



AGENDA
Administration Committee Meeting

Tuesday, June 9, 2026

8:30 am

111 Pinehouse Drive, Saskatoon, SK

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/273290781>

You can also dial in using your phone.

Access Code: 273-290-781

Canada: [+1 \(647\) 497-9391](tel:+16474979391)

Pages

- | | |
|--|----|
| 1. Call to Order | |
| 2. Agenda | |
| 3. Declaration of Conflict of Interest | |
| 4. Delegation(s) - | |
| 4.1 Jensen Stromberg - Melissa Bewer (15 min) | 2 |
| Review and approval of the 2025 Audited Financial Statements. | |
| 4.2 Crosby Hanna & Silvercreek Develop. Inc. - Adam Toth, Jim Charlebois, Devin Clarke and Matthew Petryk - (10 min) | 3 |
| Review of revised Country Residential proposal located at NW 10-39-5-W3. | |
| 4.3 CPPS - Chief Robert Duttchen | |
| Corman Park Police Service update report. | |
| 5. Administration Carryforward Action List | 4 |
| No new updates. | |
| 6. Proposed - Policy PS-003 - Fire Ban, AC-26-011 | 5 |
| 7. Request - Lending to the Hamlet of Neuhorst to complete the Park and Recreation Capital Grant Project, AC-26-012 | 10 |
| 8. Adjourn | |



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.

June 9, 2026

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

Audited financial statements

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

Melissa Bewer

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

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

5. **Your delegation presentation time is maximum 15 min 5 minutes. (Time limits are strictly enforced)**

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

Name: Melissa Bewer

Organization or Group if applicable: Jensen Stromberg CPAs

Address: 300 - 165 3rd Ave S Postal Code S7K 1L8

Home: _____ Cell: _____ Bus: (306) 665-8191

Fax: _____ E-mail: mbewer@jensenstromberg.ca

➤ **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: June 9/26 Time: 8:30

Approved by: [Signature] Confirmation Date: April 29/26



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.

June 9th, 2026 Administration Committee

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

Crosby Hanna and Associates and Silvercreek Developments Inc. would like to gauge Council's feedback on a revised Country Residential proposal located at NW 10-30-5-W/3

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

Adam Toth, Jim Charlebois, Devin Clarke, and Matthew Petryk

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? Yes

5. Your delegation presentation time is maximum ^{10 min - power point.} 5 minutes. (Time limits are strictly enforced)

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

Name: Adam Toth

Organization or Group if applicable: Crosby Hanna and Associates and Silvercreek Developments Inc.

Address: 407C 1st Avenue North Saskatoon Postal Code S7K 1X5

Home: [Redacted] Cel: [Redacted] Bus: (306) 665-3441

Fax: [Redacted] E-mail: atoth@crosbyhanna.ca

➤ 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)

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Approved by: [Signature] Confirmation Date: April 29/26

ADMINISTRATION**Carryforward Action List – CURRENT****Yellow** is Current Update

Date/Source	Action Item/Request	Status
2024-07-08	Gordie Howe Subd. Plan number 102385582, transfer title to RM	<ul style="list-style-type: none"> Dec 2025 - Legal has escalated matter to the new mortgage holders national discharge follow up line. Administration has reached out to the property owners to see if they have been able to speed up the process. No response as of yet.
2026-03-17	November SARM Convention Resolutions to submit: <ol style="list-style-type: none"> Councillor Saleski – Resolution for the Province to amalgamate R.M.'s Councillor Vaandrager – Resubmit the 2025 resolution regarding Treaty Land Entitlements, Land Development Costs & Financial Assistance 	<ul style="list-style-type: none"> Administration will note when the midterm resolution deadline is and provide a copy of the resolutions to Council to be ratified.
		<ul style="list-style-type: none">
		<ul style="list-style-type: none">

REPORT TO COUNCIL



Administration - Emergency Management
6/9/2026
Administration Committee Meeting
Decision Item
Priority 3. Service Delivery

AC-26-011

Subject

Proposed - Policy PS-003 - Fire Ban

Recommendation

THAT the Administration Committee recommends to Council that the proposed Fire Ban Policy PS-003 be APPROVED.

Report Summary

This report summarizes information with respect to the proposed Fire Ban Policy (PS-003) which provides clear guidelines for the implementation, modification, and revocation of municipal fire bans and fire restrictions by the Chief Administrative Officer (CAO). The proposed Policy is intended to provide clarity, improve responsiveness, and enhance service delivery when enacting fire bans or restrictions in response to changing fire risk conditions across the Municipality.

Background / Discussion

The Fire Services Bylaw and Administration Bylaw authorize the CAO to implement fire bans and fire restrictions in the Municipality when environmental conditions give rise to a credible increase in wildfire risk. In practice, the CAO must make timely decisions about when to implement a fire ban or restriction, what types of outdoor fire activities are affected, and what geographic areas within the Municipality are affected by a fire ban or restriction.

The proposed Policy is intended to function as an administrative guideline which complements the Fire Services Bylaw and Administration Bylaw by outlining how and when the CAO may implement and adjust fire bans or restrictions to suit different environmental conditions across the Municipality. It also provides clear guidance when calling and reporting a fire ban / restriction to the Province. It also is a housekeeping item to provide more clarity.

The core functions of the proposed Policy include:

- Defines key terms such as “Fire Ban,” “Fire Restriction,” and “Outdoor Fire” to align with the Fire Services Bylaw.
- Permits to modify an in-force fire ban or fire restriction based on observed environmental conditions across the Municipality.
- Clarifies that the Policy applies to all fire bans or restrictions implemented via municipal order made by the CAO.
- Confirms that non-compliance with a fire ban order made under the Policy constitutes an offence under the Fire Services Bylaw and is subject to specified penalties and cost recovery, as set out in that Bylaw.

Implications

Strategic

Adopting the proposed Policy supports the Municipality's public safety and emergency management objectives by providing a clear, consistent framework for implementing and adjusting local fire bans and restrictions in response to changing fire risk conditions. It also improves transparency and accountability around administrative decision-making when fire bans or restrictions are required and improves service delivery with respect to emergency management best practices.

Financial

There are no direct financial implications associated with the adoption of this Policy.

Policy / Legal

The proposed Policy supports the requirements of the Fire Services Bylaw, Administration Bylaw, and applicable legislation. Should any conflict between the Policy and applicable legislation or Bylaws arise, the legislation or Bylaws shall prevail. The Policy also includes standard review and amendment provisions to ensure ongoing consistency with best practices and Council priorities.

Communication

Upon approval, Administration will communicate the Policy to applicable staff and promptly implement its provisions with respect to the drafting and communication of future fire ban or fire restriction orders.

Other Implications

None.

Attachment(s) -

- *Fire Ban Policy - PS-003 (Proposed)*

Report Written by: David Bryden, Emergency Management Coordinator

Approved for the Agenda: Kerry Hilts, Chief Administrative Officer



Public Safety

Title: Fire Ban Policy	Policy Number: PS-003
Authority:	

1. Definitions

- 1.1. **“Administrator”, “Chief Administrative Officer”, “CAO”**, means the individual appointed as the Administrator of the Rural Municipality of Corman Park No. 344 pursuant to s. 110 of *The Municipalities Act*.
- 1.2. **“Fire Ban”** means an order issued under *The Wildfire Act*, or an order issued pursuant to the Fire Services Bylaw, prohibiting all Outdoor Fires within a specified area(s) of the Municipality.
- 1.3. **“Outdoor Fire”** means any fire in the Municipality started or caused by any person, including without limitation a Controlled Burn, a Burning Barrel Fire, a Recreational Fire, a Smudge Fire, or Fireworks.
- 1.4. **“Fire Restriction”** means an order issued under *The Wildfire Act*, or an order issued pursuant to the Fire Services Bylaw, prohibiting specific type(s) of Outdoor Fires within a specified area(s) of the Municipality.
- 1.5. **“R.M.” or “Municipality”** means the Rural Municipality of Corman Park No. 344.

2. Purpose

- 2.1. This Policy provides additional guidelines for the application of Fire Bans.

3. Authority

- 3.1. This Policy is adopted and is intended to support the R.M. Fire Services Bylaw, which is adopted pursuant to *The Municipalities Act*, *The Fire Safety Act*, and *The Wildfire Act*.

4. Scope

- 4.1. This Policy applies to all Fire Bans implemented within the R.M. via municipal order made by the CAO.
- 4.2. Non-compliance with a Fire Ban order made under this Policy constitutes an offence under the Fire Services Bylaw and is subject to specified penalties and cost recovery.

5. Fire Ban Implementation

- 5.1. The CAO may without limitation and in any specific area(s) of the R.M., designate a:
 - 5.1.1. Fire Ban;
 - 5.1.2. Fire Restriction;



6. Fire Ban Modification

6.1. The CAO may, from time to time, modify the provisions of an in-force Fire Ban or Fire Restriction based on the environmental conditions and locations.

7. Conflict

7.1. In the event that an order made under this Policy conflicts with an order made pursuant to *The Wildfire Act*, the order made under *The Wildfire Act* shall apply.

7.2. In the event the provisions of this Policy conflict with any R.M. Bylaws or Provincial legislation, the Bylaw or Legislation shall apply.

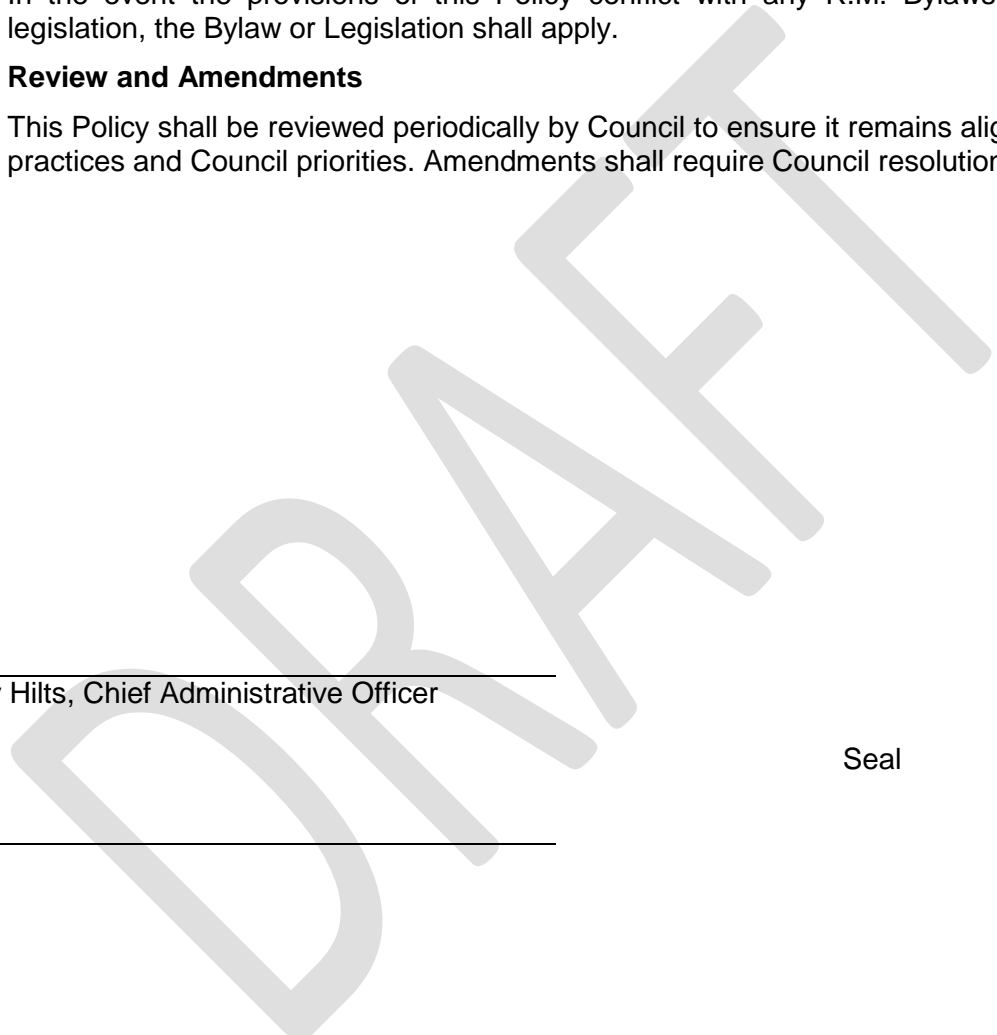
8. Review and Amendments

8.1. This Policy shall be reviewed periodically by Council to ensure it remains aligned with best practices and Council priorities. Amendments shall require Council resolution.

Kerry Hiltz, Chief Administrative Officer

Seal

Date



REPORT TO COUNCIL



Administration

6/9/2026

Administration Committee Meeting

Decision Item

Priority 1. Financial Accountability

AC-26-012

Subject

Request - Lending to the Hamlet of Neuhorst to complete the Park and Recreation Capital Grant Project

Recommendation

THAT the Administration Committee recommends to Council that the Hamlet of Neuhorst be ALLOWED TO BORROW up to \$9,000 from the R.M. through its hamlet account to complete the approved Park and Recreation Capital Grant Project.

Report Summary

The Hamlet of Neuhorst has requested the ability to borrow up to \$9,000 through its hamlet account to meet the 20% in-kind requirement for its approved Parks and Recreation Capital Grant project, which involves paving the rink surface. Council approved grant funding of \$34,838 for the project at its November 25, 2025 meeting. While Neuhorst improved its financial position in 2025 by generating an operating surplus of \$18,198 and reducing its accumulated deficit from \$63,863 to \$46,156, the hamlet remains in a deficit position and continues to owe funds advanced by the R.M. Given the importance of completing the approved capital project as well as Neuhorst's current financial deficit owed to the R.M., Administration is seeking direction on this borrowing request.

Background / Discussion

The Hamlet of Neuhorst contacted the R.M. to discuss the possibility of borrowing up to \$9,000 from the R.M. through its hamlet account to contribute the required 20% in-kind contribution to its approved Park and Recreation Capital Grant Project.

This project involves paving the Neuhorst rink surface and was approved by Council at the November 25th, 2025 Council Meeting. The resolution passed by Council is available below:

Resolution: 2025-11-065

THAT the Parks and Recreation Grant Funding application from the Hamlet of Neuhorst be APPROVED for \$34,838.00.

To complete this project, the Hamlet of Neuhorst must contribute approximately \$8,700 to meet the 20% in-kind threshold. This community would prefer to meet this requirement through a cash contribution, which is the reason for its request. But the hamlet is in a deficit and owes the R.M. a significant amount of funding.

Neuhorst remains in a deficit position, owing the R.M. approximately \$46,156 as of December 31, 2025. While the hamlet's financial position improved significantly during 2025, the accumulated deficit remains substantial and continues to represent an outstanding amount advanced by the R.M. on behalf of the hamlet. The hamlet generated a 2025 operating surplus of \$18,198, compared to a surplus of only \$3,790 in 2024. This positive result reduced the

deficit from \$63,863 at the beginning of the year to \$46,156 at year-end. If this new borrowing request is approved, the hamlet will owe the R.M. approximately \$55,000.

This report is before Council because the hamlet is already in a deficit with the R.M. It is important to note that hamlets do have the ability to spend hamlet account funds on recreation. But, given Neuhorst's current deficit and need to access lending, this funding is currently unavailable unless lending is approved by the R.M. Any additional borrowing should be decided by the R.M.'s elected representatives.

Implications

Strategic

Approving this borrowing request does support the *Strategic Plan, 2024 to 2028*, through the strategic priorities of Service Delivery and Partnerships. It also supports the strategic priority of Financial Accountability by providing the needed funding while mitigating the risks as repayment is ensured since this community is an organized hamlet of the R.M.

Financial

The additional borrowing of \$9,000, on top of the current amount owing of \$46,156, does increase the debt held by the Hamlet of Neuhorst and owed to the R.M. to a total of \$55,156. In 2025, the hamlet was able to pay \$18,198 towards its debt. If this trend continues, all things remaining equal, the hamlet should repay this outstanding amount to the R.M. in approximately three (3) years.

Policy / Legal

If the Administration Committee decides to approve this request, it could be precedent setting and the same opportunity should be available to every hamlet equally, provided the circumstances of such a request are comparable. However, this precedent would only apply to hamlets that are currently in a financial deficit.

Communication

Administration will inform the Hamlet of Neuhorst of the committee's decision.

Other Implications

If this request is not approved, the Hamlet of Neuhorst will most likely need to delay its capital works project because the community would still need to meet the 20% in-kind contribution requirement. But this can also be met through volunteer hours; however, given the nature of this project, volunteer opportunities are expected to be more limited.

Attachment(s) - N/A

Report Written by: Benjamin Sipple

Approved for the Agenda: Kerry Hilts, Chief Administrative Officer