Regulations, the Returning Officer may authorize the use of blank ballots if, in their opinion, the expected delivery date of printed ballots will adversely affect the ability of voters to vote by mail.
- b. The blank ballot form pursuant to clause (a) of this bylaw is set out in **Schedule C**, appended hereto and forming a part of this bylaw.
- c. All ballots issued to people voting by mail shall be identical.
- c. A ballot kit shall consist of:
 - i. a copy of Part 2 of this bylaw;
 - ii. the ballots to which the voter is entitled;
 - iii. a ballot security envelope, bearing the information described in **Schedule A**, appended hereto and forming a part of this bylaw;
 - iv. a voter confirmation envelope, bearing the information described in **Schedule B**, appended hereto and forming a part of this bylaw;
 - v. an outer envelope, addressed to the Returning Officer, bearing the words "Mail-in Ballot" on its face;
 - vi. appropriate directions to voters; and
 - vii. a list of candidates who are seeking election if a blank ballot is used.
- d. The Returning Officer or Nomination Officer shall:
 - i. ensure the outer envelope is addressed to the Returning Officer at the correct postal address;
 - ii. on the voter confirmation envelope, **Schedule B**:
 - o print the name of the voter;
 - o identify the division in which the voter is entitled to vote; and
 - o identify the ballots provided to the voter;
 - iii. on a ballot for the office of Councillor, indicate the division number in which the voter is entitled to vote;
 - iv. place his/her initials in the box on the reverse side of the ballot or ballots provided to the voter; and
 - v. make the following entries to the poll book upon providing a ballot kit to a voter:
 - o those required pursuant to section 107 of the LGEA; and
 - o the date on which the ballot kit was provided to the voter.
- e. After the RO or NO provides a ballot kit to the voter, the voter is deemed to have voted and is not entitled to vote at any other poll.
- f. The ballot kit shall be provided to the voter by mail or by courier if in the opinion of the Returning Officer or Nomination Officer, the ballot kit will need to be expedited. The cost of mailing or couriating the ballot kit shall be at the expense of the R.M.



30.6 Receiving Ballots from Voters

- a. Voters are required to:
 - i. insert marked ballots into the ballot security envelope;
 - ii. seal the ballot security envelope and insert it into the voter confirmation envelope;
 - iii. date and sign the voter confirmation envelope;
 - iv. seal the voter confirmation envelope and insert it into the outer envelope; and
 - v. return the ballot in its original form to the Returning Officer by regular mail, registered mail, courier, in person, or by any other means.
- b. It is the responsibility of the voter to ensure their ballot is received by the Returning Officer at the R.M. Municipal Office before the close of the polls on Election Day. The mail or courier postmark date on the ballot envelope shall not be used to determine if the ballot was received before the close of the polls on Election Day. The cost of returning the ballot to the Returning Officer before the close of the polls, shall be at the expense of the voter.
- c. The RO and/or the NO shall ensure there is a ballot box which shall contain only Mail-in Ballots from the time ballots are received until the close of polls on Election Day unless in the opinion of the RO, a Mail-in Ballot box is required for each Division and Reeve.
- d. Upon receipt of an outer envelope containing a voter ballot on or before the close of poll on Election Day, the RO or NO shall:
 - i. ensure the voter confirmation envelope is signed by the voter;
 - ii. record in the poll book the date on which the envelope was received; and
 - iii. deposit the voter confirmation envelope in a ballot box.
 - iv. If using one Mail-in Ballots box, the ballots will be sorted into divisions when counting the central and advanced poll ballots. If using separate Division and Reeve ballot boxes, they will also be counted when counting the central and advanced poll ballots.
- e. Ballots received after the close of polls on Election Day:
 - i. are deemed to be spoiled;
 - ii. will remain unopened in the voter confirmation envelope; and
 - iii. are given to the CAO, consistent with sections 137 and 142 of the LGEA.
- f. The RO shall designate at least one Deputy Returning Officer who will receive mail in ballots to count prior to the close of polls on Election Day.
- g. Prior to the close of polls on Election Day, the RO or NO shall deliver the following materials to the Deputy Returning Officer designated pursuant to clause (f):
 - i. the ballot box(s) containing all ballots received by mail;
 - ii. the application kits from all voters who applied for a mail-in ballot; and



- iii. any ballots received by mail after the above materials have been delivered to the Deputy Returning Officer. (There is a possibility a ballot may be received by the Returning Officer after the ballot box has been delivered to the Deputy Returning Officer, and before the close of polls on Election Day.)

30.7 Objections By Candidates/Agents

- a. On Election Day, any candidate or candidate's agent may examine the application package filed by a person who applied for a mail-in ballot.
- b. A candidate or a candidate's agent retains the right to object to a person's entitlement to vote if that person votes by Mail-in Ballot.
- c. On the objection of a candidate or an agent to the entitlement of a person voting by mail, the Deputy Returning Officer shall make necessary entries in the poll book consistent with subclause 112(1)(b)(c) and (d) of the LGEA.

30.8 Counting Ballots

- a. Mail-in ballots will be counted after the close of polls on Election Day when the central and advanced poll ballots are counted.
- b. Where the Returning Officer is of the opinion that the number of voters who voted by mail is small and as a result it may be possible to determine for which candidate any of the voters voted, the Returning Officer may direct the Deputy Returning Officer to include the mail-in ballots in the same ballot box used for polling on Election Day.
- c. The Deputy Returning Officer:
 - i. shall open the Mail-in Ballot box(s) in the presence of persons authorized to be in the polling place pursuant to section 134 of the Act;
 - ii. examine each voter confirmation envelope in the ballot box and shall allow each other person in attendance at the polling place to view the voter's certification on the voter confirmation envelope; and
 - iii. may reject a voter confirmation envelope if the signature of the voter is missing.
- d. If the voter confirmation envelope is accepted, the Deputy Returning Officer shall extract the ballot security envelope and examine it for any tears or unauthorized markings.
- e. If the ballot security envelope:
 - contains any tears or unauthorized markings, the Deputy Returning Officer shall reject the ballot security envelope; or
 - is accepted by the Deputy Returning Officer, he/she shall deposit the ballot security envelope into a container or another ballot box.
- f. After all ballot security envelopes have been dealt with pursuant to clause(e), the Deputy Returning Officer shall then extract the ballots from the ballot security envelopes and proceed to count the ballots in accordance with sections 129 to 132 of the LGEA.
- g. The Deputy Returning Officer shall deem spoiled those ballots which were sent to voters by the Returning Officer but were not returned or received to the Returning Officer prior to the close of polls on Election Day and shall, pursuant to subsection 118(2) of the LGEA, reference this fact in the report of the count of the votes.



- i. Upon receipt of a ballot described in clause (g), the Returning Officer or Nomination Officer:
 - write "deemed spoiled" on the outer envelope;
 - record the date said ballot came into his or her possession;
 - initial the entry; and
 - retain it with, but not in, the ballot box described in section 142 of the LGEA, unless said ballot can be deposited in the ballot box without unsealing the ballot box.

- h. The Mail-in Ballots and any forms used in conjunction with voting by mail, including the voter confirmation envelopes opened by the Deputy Returning Officer pursuant to clause (c) are to be placed in packets in the same manner as other ballots pursuant to section 136 of the LGEA.

- i. The Deputy Returning Officer will place the packets described in clause (h) with the poll book and any other forms used in conjunction with voting by mail in the ballot box.

- j. Ballots and other forms used in conjunction with voting by mail shall be retained with other election materials pursuant to section 142 of the LGEA.

PART 3

Conflict

Where any provision of this Bylaw conflicts with *The Municipalities Act*, *The Local Government Election Act*, or *The Local Government Election Regulations*, the *Acts and Regulations* shall prevail.

Repeal

THAT Bylaw 22-16 and all amendments thereto, are hereby repealed.

Hon. Joe Hargrave, Reeve

SEAL

Kerry Hilts, Chief Administrative Officer

Read a first time ____ day of _____, 2026

Read a second time this ____ day of _____, 2026

Read a third time and passed this ____ day of _____, 2026



Appendix D

TABLE 1

Voter Identification

[Section 14 of the Regulations]

1. Information Showing Name

The following valid and original documents containing the name of the bearer:

1-1 Birth Certificate

1-2 Canadian Blood Services Donor Card

1-3 Canadian Passport

1-4 Certificate of Canadian Citizenship (Citizenship Card or Citizen Certificate) issued by the Government of Canada

1-5 Certificate of Indian Status (Status Card) or Secure Certificate of Indian Status issued by the Government of Canada

1-6 Canadian National Institute for the Blind (CNIB) client card bearing the person's photograph and signature or a card bearing the person's photograph and signature issued by any registered charitable organization that provides services to persons with disabilities

1-7 Credit Card issued by a bank or credit union

1-8 Debit Card issued by a bank or credit union

1-9 Identification issued by the Canada Border Services Authority

1-10 Identification issued by Canadian Air Transport Security Agency (CATSA)

1-11 Identity Card issued by the Canadian Forces

1-12 Employee card issued by the Government of Canada, the Government of Saskatchewan, a Saskatchewan municipality, a school division or an Indian Band in Saskatchewan, or an agency of one of these entities

1-13 Firearm Possession and Acquisition Licence or Possession Only Licence issued pursuant to the *Firearms Act* (Canada)

1-14 Hunting, Angling and Trapping Licence issued pursuant to *The Fisheries (Saskatchewan) Act, 1994* or *The Wildlife Act, 1998*

1-15 Hospital bracelet/Hospital card

1-16 Métis Nation Status Card issued by the Métis Nation – Saskatchewan

1-17 Old Age Security (OAS) Card issued pursuant to the *Old Age Security Act (Canada)*

1-18 Pleasure Craft Operator Card issued pursuant to the *Canada Shipping Act*

1-19 Parolee identification card or other identification card issued by an institution under the authority of the Commissioner of the Correctional Service of Canada



TABLE 2

Vouching

[Subsection 17(2) of the Regulations]

- 1-1 spouse
- 1-2 father
- 1-3 mother
- 1-4 grandfather
- 1-5 grandmother
- 1-6 stepfather
- 1-7 stepmother
- 1-8 father-in-law
- 1-9 mother-in-law
- 1-10 brother
- 1-11 sister
- 1-12 brother-in-law
- 1-13 sister-in-law
- 1-14 son
- 1-15 daughter
- 1-16 stepson
- 1-17 stepdaughter
- 1-18 son-in-law
- 1-19 daughter-in-law
- 1-20 grandson
- 1-21 granddaughter

24 Dec 2015 cL-30.11 Reg 1.



FORM B

[Clause 110(b) of the Act and clause 17(1)(b) of the Regulations]

Vouching for Identity

Voter Information

(Name – Please Print)

(Address – Please Print)

(Signature of Voter)

(Date)

Voucher Information

(Name – Please Print)

(Address – Please Print)

Voucher Declaration

I swear (or solemnly affirm):

- ◆ That I know the above-mentioned person who is seeking to vote at this polling place, that this voter has completed the Voter’s Registration Form, and that I believe the matters sworn to/affirmed are true in substance and in fact.
◆ That I have been requested by the above-mentioned person to vouch for the person’s identity and residence.
◆ That I have not acted, and will not act as a voucher for any other person in this municipality during this election except for a member of my family living with me, pursuant to subsection 17(2) of The Local Government Election Regulations, 2015.
◆ That the information given by me with respect to the above statements is true in all respects.

(Signature of Voucher)

(Date)

Witness Declaration

I have witnessed the signatures of the voter and voucher.

(Signature of Deputy Returning Officer)

(Date)

This Form must be attached to the Voter’s Registration Form.

Warning: Every person who furnishes false or misleading information to a returning officer or to any person who is authorized to act as an election official is guilty of an offence and liable on summary conviction to a fine of not more than \$5000.



Appendix C

FORM BB
[Section 135 of the Act]

Declaration of Poll

I, _____, the undersigned Deputy Returning
(Name)

Officer for: (Check one)

Polling Area No. _____

OR

Advance Poll No. _____

of the: (Complete as applicable)

<p>Rural Municipality of Corman Park (Municipality)</p> <p>Division No. _____ (If applicable)</p>
--

<p>_____ School Division No. _____</p> <p>Subdivision No _____ (If applicable)</p>

<p>_____ Separate School Division No. _____</p> <p>Subdivision No _____ (If applicable)</p>
--

declare that to the best of my knowledge the: (Check one)

Polling Book _____

OR

Advance Poll List(s) _____

used in this election held on the ____ day of _____, 20____, was so used in the manner prescribed by law and that the entries required by law to be made in the polling book or advance poll lists(s) were correctly made.

Dated this _____ day of _____, 20____.

(Poll Clerk Deputy)

(Deputy Returning Officer)



Appendix C

FORM CC
[Clause 139(1)(b) of the Act]

Declaration of Results

(Complete one)

Mayor/Reeve: _____ of _____
(Municipality)

Councillor: _____ of _____
(Municipality)
Division No. _____ (If applicable)

Board Member: _____ School Division No. _____
Subdivision No _____ (If applicable)

Board Member: _____ Separate School Division No. _____
Subdivision No _____ (If applicable)

for the election held on the _____ day of _____, 20__ __.

Names of Candidates Number of Votes or Acclamation/Elected

Number of rejected ballots, except those on
which no vote was made:

*Number of ballots counted but objected to:.....

Spoiled: (e.g. Issued to a person who declined to vote)

Total number of voters who voted as indicated on
each Form Z (or Form AA for voting machines)

I declare that this is an accurate statement of the votes cast for the office
of _____ for _____
(Specify) (Municipality or School Division)

Dated this _____ day of _____, 20__ __.

(Returning Officer)

Note: A separate Declaration of Results must be completed for each office.

*Not applicable when using a voting machine

14 Feb 2020 SR 11/2020 s7.



APPOINTMENT OF ELECTION OFFICIAL

[Subsection 48 (3) of the Act]

FORM D

In my capacity as returning officer for the Rural Municipality of Corman Park No. 344

I appoint _____
to be:

(a) election clerk;

(b) enumerator for Polling Area No. _____;

(c) Deputy returning officer for Polling Area No. _____, the polling place
for which shall be

(d) Deputy returning officer for Polling Area No. _____, the polling place
for which shall be

and who is also designated as the Deputy returning officer mentioned in sections 49
and 137 of *The Local Government Election Act, 2015*;

(e) Deputy returning officer mentioned in clause 48(3)(c) of *The Local Government
Election Act, 2015* the polling place for which shall be

(f) Deputy returning officer mentioned in clause 48(3)(d) of *The Local Government
Election Act, 2015*;

(g) poll clerk for Polling Area No. _____, the polling place for which
shall be

(h) nomination officer;

(i) other

for the election to be held on _____, 20_____.

Dated this _____ day of _____, 20_____.

Returning Officer



OATH, AFFIRMATION OR DECLARATION OF ELECTION OFFICIAL

FORM E

(Subsection 50(1) or (2) of the Act)

I, _____, an election official at the election to be held for the Rural Municipality of Corman Park No. 344 on the _____ day of _____, 20____, swear (or affirm or declare) that:

- 1. I will not attempt unlawfully to ascertain the candidate or candidates for whom any person has voted or the manner of a person's vote on a bylaw, resolution or question, and I will not in any way aid in the unlawful discovery of that information;
2. I will strictly observe secrecy with respect to any and all knowledge that may come into my possession regarding the information and identification provided pursuant to section 110 of the Act;
3. I will strictly observe secrecy with respect to any and all knowledge that may come into my possession regarding the candidate or candidates for whom any person has voted or the manner in which a voter has marked his or her ballot on a bylaw, resolution or question; and
4. I will faithfully and impartially, to the best of my knowledge and ability, execute the office of _____, and I have not received and will not receive any payment or reward or promise of payment or reward for the exercise of any partiality or corrupt practice.

SWORN (or affirmed or declared) before me)
at _____)
Saskatchewan, this _____ day)
of _____, 20____)
Commissioner for Oaths for Saskatchewan)
My Commission Expires _____)

(Election Official)



**Notice of Call for Nominations
Municipal Election**
(Form H, Section 66 of the Act)

PUBLIC NOTICE is hereby given that nominations of candidates for the office(s) of:

REEVE
and
COUNCILLORS, DIVISIONS #, #, #, #

Update Reeve & Councillor section and Division #'s as required.

Will be received by the undersigned during regular business hours from (add in date here), to (add in date here) and (add in Close of Nomination Date here), from 9:00 am to 4:00 pm at the office of the R.M. of Corman Park, #344 at 111 Pinehouse Drive, Saskatoon, SK.

Nomination forms and Public Disclosure Statement may be obtained at the following locations:

- 1. In person at the R.M. Office, 111 Pinehouse Drive, Saskatoon
- 2. R.M. Website – www.rmccormanpark.ca
- 3. By email request to – elections@rmccormanpark.ca

Nomination forms must be properly executed and accompanied by a Public Disclosure Statement. Nomination papers may be submitted to the Returning Officer or Nomination Officer(s) personally, by agent at 111 Pinehouse Drive, Saskatoon or by email to elections@rmccormanpark.ca, by dates and times listed above.

Dated this (insert date).

(insert CAO name)
Returning Officer



Form I

[Clauses 67(3)(a),(b),(c),(d),(g) & (h) and Subsections 67(3),(4) & (5) of the Act]
[Subsection 37(1) of the Regulations]

NOMINATION PAPER - Councillor

We the undersigned, being voters of the Rural Municipality of Corman Park # 344, Division No. _____, nominate

NAME _____
(Name as it will appear on the ballot)

OCCUPATION _____
(Occupation as it will appear on the ballot)

ADDRESS _____
(legal description of land)

to be a candidate at the election to be held on the _____, for the office of:

Councillor Division No. _____, R.M. of Corman Park # 344

Table with 3 columns: Signature, Name Printed, Legal Description of Land. Includes two rows of blank lines for input.

NOTE: In the case of nomination for COUNCILLOR this form must be signed by two voters of the division

CANDIDATE'S ACCEPTANCE

I, _____, a candidate nominated for the office of:
(Name as it will appear on the ballot)

Councillor Division No. _____, R.M. of Corman Park # 344

declare that:

- 1. I am the full age of 18 years or will attain the full age of 18 years on or before election day;
2. I am a Canadian citizen;
3. If elected, I will accept the office for which I was nominated;
4. I am not disqualified by The Local Government Election Act, 2015, or any other Act from holding the office for which I am a candidate;
5. I am eligible to vote in the municipality; and
6. I am a resident of Saskatchewan.

Candidate's contact information: Phone: _____ Email: _____
(Must provide at least one contact method)

Dated at _____ this _____ day of _____, 20_____.

(Signature of Candidate)

(Witness)

(Witness)



Form I

[Clauses 67(3)(a),(b),(c),(d),(g) & (h) and Subsections 67(3),(4) & (5) of the Act]
[Subsection 37(1) of the Regulations]

NOMINATION PAPER - Reeve

We the undersigned, being voters of the Rural Municipality of Corman Park # 344, nominate:

NAME (Name as it will appear on the ballot)

OCCUPATION (Occupation as it will appear on the ballot)

ADDRESS (legal description of land)

to be a candidate at the election to be held on the , for the office of:

Reeve, R.M. of Corman Park # 344

Table with 3 columns: Signature, Name Printed, Legal Description of Land

NOTE: In the case of nomination for REEVE this form must be signed by two voters of the rural municipality.

CANDIDATE'S ACCEPTANCE

I, (Name as it will appear on the ballot), a candidate nominated for the office of:

Reeve, R.M. of Corman Park # 344

declare that:

- 1. I am the full age of 18 years or will attain the full age of 18 years on or before election day;
2. I am a Canadian citizen;
3. If elected, I will accept the office for which I was nominated;
4. I am not disqualified by The Local Government Election Act, 2015, or any other Act from holding the office for which I am a candidate;
5. I am eligible to vote in the municipality; and
6. I am a resident of Saskatchewan.

Candidate Contact Information - Phone: Email: (Must provide at least one contact method)

Dated at this day of, 20.

(Signature of Candidate)

(Witness)



FORM K
[Section 75 of the Act]

RECEIPT OF NOMINATION AND CANDIDATE'S ACCEPTANCE

I acknowledge that I have received a completed nomination paper and candidate's acceptance form

from _____
(Name)

of _____,
(Street/road address or legal description of land)

a candidate for the office of:

- Reeve
- Councillor, Division No. _____

Dated at Saskatoon, this _____ day of _____, 20_____.

(Returning Officer or Nomination Officer)



Appendix C

FORM L
[Section 78 of the Act]

Notice of Call For Further Nominations
(Municipal or School Division Elections)

Mayor/Reeve: _____ of _____
(Municipality)

Councillor: _____ of _____
(Municipality)
Ward/Division No. _____ (If applicable)

Board Member: _____ School Division No. _____
Subdivision No _____ (If applicable)

Board Member: _____ Separate School Division No. _____
Subdivision No _____ (If applicable)

The returning officer or nomination officer will receive nominations of candidates for the above office(s):

(a) during normal office hours from _____
(Close of withdrawal period)

until _____
(4:00 p.m. on the second Wednesday following the close of the withdrawal period; or in the case of a resort village, 2:00 p.m. on the second Saturday following the close of the withdrawal period)

at _____
(Place)

(b) on the _____ day of _____, 20____, from _____ until _____

at _____
(Place)

Nomination forms may be obtained at the following location(s):

Dated at _____, this _____ day of _____, 20 ____.

(Returning Officer or Nomination Officer)



FORM R
[Subsections 96(2) and 121(2) of the Act]
Voter's Registration Form and Poll Book

Name: _____

Address: _____

Election held in Rural Municipality of Corman Park No. 344, Division No. _____.

Complete the following by placing an "X" in the box to the left of each statement that is correct:

- 1. I am a Canadian citizen.
- 2. I am the full age of 18 years or will attain the full age of 18 years on or before election day.
- 3. I have not already voted at this election.

On the day of the election, I: *(complete one)*

- (a) have resided in the rural municipality or on land now in the rural municipality for at least three (3) consecutive months immediately preceding the day of the election;
- (b) am the registered owner, (or purchaser pursuant to a bona fide agreement for sale), of land in the rural municipality;
- (c) am assessed with respect to land in the rural municipality pursuant to a lease, licence, permit or contract in agreement with the registered owner;
- (d) am assessed with respect to an improvement in the rural municipality;
- (e) am the holder of a permit in the rural municipality with respect to a trailer or mobile home;
- (f) am the spouse of a person described in clause (b), (c), (d) or (e);
- (g) am the chief executive officer of a duly incorporated co-operative, corporation or religious association that is assessed on the last revised assessment roll with respect to property in the rural municipality that is not exempt from taxation.

I declare that I am a voter entitled to vote in Division No. _____ of the Rural Municipality of Corman Park No. 344.

I declare that the information given by me with respect to the above statements is true in all respects.

Dated this _____ day of _____, 20_____.

Witness:

(Deputy Returning Officer)

(Voter)

Voted with respect to:

Reeve	Councillor	Bylaw	Question	Sworn or Refused to Declare	Objection

Fill out if voters list is not used.

Name of Voter	Place of Residence	Declared or Refused to Declare	Voted	Objected	Remarks



Form T
[Subsection 104(1) of the Act]

This is to certify that _____
(Name)

of _____
(Address)

is authorized to attend at Polling Area No. _____ located at _____
(Address or Place)

on the _____ day of _____, 20____, as my agent.

Dated at _____, this _____ day of _____, 20____.

(Candidate)



FORM U

[Subsection 104(1)(b) and Subsection 105(1) of the Act]

Declaration of Candidate or Agent

I, _____, declare that:

1. I will not, at the election to be held for the Rural Municipality of Corman Park No. 344,

Reeve

Councillor, Division No. _____

on the _____ day of _____, 20____, attempt unlawfully to ascertain:

- (a) the candidate or candidates for whom any person has voted;
- (b) the manner of a person's vote on a bylaw or question; and
- (c) that I will not in any way aid the unlawful discovery of the information mentioned in (a) and (b).

2. I will strictly observe secrecy with respect to any and all knowledge that may come into my possession of:

- (a) any person who has shown evidence of his or her identity and residence pursuant to section 110 of the Act;
- (b) the candidate or candidates for whom any person has voted; and
- (c) the manner in which a voter has marked the ballot on a bylaw or question.

Dated at _____,

this _____ day of _____, 20_____.

(Deputy Returning Officer)

(Candidate or Agent)



Appendix C

FORM V

[Clauses 123(1)(a) and (b) of the Act]

Declaration of Voter Unable to Vote in the Manner Described by the Act

I declare that:

- I am a Canadian citizen.
- I am the full age of 18 years or will attain the full age of 18 years on or before election day.
- I have not already voted at this election.
- I am unable to vote in the manner otherwise prescribed by *The Local Government Election Act, 2015*.

I declare that I am a voter entitled to vote in Division No. _____ of the Rural Municipality of Corman Park.

I declare that the information given by me with respect to the above statements is true in all respects.

On the day of the election, I: (*complete one*)

- a)** have resided in the rural municipality or on land now in the rural municipality for at least three consecutive months immediately preceding the day of the election;
- b)** am the registered owner, (or purchaser pursuant to a bona fide agreement for sale), of land in the rural municipality;
- c)** am assessed with respect to land in the rural municipality pursuant to a lease, licence, permit or contract in agreement with the registered owner;
- d)** am assessed with respect to an improvement in the rural municipality;
- e)** am the holder of a permit in the rural municipality with respect to a trailer or mobile home;
- f)** am the spouse of a person described in clause (b), (c), (d) or (e);
- g)** am the chief executive officer of a duly incorporated co-operative, corporation or religious association that is assessed on the last revised assessment roll with respect to property in the rural municipality that is not exempt from taxation.

Dated this _____ day of _____, 20 _____.

Witness:

(Deputy Returning Officer or Enumerator)

(Signature of Voter)



Appendix C

FORM X

[Subsection 123(2) of the Act]

Declaration of Friend

I, _____, declare that:
(Name)

- 1 I will observe strict secrecy with respect to all knowledge that comes into my possession of the candidate(s) for whom _____ has voted; and
- 2 I will mark the ballot as he or she has instructed.

Dated this _____ day of _____, 20 _____.

Witness:

(Deputy Returning Officer)

(Signature of Friend)



Appendix C

FORM Y

[Subsection 125(2) of the Act]

Declaration, Oath or Affirmation of Interpreter

I, _____, declare that:
(Name)

- 1 I will translate faithfully such oaths, questions and answers as the deputy returning officer may require me to translate at this election.
- 2 I will observe strict secrecy with respect to all knowledge that comes into my possession of the candidate or candidates for whom any person has voted.

Dated at _____, this _____ day of _____, 20__

Witness:

(Deputy Returning Officer) *(Signature of Interpreter)*



FORM Z
[Clause 133(1)(b) of the Act]

Deputy Returning Officer's Statement of Results

Poll Location: _____

Reeve Councillor – Division No. _____

for the election held on the _____ day of _____, _____.

Names of Candidates Number of Votes or Acclamation/Elected

BALLOT COUNT	
Ballots	Number
Counted (Not Objected to)	
Counted (Objected to)	
Rejected by deputy returning officer because: no vote marked no deputy returning officer's initials marked for more persons than required to be elected marked to identify voter torn or defaced to identify the voter other	
Spoiled and Declined	
SUBTOTALS	
Unused ballots	
TOTAL	
Ballots supplied	

The number of voters who have voted as indicated in the poll book is _____.

I certify that the above statements are correct.

Dated this _____ day of _____, 20_____

(Deputy Returning Officer)



FORM HBV-1

[Section 30 (4) of the Act]

Application of Person Requesting Homebound Ballot

I, _____ of _____
(Name of person requesting homebound ballot) (Address of person requesting homebound voting)

Declaration of Homebound Voter:

- I am qualified to vote in this Division and Municipal Election.
- I request to vote by homebound voting on a mutually agreed upon (with election officials) date and time between the dates of the advance poll and election day.

I will not be able to attend at an established polling place to vote for the following reason (check one):

- Personal disability or limited mobility.
- I am a resident caregiver of a voter who is unable to attend at an established polling place to vote by reason of disability or limited mobility and, because of the care required by that voter, I am also unable to attend at an established polling place to vote

Address of voter with disability or limited mobility where homebound voting will take place (if different from address of caregiver):

_____ R.M. of Corman Park

I make this solemn declaration conscientiously, believing it to be true and knowing that it is of the same force and effect as if made under oath/affirmation and by virtue of the *Canada Evidence Act*.

Date: _____, 20_____.

(Signature of Person Requesting Homebound voting)

I, _____, the undersigned, certify that the applicant:
(Name of Witness)

- a) Is personally known to me
- b) Is qualified to vote in this Division and R.M. of Corman Park election.
- c) Is (check one)
 - Unable to attend at an established polling place to vote by reason of disability or limited mobility; or
 - A resident caregiver of a voter who is unable to attend at an established polling place to vote because of disability or limited mobility.

Dated this _____ day of _____, 20_____.

(Address of Witness)

(Signature of Witness)



FORM HBV-2
[Section 30 (6) of the Act]
Notice for Homebound Voting

To: _____
(Name of person receiving homebound ballot)

Of: _____ R.M. of Corman Park
(Address of person receiving homebound ballot)

1. Your name has been included in the list of voters entitled to vote pursuant to section 30 of *The Local Government Election Act, 2015* for the municipal election to be held on _____, 20__ for Division __

2. Election officials will attend at _____
(Address where homebound voting will take place)

at approximately _____, the _____ of _____, 20__.
(Time) (Day of the week) (Month) & (Date)
to enable you to vote.

Dated this _____ day of _____, 20_____.

(Returning Officer)



Voter Number _____
 (Assigned by DRO to correspond
 with first column of Poll Book)

FORM HBV-4
 [Subsections 96(2) and 121(2) of the Act]
Voter's Registration Form and Poll Book – Homebound Voting

Name: _____
 (Print)

Legal Address: _____
 (Print)

Election held in: R.M. of Corman Park

Complete the following by placing an "X" in the box to the left of each statement that is correct:

- 1** I am a Canadian citizen.
- 2** I am the full age of 18 years or will attain the full age of 18 years on or before election day.
- 3** I have not already voted at this election.

On the day of the election I: *(Must check at least ONE)*

- (a) have resided for at least three consecutive months immediately preceding the day of the election in the R.M. of Corman Park;
- (b) is the registered owner of property in the R.M.;
- (c) am assessed with respect to land in the R.M. pursuant to a lease, license, permit or contract agreement with the owner;
- (d) am assessed with respect to an improvement in the R.M.;
- (e) am the occupant of a trailer or mobile home that is the object of a permit required by the R.M.;
- (f) am the spouse of a person describe in (b), (c), (d) or (e);
- (g) am the Chief Executive Officer or a duly incorporated co-operative, corporation, or religious association that is assessed on the last revised assessment roll with respect to property in the R.M. that is NOT exempt from taxation.

I declare that I am a voter entitled to vote in Division _____ in the R.M. of Corman Park.

I declare that the information given by me with respect to the above statements is true in all respects.

Dated this _____ day of _____, 20____.

Witness:

 (Deputy Returning Officer)

 (Voter)

Voted with respect to:

Reeve	Councillor	Bylaw	Question	Sworn or Refused to Declare	Objection

Complete if voters list is not used

Name of Voter	Place of Residence	Declared or Refused to Declare	Voted	Objected	Remarks



FORM R – Schedule A
 [Subsections 96(2) and 121(2) of the Act]
Voter’s Registration Form and Poll Book – Mail-in Ballots

Name: _____

Address: _____

Election held in Rural Municipality of Corman Park No. 344, Division No. _____.

Complete the following by placing an “X” in the box to the left of each statement that is correct:

- 1. I am a Canadian citizen.
- 2. I am the full age of 18 years or will attain the full age of 18 years on or before election day.
- 3. I have not already voted at this election.

On the day of the election, I: (complete one)

- (a) have resided in the rural municipality or on land now in the rural municipality for at least three consecutive months immediately preceding the day of the election;
- (b) am the registered owner, (or purchaser pursuant to a bona fide agreement for sale), of land in the rural municipality;
- (c) am assessed with respect to land in the rural municipality pursuant to a lease, licence, permit or contract in agreement with the registered owner;
- (d) am assessed with respect to an improvement in the rural municipality;
- (e) am the holder of a permit in the rural municipality with respect to a trailer or mobile home;
- (f) am the spouse of a person described in clause (b), (c), (d) or (e);
- (g) am the chief executive officer of a duly incorporated co-operative, corporation or religious association that is assessed on the last revised assessment roll with respect to property in the rural municipality that is not exempt from taxation.

I declare that the information given by me with respect to the above statements is true in all respects.

Dated this _____ day of _____, 20_____.

Witness:

_____ (Election Official) _____ (Voter)

VOTED WITH RESPECT TO:

Reeve	Councillor	Bylaw	Question	Sworn or Refused to Declare	Objection

Fill out if voters list is not used.

Name of Voter	Place of Residence	Declared or Refused to Declare	Voted	Objected	Remarks

MAIL-IN BALLOTS

DATE _____

Mail-in application accepted _____

Voting package sent _____

Ballot(s) received _____



Schedule B - FORM C

[Section 92 of the Act and Clause 18(1)(a) of the Regulations]

Declaration of Person Requesting Mail-in Ballot

Declaration of Absentee Voter:

- I am qualified to vote in the R.M. of Corman Park No. 344
I have completed a Voter's Registration form; and provided a copy of ID. (if not in person)
I request that a mail-in ballot be issued to me.
I understand that I may withdraw my request prior to ballot being mailed providing I submit request in writing.
I understand that I may only vote once and once a ballot has been mailed it is deemed that I have voted and I am NOT entitled to vote at the advance or regular poll.
I understand that all mail-in ballots must be received on or before 8:00 p.m. local time on Election Day.
I understand any ballots received after the close of polls on Election Day shall be deemed to be spoiled.
I acknowledge that due to the limited amount of mail-in ballots the secrecy of my ballot may be compromised.

I make this solemn declaration conscientiously, believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Date: _____, 20_____

Sign: _____
Signature of Person Requesting Mail-in Ballot

I have witnessed the signature of the person named herein and I am satisfied the person's identity has been established pursuant to The Local Government Election Act and the regulations.

Dated this _____ day of _____, 20_____.

Sign: _____
Signature of returning officer or person authorized by bylaw to witness the signature of a person requesting a mail-in ballot

I request you to provide me a mail-in ballot package as follows (check ONLY one):

I request you to provide me a mail-in ballot package as follows (check ONLY one):
Keep it at the Rural Municipality of Corman Park No. 344 Office for me OR for _____ to pick up;

OR

Mail it to the following address:

Contact Information: Email _____

Phone: Home _____ Cell _____ Work _____



SCHEDULE "A"
BALLOT SECURITY ENVELOPE

The following text shall be printed on a ballot security envelope:

BALLOT(S) ONLY.
The ballot(s) contained within this envelope will be rejected if this envelope:

- is torn;
- bears any unauthorized markings; or
- contains materials other than ballots.

SCHEDULE "B"
VOTER CONFIRMATION ENVELOPE

The following text shall be printed on a voter confirmation envelope:

Office use only:

Name of Voter _____

Ballot(s) included:

Office of Reeve

Office of Councillor Division ____

Bylaw

Question

To be completed by the voter:

Insert sealed ballot envelope in this envelope, seal and complete the following certificate.

I certify that I am entitled to vote in this election pursuant to *The Local Government Election Act 2015* and that enclosed in this envelope is a ballot envelope that contains the ballot(s) received by me and marked by me.

Dated this ____ day of _____, 20____

Signature of voter



**SCHEDULE “C”
BLANK BALLOT [TEMPLATE]**

Face of Ballot, Office of Reeve

Blank Ballot – for the Office of REEVE
Rural Municipality of Corman Park No. 344

INSTRUCTIONS TO VOTE
Vote by writing in the space above the name of the candidate of your choice

Face of Ballot, Office of Councillor

Blank Ballot – for the Office of COUNCILLOR
Division []
Rural Municipality of Corman Park No. 344

INSTRUCTIONS TO VOTE
Vote by writing in the space above the name of the **candidate of your choice**
Maximum – 1 (ONE) candidate

Back of Ballot

R.O.
Initials

Printer's Name
and Address

REPORT TO COUNCIL



Public Works
7/7/2026
Council Meeting
Decision Item
Priority 2. Infrastructure Renewal

RCM-26-127

Subject

Highway 41 Access Management Plan Endorsement

Recommendation

THAT Council ENDORSE the Highway 41 Access Management Plan.

Report Summary

The Ministry of Highways (MoH) is seeking endorsement of their proposed Access Management Plan along Highway 41. The plan includes the realignment of Township Road 374, closure of existing accesses and construction of new service roads.

Background / Discussion

The Ministry of Highways (MoH) is currently looking for endorsement of the proposed access management plan along Highway 41. This plan is associated to the passing lane locations that were endorsed by Council at the February 25, 2025 Council Meeting. The location of the passing lanes is shown in Appendix A. The proposed passing lanes and access management measures are intended to improve safety on Highway 41 by reducing vehicle collisions and decreasing travel times.

MoH and the R.M. met on May 21, 2026 to discuss the proposed access consolidation associated with the Highway 41 passing lanes. Following this meeting, the R.M. provided comments on the proposed plan, which resulted in several modifications. A summary of the R.M.'s comments and MoH's responses is provided in Appendix B.

MoH is proposing to realign Township Road 374, close several existing accesses and construct service roads to maintain access to properties where direct highway access is being removed. The proposed changes are illustrated in Figures 1 and 2 as well as in Appendix C.

Within the R.M., approximately 4.65 km of service roads and 1.98 km of realigned Range Roads and Township Roads are proposed as part of the Access Management Plan with construction being completed by MoH. Upon completion, the newly constructed roadways will be transferred to the R.M. for ongoing maintenance responsibilities.

The current maintenance cost for Township Rd 374 is approximately \$7,400 per km per year, which includes grading, graveling and snow clearing. Applying a maintenance cost of \$7,400 per km per year for the realigned Township and Range Roads, and \$5,000 per km per year for the service roads, the additional maintenance cost to the R.M. would be approximately \$37,900 per year.

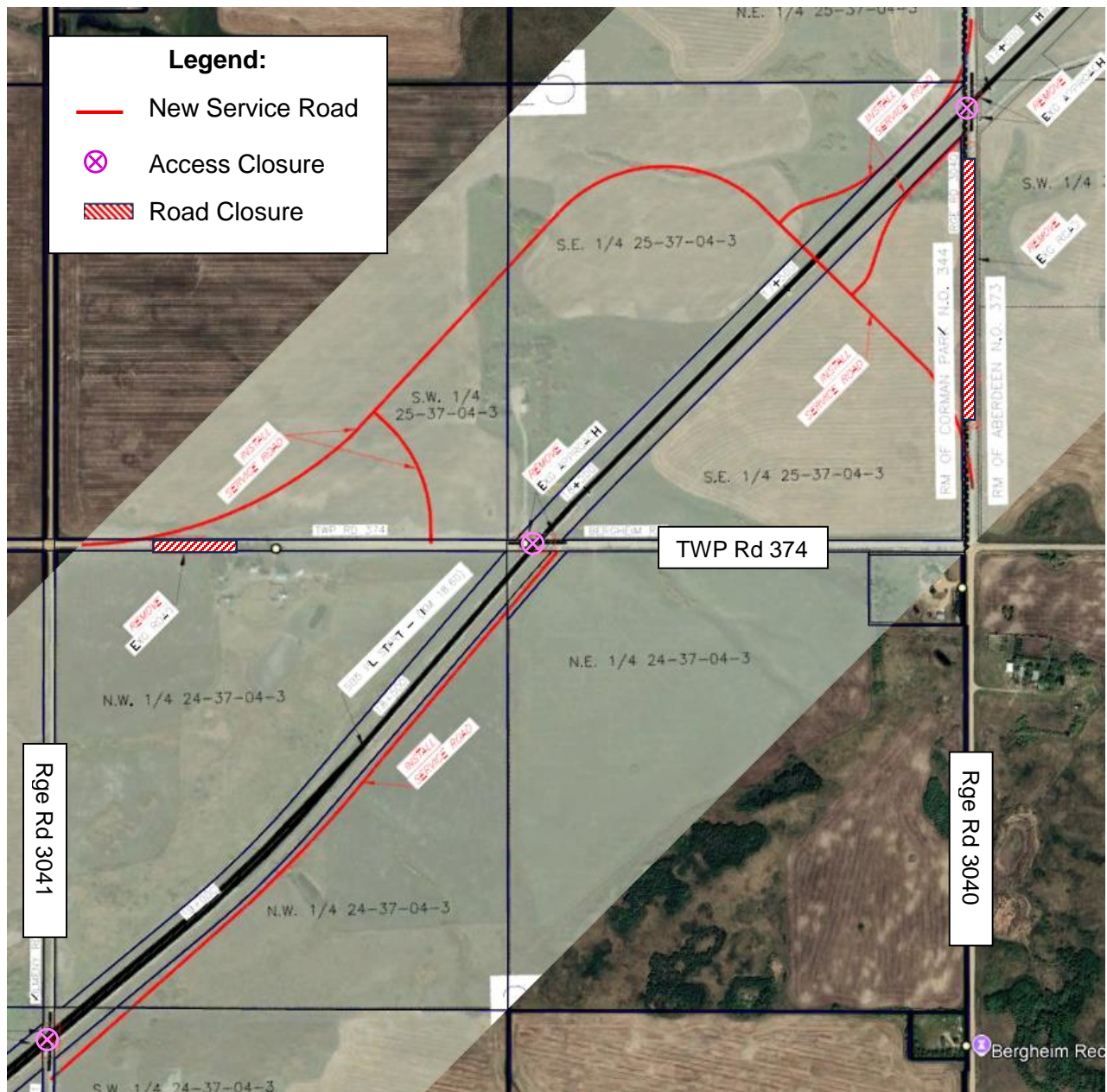


Figure 1: Proposed realignment of Township Road 374, road/access closures, and new service roads along Highway 41 between Range Roads 3040 and 3041.



Figure 2: Proposed new service roads along Highway 41 between Range Roads 3042 and 3043.

The civic address of three landowners would likely need to be updated. In addition, changes to the road names in the area will be required. The associated costs related civic addressing and road naming are estimated to be in the order of \$500 to \$1,000. MoH confirmed that they will be covering this cost.

MoH is not currently planning to undertake public consultation for the project. However, individual discussions will be held with directly affected landowners regarding land acquisitions and proposed access changes.

Implications

- Strategic** The changes to the accesses along Highway 41 will help increase the safety of drivers using Highway 41.
- 2025 to 2029 R.M. of Corman Park Strategic Plan, Key Priorities: Infrastructure Renewal and Service Delivery.
- Financial** The R.M. would assume ownership and maintenance responsibilities for approximately 6.63 km of additional gravel roadway infrastructure. Based on current maintenance costs, the additional annual maintenance cost is estimated to be approximately \$37,900 which includes grading, graveling and snow clearing.
- The civic address of three landowners would likely need to be updated. In addition, changes to the road names in the area will be required. The associated costs related civic addressing and road naming are estimated to be in the order of \$500 to \$1,000.
- Policy / Legal** All addressing and road naming will be conducted in accordance with all R.M. of Corman Park policies and bylaws.
- Communication** The Ministry of Highways will contact affected landowners.
- Administration will communicate Council's decision with the Ministry of Highways.

Attachment

Appendix A – Passing Lane Positions

Appendix B - Communication between the R.M. and MoH

Appendix C - Access Management Plan

Report Written by: Jessica Williams, Project Engineer

Reviewed by: Jennifer Krasowski, Senior Project Engineer

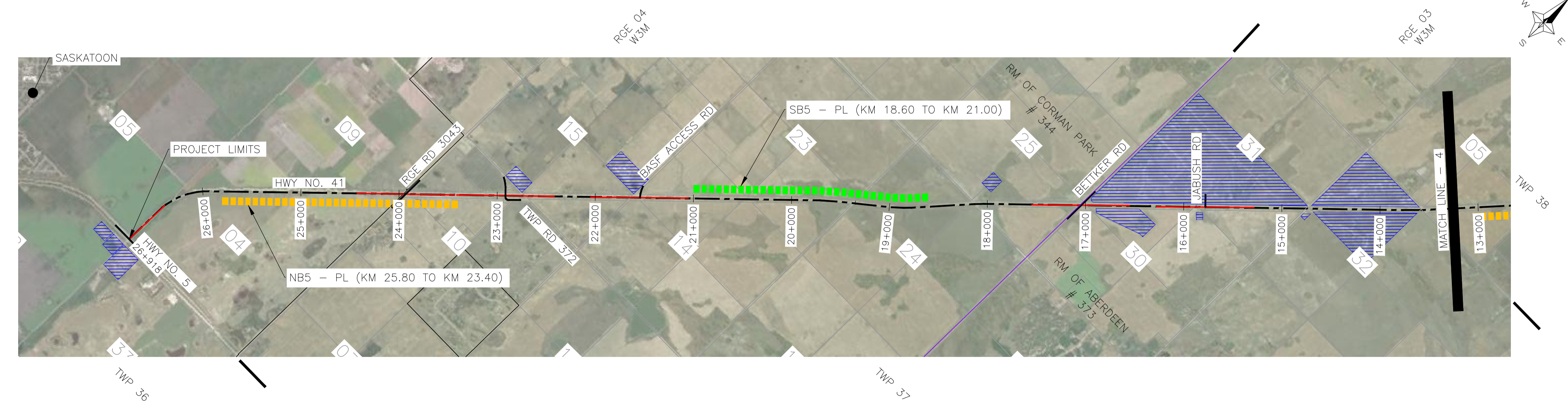
Approved by: Hayder Lateef, Director of Infrastructure and Public Works

Approved for the Agenda: Kerry Hilts, Chief Administrative Officer



REVISIONS			CS	41-03 & 41-04	TAB NO	02-2
NO	DATE	SIGNATURE	PHOTO DATE	NA	SHEET	2 OF 2
			DRAWN BY	STANTEC	DATE	24/08/20
			DESIGNED BY	STANTEC	DATE	24/08/20

FIGURE 8.1
HIGHWAY NO 41
POTENTIAL PASSING LANE LOCATIONS
CS 41-03 & 41-04



- LEGEND**
- NORTHBOUND PASSING LANE
 - SOUTHBOUND PASSING LANE
 - EXISTING HWY NO. 41 CENTRELINE
 - TOWN LIMIT/MAJOR INTERSECTION BUFFER
 - RM BOUNDARY
 - CULVERT CROSSING (>1500 mm)
 - EXISTING YARD ADJACENT TO HIGHWAY

Appendix B

R.M. Comments and Questions	MoH Responses
<p>Will the Ministry be conducting a public consultation and/or discussion with the affected landowners?</p>	<p>We are not currently planning on conducting public consultation but will be having individual discussions with directly impacted landowners for land acquisitions or access changes.</p>
<p>How much additional roadway is proposed to accommodate the revised access management plan? Clarification is also requested regarding whether the Ministry will retain responsibility for long-term maintenance of the additional roadway or whether any portions are intended to be transferred for Municipal maintenance.</p>	<p>Within the RM of Corman Park there is approximately 4.65 km of service road and 1.98 km of realigned Range Road and Township Road proposed to accommodate the access management plan. This includes the service road between Kilmeny Road and Bergheim Road. The roadways will be transferred to the RM for maintenance.</p>
<p>Given the anticipated increase in travel time for area residents resulting from the proposed access restrictions, the Municipality would prefer to see a service road connection between Kilmeny Road and Bergheim Road incorporated into the access management plan. Has the Ministry evaluated the feasibility of this option and if so, would it be willing to consider its inclusion as part of the proposed works?</p>	<p>We have evaluated this request and have added a service road between Kilmeny Road and Bergheim Road into the access management plans.</p>
<p>Additional clarification is requested regarding future access arrangements associated with the new Township Road 374 and Range Road 3040. In particular, the Municipality would like to better understand how access to Township Road 374 is proposed to function under the revised road network configuration. What portions, if any, of the existing roadway network are proposed to be closed or terminated as dead-end segments as part of the access management plan?</p>	<p>The updated access management plan attached shows sections of roadways to be closed/removed. It is intended that Range Road 3040 southeast of Highway 41 and the portion of Township Road 374 northwest of the yard site be removed, with local access to the residences provided via the service roads.</p>

Appendix C

THIS PLAN SHOWS FRONTAGE ROADS AND PERMANENT APPROACHES TO CONTROLLED ACCESS HIGHWAYS AND SPECIAL CONTROLLED AREAS. TEMPORARY ACCESS POINTS MAY BE REMOVED ANY TIME.

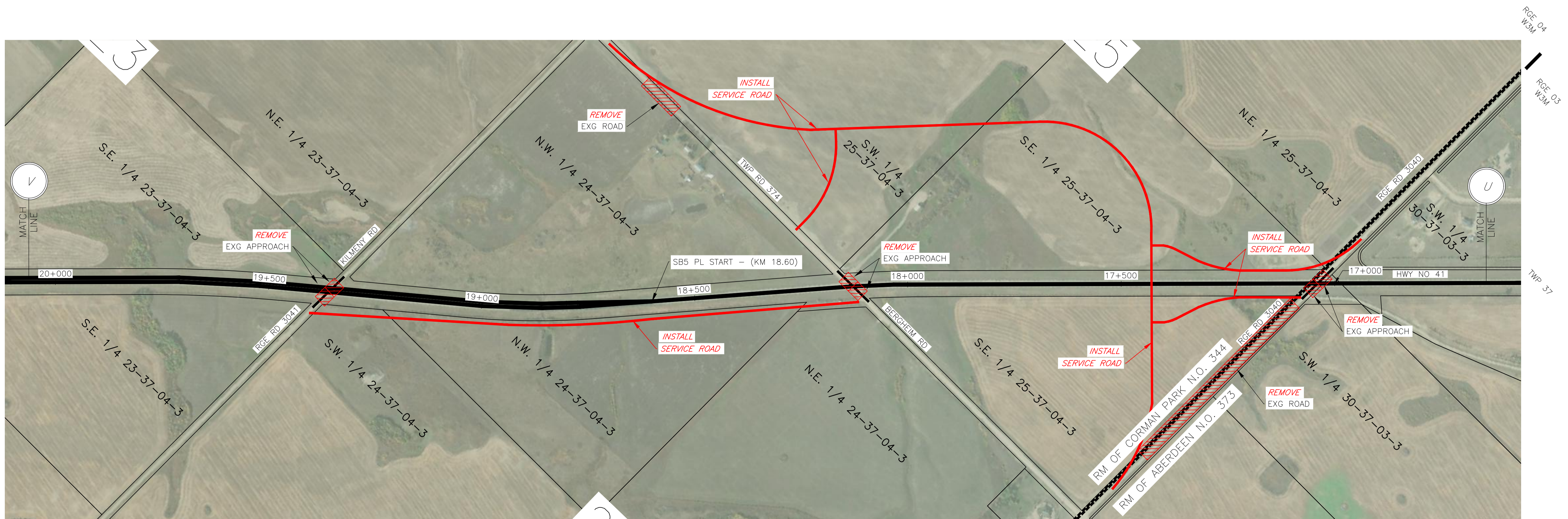
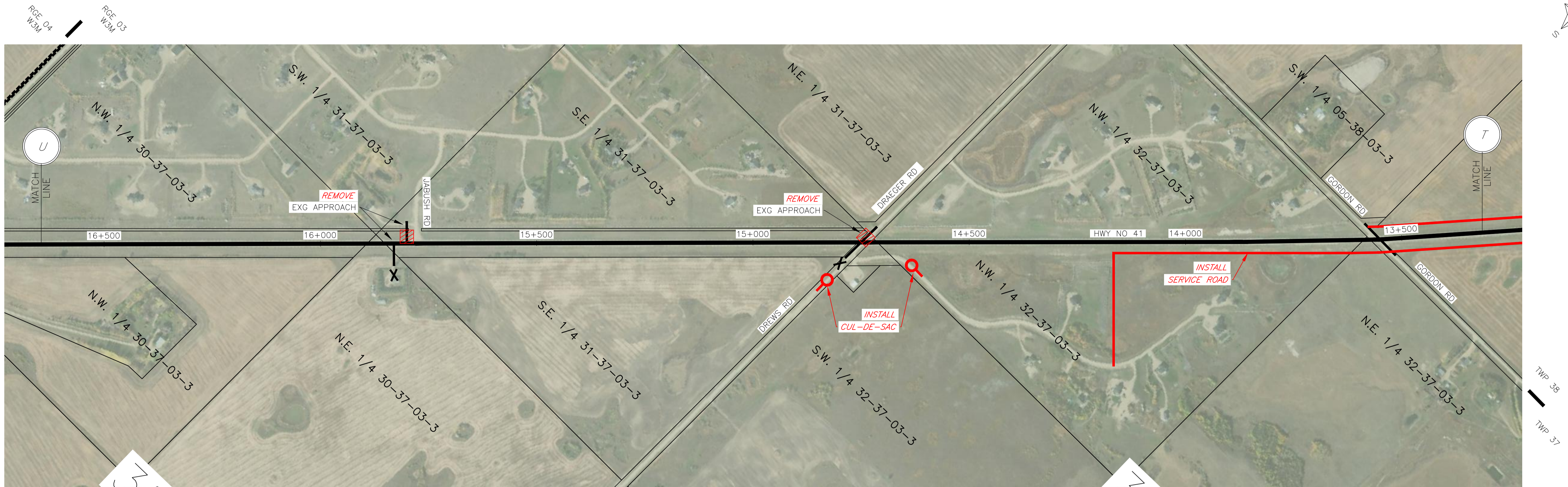
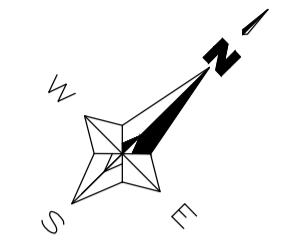


- LEGEND:**
- EXISTING HIGHWAY
 - PERMANENT ACCESS POINT
 - TEMPORARY ACCESS POINT
 - NEW ACCESS POINT
 - NEW SERVICE ROAD
 - ACCESS REMOVAL



REVISIONS			CS	41-04	TAB NO	01-11
NO	DATE	SIGNATURE	PHOTO DATE	NA	SHEET	11 OF 12
1	24/11/13	STANTEC	DRAWN BY	STANTEC	DATE	26/02/12
2	25/03/19	STANTEC	DESIGNED BY	STANTEC	DATE	26/02/12
3	26/04/28	STANTEC				
4	26/06/18	STANTEC				

HIGHWAY NO 41
CONTROL OF ACCESS
CS 41-04



THIS PLAN SHOWS FRONTAGE ROADS AND PERMANENT APPROACHES TO CONTROLLED ACCESS HIGHWAYS AND SPECIAL CONTROLLED AREAS. TEMPORARY ACCESS POINTS MAY BE REMOVED ANY TIME.



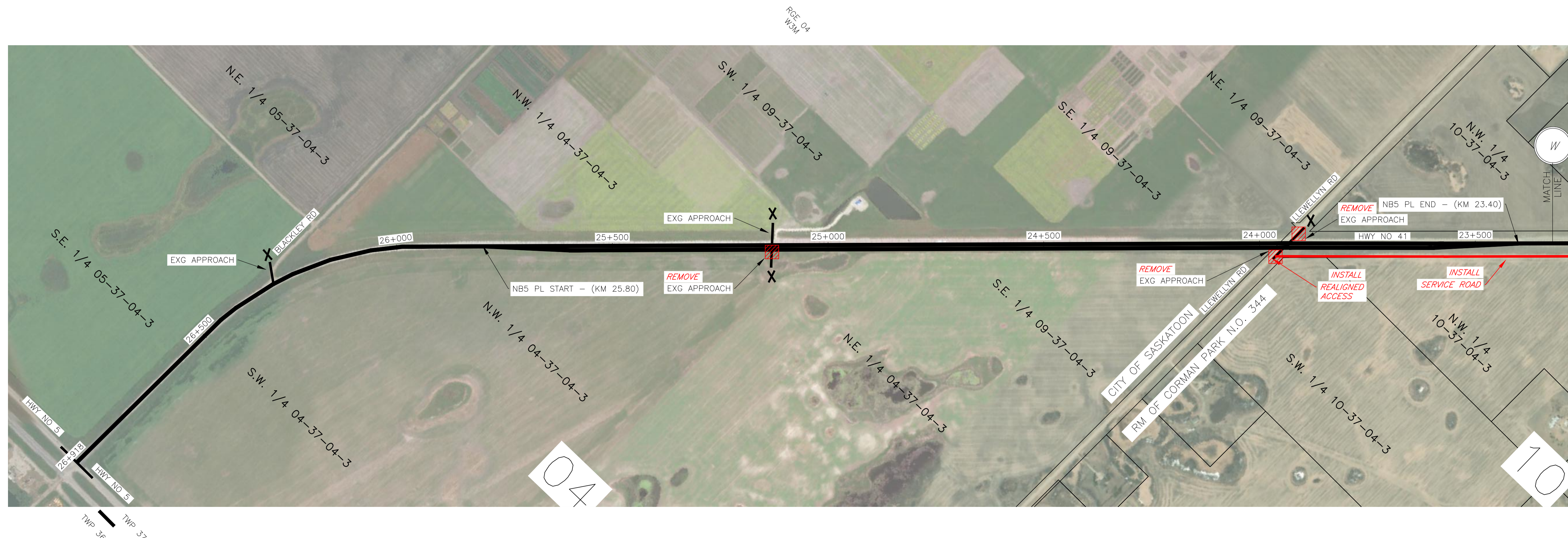
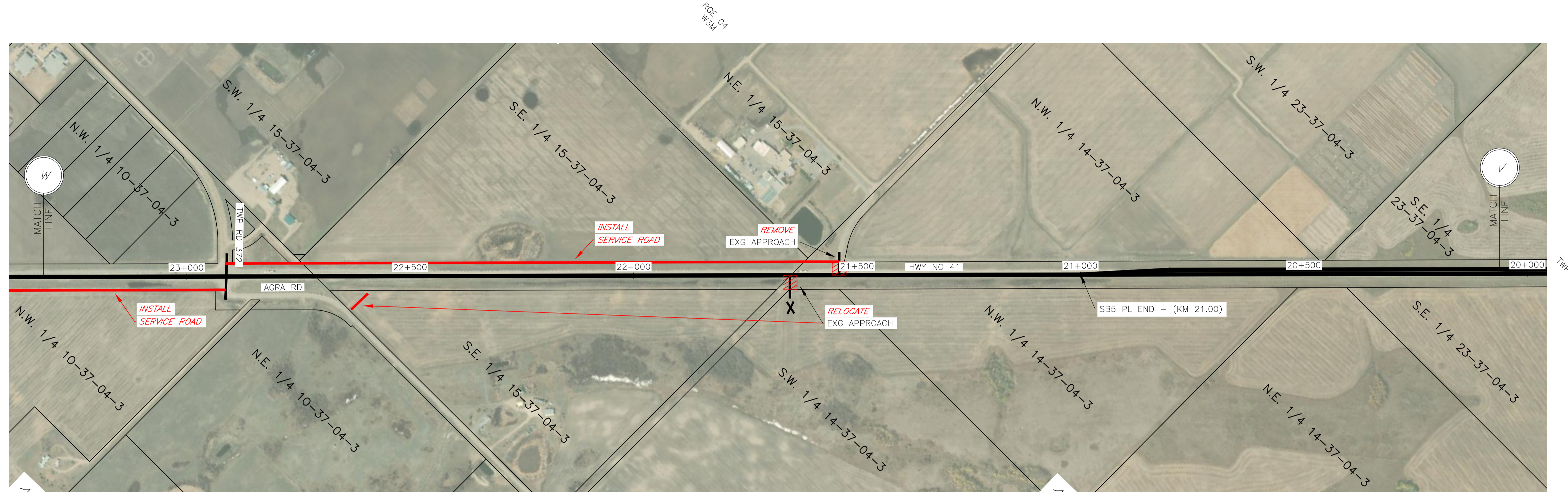
LEGEND:

	EXISTING HIGHWAY
	PERMANENT ACCESS POINT
	TEMPORARY ACCESS POINT
	NEW ACCESS POINT
	NEW SERVICE ROAD
	ACCESS REMOVAL



REVISIONS			CS	41-04	TAB NO	01-12
NO	DATE	SIGNATURE	PHOTO DATE	NA	SHEET	12 OF 12
1	24/11/13	STANTEC	DRAWN BY	S. DORE	DATE	26/02/12
2	25/03/19	STANTEC	DESIGNED BY	STANTEC	DATE	26/02/12

**HIGHWAY NO 41
CONTROL OF ACCESS
CS 41-04**



REPORT TO COUNCIL



Public Works
7/7/2026
Council Meeting
Decision Item
Priority 3. Service Delivery

RCM-26-133

Subject

Viking Land Corp Development Options

Recommendation

THAT Council APPROVE Option 2, requiring the servicing agreement to be completed in accordance with the R.M.'s updated standards;

AND THAT Administration be directed to take the necessary steps to implement Council's direction, including any required legal review, engineering review, preparation of the servicing agreement, and the associated rezoning process.

Report Summary

This report provides Council with the background and options regarding the Varsity Valley development. Following Council's approval of a revised subdivision in April 2026, the Developer advised that the required paving of Township Road 372 rendered the project financially unviable and requested to proceed under the original 2019 approval with a rezoning to the standard Arterial Commercial 2 District. As the original construction timeline expired under the 2019 Servicing Agreement, Council is asked to determine whether the Developer should be permitted to proceed under the original 2019 Servicing Agreement or be required to enter into a new Servicing Agreement that reflects the Municipality's current servicing standards and Administration's recommendation.

Background

The Developer of Varsity Valley development had previously been approved by contract zoning to develop 6 lots (Parcels D, E, F, G, H, J) within NW 10-37-4-W3. The Servicing Agreement was signed in December 2019. Section 13 of Schedule C (page 13) states that the construction and installation of the services were to be completed no later than December 31, 2020. The agreement also provides that the installation timeline may be extended with the Municipality's approval. The construction work hasn't been completed to date.

The Developer then applied for the re-subdivision and rezoning of the Varsity Valley development at Parcels D, E, F, G, H, J, NW 10-37-4-W3. The application proposed re-subdividing the existing six (6) lots into 10 arterial commercial lots and one (1) Municipal Utility parcel and rezoning the parcels from D – Arterial Commercial 2 District by Contract (DC2-C) to D – Arterial Commercial 2 District. Council approved the re-subdivision and rezoning at the April 28, 2026, Council meeting. The development was approved with the paving requirement for Twp Rd 372 from Highway 41 to the west edge of the subdivision, as well as for all internal roads within the proposed development.

Following Council's approval on April 28, 2026, the Developer reached out to Administration indicating that the paving requirement makes the approved development financially unviable

and was instead proposing a new lot layout that would utilize the original six (6) lot layout but with a reduced lot size. Administration proposed 3 options for the Developer's consideration:

Option 1 – Proceed under the original 2019 application

The Developer was advised that while the file could be considered closed due to the expiry of the construction timeline, Administration would be prepared to bring the matter back to Council for reconsideration should the Developer wish to proceed on the basis of the original approval.

Option 2 – Submit a new subdivision application

The Developer was advised that if he wants to proceed with the proposed subdivision layout that alters the current lot sizes, a new subdivision application will be required. This application would need to go through the standard review and approval process, which could take up to six (6) months.

Option 3 – Proceed with the recently approved application

This option would allow the Developer to proceed with the application that was recently approved by Council. This would be the quickest option and would require approximately four (4) to six (4–6) weeks to review and execute the Servicing Agreement.

Discussion

The Developer elected to proceed under Option 1 using the original 2019 approval, while requesting that the parcels be rezoned to the standard D – Arterial Commercial 2 District. The Developer was advised that the zoning change will require the submission of a rezoning application which would require the endorsement of DPC, and the approval of Council. In addition, the Developer was advised that while the file could be considered closed due to the expiry of the construction timeline, Administration would be prepared to bring the matter back to Council for reconsideration regarding the Servicing Agreement requirements.

There are two (2) options for Council's consideration:

Option 1: Proceed under the requirements of the original 2019 Servicing Agreement

This option entails proceeding with the 2019 Servicing Agreement, which was executed on December 19, 2019. The 2019 Servicing Agreement does not include the paving requirement for Twp Rd 372, as it wasn't a requirement back in 2019.

Pros

- Provides the Developer with a more financially viable path to proceed with the original six (6)-lot development.
- Allows the development to move forward under a servicing framework that was previously reviewed and accepted by the Municipality.
- Avoids applying a Township Road 372 paving requirement that was not included in the original 2019 approval framework.
- Proceeding without the Township Road 372 paving requirement may be inconsistent with Council's more recent approval and direction for the Varsity Valley lands.

Cons

- The construction and installation deadline in the 2019 Servicing Agreement expired on December 31, 2020, and the required servicing work has not been completed.
- The 2019 Servicing Agreement may not reflect the R.M.'s current servicing standards, road expectations, drainage requirements, grading requirements, construction costs, inspection requirements, or security requirements.
- Proceeding without the Township Road 372 paving requirement may be inconsistent with Council's more recent direction on other subdivision approvals.
- May create a precedent for other developers to request reliance on older or inactive servicing agreements to avoid current municipal requirements.

Option 2: Require a new Servicing Agreement that includes the R.M.'s current standards

This option entails entering into a new Servicing Agreement that includes the R.M.'s current standards, including the requirement to pave Twp Rd 372 from Highway 41 to the west edge of the subdivision. This option ensures that the requirements for this development are consistent with other similar current developments and furthermore would be the direction Administration would commonly proceed with in circumstances where there is an executed servicing agreement that has expired and a new Council approval for a revised subdivision has occurred that meets current day development standards.

Pros

- Ensures the development meets the R.M.'s current servicing standards, including the paving requirement for Township Road 372.
- Provides consistency with other similar current developments that are required to meet current road, drainage, grading, servicing, and construction standards.
- Reduces legal and administrative uncertainty associated with relying on a 2019 agreement with an expired construction timeline.
- Better protects the R.M. from future infrastructure deficiencies, maintenance concerns, or pressure to upgrade roads at municipal cost.

Cons

- May make the original six (6)-lot development financially unviable for the Developer due to the Township Road 372 paving requirement.
- Could result in the development being delayed or not proceeding, delaying investment and future tax base growth.
- If the Developer does not proceed, the lands may remain undeveloped despite having previously received municipal approval.

Council has the authority to implement either Option 1 or 2. Administration's recommendation would be Option 2 – requiring a new serving agreement that includes the updated servicing standards.

Implications

Strategic

Council's decision will establish how the Municipality addresses Servicing Agreements with expired construction timelines and the application of current servicing standards to previously approved developments.

Financial

Proceeding under the original Servicing Agreement may reduce the Developer's servicing obligations, while requiring a new Servicing Agreement would ensure infrastructure improvements are completed in accordance with current municipal standards.

Policy / Legal

Any zoning changes will require a separate rezoning application and Council approval.

Communication

The outcome of Council's decision will be communicated to the Developer

Attachment(s) - Appendix A: Subject Property Map

Report Written by: Hayder Lateef, P.Eng., Director of Infrastructure & Public Works
Brett Kitchen, RPP, MCIP, Planner II
Doug Ramage, P.Eng., ENV SP, Director of Planning and Development

Approved for the Agenda: Kerry Hilts, Chief Administrative Officer

Appendix A: Subject Property Map



REPORT TO COUNCIL



Public Works
7/7/2026
Council Meeting
Information Item
Priority 2. Infrastructure Renewal

RCM-26-130

Subject

Township Road 374 West Construction Summary

Recommendation

THAT the information provided for Township Road 374 West construction summary be RECEIVED AS INFORMATION.

Report Summary

This report summarizes the stabilization and paving work completed on Township Road 374 between Dalmeny Road and Range Road 3070 from 2020 to 2022. The project utilized a combination of EMC SQUARED and Earthzyme stabilizers to strengthen the subgrade along with varying pavement structures. Current road condition assessments indicate that the roadway is performing well, with only minor cracking and no identified failure areas. Administration will continue to monitor the roadway to evaluate the long-term effectiveness and cost-benefit of using subgrade stabilization.

Background / Discussion

This report is being brought forward in response to a Council request on April 28, 2026. The report reviews the construction costs and current condition of the various treatments and surfacing structures on Township Road 374 between Dalmeny Road and Range Road 3070. The road currently is in good condition and the Administration will continue to monitor and evaluate the condition of the roadway in the coming years to assess its long-term performance.

The R.M. undertook a series of stabilization and paving projects between Dalmeny Road and Range Road 3070 from 2020 to 2022. A summary of the work completed is provided in Table 1.

Table 1: Summary of work completed on Township Road 374 from Dalmeny Road to Range Road 3070.

Year	Type of Work	Section of Road
2020	EMC SQUARED stabilizer incorporated into the existing road.	Dalmeny Rd to Rge Rd 3064
2021	Supply and haul clay to the road. This was a requirement for the Earthzyme stabilizer.	Dalmeny Rd to Rge Rd 3070
2021	Earthzyme stabilizer incorporated into the existing road.	Dalmeny Rd to Rge Rd 3070
2022	Paved the road with various surfacing structures	Dalmeny Rd to Rge Rd 3070

Road stabilizer was applied on all four miles of roadway. The two eastern miles were treated with both EMC SQUARED and Earthzyme, while the two western miles were treated with Earthzyme only. Originally, the intent was to apply EMC SQUARED to all four miles; however, based on the performance of previous projects utilizing EMC SQUARED, the R.M. decided to use Earthzyme across the entire corridor. The objective of using stabilizers was to strengthen the subgrade and reduce the thickness of the required surfacing structure. The paving project with broken into 3 sections, each utilizing a different surfacing structure. Table 2 summarizes the work completed on each mile.

Table 2: Summary of work completed on each mile of road.

Type of Work	Dalmeny to 3063	3063 to 3064	3064 to 3065	3065 to 3070
EMC SQUARED Stabilizer	Yes	Yes	No	No
Addition of Clay	Yes	Yes	Yes	Yes
Earthzyme Stabilizer	Yes	Yes	Yes	Yes
Combigrid	Yes	No	No	No
Base Thickness	220 mm	220 mm	220 mm	150 mm
Asphalt Thickness	70 mm	70 mm	70 mm	65 mm

The total cost for the four miles of road was \$3,702,437.37. The cost per mile is summarized in Table 3.

Table 3: Summary of the cost for each mile of road.

Type of Work	Dalmeny to 3063	3063 to 3064	3064 to 3065	3065 to 3070
2020 EMC SQUARED Installation	\$ 167,710.24	\$ 167,710.24	\$ -	\$ -
2021 Earthzyme Installation	\$ 93,289.87	\$ 93,289.87	\$ 143,957.87	\$ 143,957.87
2022 Paving	\$ 834,726.99	\$ 720,721.66	\$ 720,721.66	\$ 616,351.09
Total Cost	\$ 1,095,727.10	\$ 981,721.77	\$ 864,679.53	\$ 760,308.96

In 2020, the R.M. also paved Township Road 374 from Range Road 3045 to Range Road 3050 and Range Road 3050 from Township Road 374 to the City of Saskatoon boundary. These roads had previously been treated with EMC SQUARED. Along Township Road 374, approximately 1,325 m of the 1,600 m roadway section consisted of 50 mm of asphalt placed directly on the treated subgrade. Much of this section has experienced failures, with some areas showing signs of distress within one year of construction. Because of these failures, it was decided that a thicker surfacing structure would be used on Township Road 374 west to reduce the likelihood of premature pavement failures.

In 2025, the R.M. paved Township Road 374 from Range Road 3070 to Range Road 3072. The first 700 m west of Range Road 3070 was constructed with a surfacing structure consisting of 220 mm of base gravel and 70 mm of asphalt and the remainder of the two miles had a structure of 300 mm base, 70 mm asphalt along with combigrid. If Township Road 374 from Dalmeny Road to Range Road 3070 had been constructed using this same surfacing structure

with no stabilizer, the estimated cost, based on 2022 unit prices, would have been around \$720,000 to \$925,000.

As part of the Transportation Plan, a road condition assessment was completed on Township Road 374 between Dalmeny Road and Range Road 3070. The assessment identified only minor cracking throughout the corridor and no failure areas. Overall, the roadway was found to provide a smooth ride quality. Minor cracking is typical for asphalt pavements within the first five years of service and is not considered unusual. The R.M. will continue to monitor and evaluate the condition of the roadway in the coming years to assess its long-term performance.

The R.M. will also be able to compare the performance of the stabilized sections with the section constructed in 2025 without stabilizer. This comparison will provide valuable information regarding the effectiveness of subgrade stabilization and its potential to extend the lifecycle of the paved structure or reduce the surfacing structure while maintaining acceptable roadway performance.

Implications

Strategic

Future performance of Township Road 374 will continue to be evaluated to determine whether the use of subgrade stabilizers is effective in extending the service life of the pavement structure and/or reducing the required surfacing structure thickness.

Financial

The total costs associated with Township Road 374 from Dalmeny Road to Range Road 3064 were higher than what may have been incurred using a conventional pavement structure. Cost savings may have been realized on the section between Range Roads 3064 and 3070 through the use of stabilizers and reduced surfacing thicknesses. If the stabilized roadway demonstrates a longer service life than a conventional pavement structure, the additional upfront investment could result in reduced long-term maintenance and rehabilitation costs.

Policy / Legal

There are no policy or legal implications.

Communication

Administration will continue to monitor and evaluate the performance of Township Road 374 between Dalmeny Road and Range Road 3072 and will provide Council with updates as future evaluations are completed.

Report Written by: Jessica Williams, Project Engineer

Reviewed and Approved by: Hayder Lateef, P.Eng. Director of Infrastructure and Public Works

Approved for the Agenda: Kerry Hilts, Chief Administrative Officer

REPORT TO COUNCIL



Public Works
7/7/2026
Council Meeting
Decision Item
Priority 1. Financial Accountability

RCM-26-128

Subject

Well Decommissioning Request - Division 8

Recommendation

THAT Council authorizes Administration to submit an application to the Farm and Ranch Water Infrastructure Program (FRWIP) for decommissioning an abandoned well at LSD 11 &12 NW 27-37-8-W3 for John and Deborah Reynolds.

Report Summary

The Farm and Ranch Water Infrastructure Program (FRWIP) provide funding to decommission wells. John and Deborah Reynolds have requested that the R.M. of Corman Park complete the decommissioning of a well on their behalf, as they are not eligible to apply directly for funding. Administration would manage the project, apply for program funding (up to 90% to a maximum of \$10,000), and recover any remaining costs from the landowners.

Background / Discussion

The Farm and Ranch Water Infrastructure Program (FRWIP) provide funding for the decommissioning of wells to reduce potential groundwater contamination. The program is limited to primary agriculture producers, Rural Municipalities or a First Nation Bands in the province of Saskatchewan, who would assume responsibility of decommissioning wells and apply for the funding through the Community Well Component of the FRWIP.

John and Deborah Reynolds are wanting to decommission a well located at LSD 11 &12 NW 27-37-8-W3 in the R.M. of Corman Park, however they are not eligible for funding through FRWIP. They are requesting the Municipality to undertake the decommissioning of the well and apply for the funding. Administration would hire a contractor to decommission the well, in accordance with the FRWIP requirements. The Municipality would cover the cost to decommission the well and then would be reimbursed 90% of the cost through the program up to a maximum of \$10,000 once the claim is submitted. Any costs not covered by FRWIP would be charged back to John and Deborah Reynolds.

Administration completed well-decommissioning projects on behalf of ratepayers in the past.

Implications

Strategic

By decommissioning the well, it will reduce potential groundwater contamination.

Financial

The Municipality would cover the cost initially, and 90 percent of the cost (up to \$10,000) would be reimbursed by the FRWIP and the remaining cost would be invoiced to the landowner. Completion of this project is to be cost-neutral to the Municipality. Administrative (project management) costs associated with this project would be the cost of the Municipality.

Policy / Legal

There are no Policy/Legal implications.

Communication

The Municipality will communicate with the landowner and a contractor to complete the work. Once the work is completed, application will be made to the FRWIP for reimbursement.

Report Written by: Jessica William, Project Engineer

Reviewed and Approved by: Hayder Lateef, P.Eng. Director of Infrastructure and Public Works

Approved for the Agenda: Kerry Hilts, Chief Administrative Officer



Chief Administrative Officer Council Report

June 24 to July 7, 2026	Organization/ Individual
June 24, 2026	Reeve Hon. Joe Hargrave Meeting
June 24, 2026	Board of Corman Park Police Commissioners Meeting
June 25, 2026	Meeting with a Developer and Legal Counsel
June 25, 2026	Meeting with Osler Leadership, Mayor Quiring and CAO Sarah Sims - Discuss Paving Twp Rd 394, west of Highway 11
June 26, 2026	Meeting with Ministry of Education and SaskBuilds and Procurement – input on <i>Building Schools Faster Act</i>
June 29, 2026	Meeting with Reeve Hon. Joe Hargrave and Dalmeny Leadership, Mayor Kroeker and CAO Jim Weninger
July 2, 2026	Reeve Hon. Joe Hargrave Meeting
July 6, 2026	City of Saskatoon – Second Fire Services Contract Meeting

Corman Park Police Service Monthly Statistics June 2026 Commission Meeting

Monthly Activites				
Type Of Offence		2025	2026	% Change
Provincial Traffic		343	393	20.00%
Criminal Code Charges		7	10	50.00%
Flight From Police		8	2	-80.00%
Breach of Justice		1	4	300.00%
Impaired Driving		19	12	-40.00%
Alcohol		7	4	-50.00%
Criminal Code Charges		1	2	
Provincial Suspensions		6	2	
(Above Catagories Include Failing To Comply With a Demand)				
Drug Related		12	8	-40.00%
Criminal Code Charges		1	3	
Provincial Suspensions		11	5	
(Above Catagories Include Failing To Comply With a Demand)				
Assist Outside Agency		29	29	0.00%
Saskatoon RCMP		5	13	160.00%
Warman RCMP		17	26	60.00%
Saskatoon Police Service		4	2	-50.00%
Other		3	1	-70.00%
Warrant Arrests		20	14	-30.00%
Criminal Code		10	9	
Provincial		10	5	
Bylaw		0	0	
Calls For Service		168	173	10.00%
Occurrence Reports		140	142	
CAD Events		28	31	

Corman Park Police Service Report June 2026 Commission Meeting

Summary

Activities Of Note

- **40% Decrease** in impaired driving offences between May 2025 and May 2026
- **20% Increase** in Provincial Enforcement compared to May of 2025.
- **300% Increase** in Breach of Justice Files compared to May of 2025
(1 breach file in 2025 vs 4 breach files in 2026)
- **10% Increase** in Calls for Service compared to May 2025
- **160% Increase** in assist files to Saskatoon RCMP compared to May 2026
(5 assist files in 2025 vs 13 assist files in 2026)
- **60% Increase** in assist files to Warman RCMP compared to May 2025
(17 assist files in 2025 vs 26 assist files in 2026)
- **50% Decrease** in assist files to the Saskatoon Police Service compared to
May 2025 (4 assist files in 2025 vs 2 assist files in 2026)
- **30% Decrease** in warrant arrests compared to May 2025

Corman Park Police Service Year Over Year Statistics June 2026 Commission Meeting

Year to Date Activites				
Type Of Offence		2025	2026	% Change
Provincial Traffic		1408	1758	30.00%
Criminal Code Charges		49	37	-30.00%
Flight From Police		12	2	-90.00%
Breach of Justice		12	9	-30.00%
Impaired Driving		94	70	-30.00%
Alcohol		48	30	-40.00%
Criminal Code Charges		17	10	
Provincial Suspensions		31	20	
(Above Catagories Include Failing To Comply With a Demand)				
Drug Related		46	40	-20.00%
Criminal Code Charges		4	6	
Provincial Suspensions		42	34	
(Above Catagories Include Failing To Comply With a Demand)				
Assist Outside Agency		158	158	0.00%
Saskatoon RCMP		27	48	80.00%
Warman RCMP		102	116	20.00%
Saskatoon Police Service		19	20	10.00%
Other		10	10	0.00%
Warrant Arrests		72	66	-10.00%
Criminal Code		28	30	
Provincial		40	25	
Bylaw		4	11	
Calls For Service		672	707	10.00%
Occurrence Reports		546	575	
CAD Events		126	132	

Corman Park Police Service Report June 2026 Commission Meeting

Summary

Activities Of Note

- **30% Decrease** in impaired driving offences with a **40% decrease** in alcohol impaired offences and a **20% decrease** in drug impaireds year over year.
- **30% Increase** in Provincial Enforcement year over year.
- **10% Increase** in Calls for Service year over year.
- **80% Increase** in assist files to Saskatoon RCMP year over year.
- **20% Increase** in assist files to Warman RCMP year over year.
- **30% Decrease** in Criminal Code charges year over year.
- **90% Decrease** in Flight From Police files year over year.