



AGENDA
Public Works Committee Meeting

Tuesday, June 9, 2026

Following the Planning Committee
111 Pinehouse Drive, Saskatoon, SK

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10. Adjourn	

INFRASTRUCTURE AND PUBLIC WORKS

Carryforward Action List – CURRENT

Yellow is Current Update

Date/Source	Date Action Item/Request	Status
		•
		•
		•

REPORT TO COUNCIL



Public Works
6/9/2026
Public Works Committee Meeting
Information Item
Priority 3. Service Delivery

PWC-26-011

Subject

Canada Post Civic Address Conversion Timeline Update

Recommendation

THAT the Public Works Committee recommends to Council that the Canada Post Conversion Timeline Update Report be RECEIVED AS INFORMATION.

Report Summary

Canada Post has been directed to implement a delivery decentralization plan. The Canada Post departments that were working on civic address conversions in rural Saskatchewan areas will be tasked with converting Saskatchewan urban centers from door-to-door delivery to community mailboxes. All other conversion projects (including the R.M. of Corman Park's Civic addressing Project) will be put on hold until the urban conversions are completed.

Background / Discussion

Phase 2 of the R.M. of Corman Park's Civic Addressing Project involves converting existing mailing addresses to the new civic address format – to be completed by Canada Post. Administration has been in active discussions with Canada Post since 2022. The address conversion was originally scheduled to begin in 2026.

In late 2025, The Government of Canada directed Canada Post to implement a significant delivery centralization plan to ensure the Crown corporation's financial stability. The core of this plan involves phasing out door-to-door mail delivery. The process involves pooling all Canada Post's resources to the urban conversion. Therefore, all other address conversion projects are being put on hold. This project will take approximately 5 to 7 years to complete. As a result, civic address conversion in the R.M. of Corman Park will be on hold until the urban conversion is completed.

Until Phase 2 of the Project is complete, civic addressing and mail service will remain unchanged. Once the Project is complete, eligible R.M. ratepayers will have a unified civic and mailing address, simplifying their address, and making it easier for them to receive mail and parcels. This will resolve issues where mailing addresses and civic addresses are similar but do not match. Canada Post will cover the costs, including the cost of mail forwarding for one year for affected residents and businesses.

Implications

Strategic Eligible R.M. ratepayers will have to wait to have a unified civic and mailing address.

2025 to 2029 R.M. of Corman Park Strategic Plan, Key Priorities: Service Delivery

Financial	None
Policy / Legal	None
Communication	There was no formal announcement that the address conversion was occurring, all ratepayers who inquire about the status of the project will be informed of the hold.

Report Written by: Lukas Smith, MSC, GIS Analyst

Reviewed by: Jennifer Krasowski, P.Eng., Senior Project Engineer

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

Approved for Agenda by: Kerry Hilts, Chief Administrative Officer

REPORT TO COUNCIL



Public Works
6/9/2026
Public Works Committee Meeting
Decision Item
Priority 3. Service Delivery

PWC-26-012

Subject

March 25, 2025 Civic Address Conversion Resolution Correction

Recommendation

THAT the Public Works Committee recommends to Council to AMEND Resolution 2025-03-038 as follows:

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

Report Summary

The purpose of this report is to clarify and correct the previous motion related to civic address conversion by Canada Post. This recommendation was previously presented to the Public Works Committee, where a motion was passed for the report to be accepted, which was recorded in the minutes as being "received as information" as opposed to the recommendation being "approved".

Background / Discussion

Phase 2 of the R.M. of Corman Park Civic Addressing Project is the conversion of civic addresses, to be completed by Canada Post. Canada Post requires a Council resolution approving civic address recognition by Canada Post within the R.M. of Corman Park to proceed with the address conversion (once the hold on rural conversions is lifted).

A report was previously brought to the Public Works Committee on March 4, 2025, seeking Council approval for civic address conversion by Canada Post. The original report has been attached. At that time, the recommendation to accept the report was discussed and voted on. However, the motion that was made was for the report to be "accepted", which passed unanimously, but was subsequently recorded in the minutes as being "received as information" as opposed to the recommendation being "approved".

Implications

Strategic

Eligible R.M. ratepayers will have a unified civic and mailing address, simplifying their address, and making it easier for them to receive mail and parcels. It is an improvement to the services they have access to living in the R.M. This will also resolve issues where mailing addresses and civic addresses are similar but do not match.

2025 to 2029 R.M. of Corman Park Strategic Plan, Key Priorities:
Service Delivery.

Financial	Canada Post will cover the costs, including the cost of mail forwarding for one year for affected residents and businesses.
Policy/Legal	Council's endorsement in the form of a resolution is required for Canada Post to proceed with the address conversion.
Communication	Canada Post will communicate with those affected by the alignment.
Attachment(s) -	Public Works Committee Report No. 25-007, Council Resolution for Civic Address Alignment

Report Written by: Lukas Smith, MSC, GIS Analyst

Reviewed by: Jennifer Krasowski, P.Eng., Senior Project Engineer

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

Approved for Agenda by: Kerry Hilts, Chief Administrative Officer

Subject

Civic Address Use by Canada Post

Recommendation

THAT the Public Works Committee recommends to Council to approve civic address recognition and use by Canada Post within the R.M.'s boundaries.

Background and Description

The primary purpose of Civic Addresses is for emergency services use. The Saskatchewan Civic Address Registry (CAR) was developed by the Saskatchewan Public Safety Agency to create a province-wide standardized system of addressing based on property access location. The driving force for this was to work towards the establishment of 9-1-1 systems that could cover the whole province, providing a simple and concise method for people in rural areas to provide a location to 9-1-1 operators. The R.M. of Corman Park has completed the registration process with CAR, all current addresses are in the system and have had civic address signs installed. There is a process in place for the registration of new addresses and installation of new signs.

The use of civic addresses for mailing addresses is a separate process from that of the registration for emergency service use. This process requires the completion of address registration with CAR. The recognition of civic addresses by Canada Post is a collaboration between the R.M. and Canada Post. The goal of this collaboration is to simplify addressing for both ratepayers and Canada Post by allowing them to use a single address reflective of both their mailing address and physical location. This collaboration must be initiated by the R.M. after which Canada Post will proceed with doing the work of address alignment and conversion.

Administration has been in active talks with Canada Post since 2022. The current goal is to have the conversion started by Canada Post by early 2026. Canada Post is undertaking this conversion for multiple municipalities, and the R.M. will be slotted in when they are ready. Due to the large number of addresses within the R.M. and both personnel and delivery capacity for Canada Post, the conversion will be a multi-year process with addresses being converted in batches. This conversion will not impact residents and businesses outside of Canada Post's delivery area. Impacted ratepayers will have to update their mailing addresses wherever they are registered.

Canada Post requires two (2) items from the R.M. to proceed with the address conversion:

- 1) an excerpt from our tax roll which matches ratepayers with both their mailing address and civic address; and
- 2) a council resolution supporting the project.

Civic addresses have been added into our tax system via a bulk upload, and Administration is ready to provide the export to Canada Post when needed. Once Council has passed a resolution supporting the project via this item, both requirements will be fulfilled.

Implications

Strategic	<p>Eligible R.M. ratepayers will have a unified civic and mailing address, simplifying their address, and making it easier for them to receive mail and parcels. It is an improvement to the services they have access to living in the R.M. This will also resolve issues where mailing addresses and civic addresses are similar but do not match.</p> <p>2025 to 2029 R.M. of Corman Park Strategic Plan, Key Priorities: Service Delivery.</p>
Financial	<p>Canada Post will cover the costs, including the cost of mail forwarding for one year for affected residents and businesses.</p>
Policy/Legal	<p>Council's endorsement is required in order for Canada Post to proceed with the project.</p>
Communication	<p>Canada Post will communicate with those affected by the alignment.</p>

Prepared by: Lukas Smith, GIS Analyst
Approved by: Hayder Lateef, P.Eng. Director of Infrastructure and Public Works
Approved for Agenda by: Kerry Hilts, Chief Administrative Officer

PREVIOUS REPORT

7.2.1.2 PD 25-001 - Municipal Reserve Valuation Update

Resolution: 2025-03-033

Recommendation: Balzer

THAT report PD 25-001 - MR Valuation Update, be RECEIVED AS INFORMATION.

Carried Unanimously

7.2.2 Planning Committee Meeting Minutes Approval

Resolution: 2025-03-034

Recommendation:

THAT the March 4, 2025 Planning Committee Minutes be APPROVED as presented.

7.3 Public Works Committee Meeting

7.3.1 Public Works Committee Meeting Recommendations

7.3.1.1 Public Works Carryforward Action List

Resolution: 2025-03-035

Recommendation: Greenwood

THAT the Gravel Pit item be removed from the Public Works Carryforward Action List and that the list be RECEIVED AS INFORMATION.

Carried Unanimously

7.3.1.2 Delegation - Ted Hansen - discuss whistle cessation (5min)

Resolution: 2025-03-036

Recommendation: Pruim

THAT the presentation by Ted Hansen be RECEIVED AS INFORMATION.

Carried Unanimously

7.3.1.3 PW 25-006 - Whistle Cessation

Resolution: 2025-03-037

Recommendation: Germs

THAT the Public Works Committee recommends to Council that Administration applies to Transport Canada for whistle cessation at Range Road 3051 rail crossing contingent to the following:

1. that a traffic light is constructed at the rail crossing;
2. that there be no reduction in safety measures at the rail crossing;
3. and that an agreement is struck that the City of Saskatoon is responsible for all costs.

In Favour (7): Hargrave, Germs, Greenwood, Pruim, Balzer, Vaandrager, and Trask Opposed (2): Saleski, and Haduik Carried (7 to 2)

7.3.1.4 PW 25-007 - Civic Address Canada Post Endorsement

Resolution: 2025-03-038

Recommendation: Haduik

THAT the Public Works Committee recommends to Council that report PW 25-007 on Civic Address Canada Post Endorsement, be RECEIVED AS INFORMATION.

Carried Unanimously

REPORT TO COUNCIL



Public Works
6/9/2026
Public Works Committee Meeting
Decision Item
Priority 3. Service Delivery

PWC-26-014

Subject

Municipal Infrastructure Program (MIP) Policy

Recommendation

THAT That Public Works Committee recommends to Council to APPROVE the Municipal Infrastructure Program (MIP) Policy PW-001.

Report Summary

The Municipal Infrastructure Program (MIP) Policy establishes a formal and transparent process for residents to submit infrastructure improvement proposals (such as road upgrades and paving, walking paths along roadways, drainage improvements, new or upgraded water fill stations, etc.) for consideration in the Municipality's capital planning process.

Submissions would be evaluated using consistent criteria including safety, need, cost, feasibility, lifecycle impacts, and overall community benefit.

Adoption of this policy will improve transparency, support strategic decision-making, and enhance community engagement while maintaining Council's full discretion over project approval and funding through the annual budgeting process.

Background / Discussion

Administration has identified the need for a consistent and structured approach for receiving and evaluating resident-driven infrastructure improvement requests.

Residents frequently bring forward ideas to enhance roads, drainage, safety, and other core municipal services. While these proposals often align with local needs, the Municipality has not previously had a standardized process to evaluate them in a consistent, transparent, and equitable manner.

The proposed Policy establishes a clear framework for residents to submit infrastructure-related proposals and for Administration to evaluate and prioritize them based on alignment with municipal objectives and long-term planning. It also seeks to optimize both Administration and Council's time and efforts by evaluating all projects consistently and as part of a coordinated annual review.

Program Overview

The MIP supports improvements to core municipal infrastructure, including roads, drainage, walking paths, water servicing, and other public-use facilities. Projects located on Municipal Reserve lands (e.g., parks and recreational amenities) are not eligible and are instead addressed through the Community Park and Recreation Grant Program.

To be considered, proposals must:

- Be located entirely on municipal-owned property;
- Be submitted by an R.M. resident or landowner; and
- Provide a clear public benefit to the community.

Applications will be reviewed by Administration and assessed based on established criteria, such as safety, need, costs, community support, benefit, and alignment with municipal priorities.

Applications will be accepted annually, with a summary of all evaluated projects presented to Council during annual budget deliberations. Under this Policy, Council retains full discretion over the approval, modification, or rejection of all proposals. In addition, there is no obligation for Council to approve projects or assign any annual budget.

Approved projects will be managed by Administration, procured in accordance with the Procurement Policy, and owned by the Municipality upon completion.

Conclusion

The MIP Policy provides a consistent and transparent process for evaluating resident-driven infrastructure proposals, supporting informed capital planning and meaningful community input.

Implications

Strategic

This policy enables Administration to align resident-driven proposals with long-term capital planning and asset management practices. It also supports consistent, transparent, data-informed decision-making by ensuring projects are evaluated against defined criteria.

2024 to 2028 R.M. of Corman Park Strategic Plan, Key Priorities: Service Delivery and Infrastructure Renewal.

Financial

Administrative effort is expected to be consistent with, or less than, current practices, as requests will be reviewed collectively rather than individually. A review of administrative impacts will be conducted after one year.

Financial impacts will arise at the time projects are approved and incorporated into the municipal capital plan through the annual budgeting process.

Policy/Legal:

The policy aligns with existing municipal policies, including the Procurement Policy, and complements other municipal programs, including the Community Park and Recreation Grant Program.

All projects approved under the program will be subject to applicable legislation, bylaws, and regulatory requirements.

Communications:

Upon approval, the MIP Policy will be published on the Municipality's website along with a public-facing application form and program overview. This will provide residents with clear guidance on eligibility, evaluation criteria, and submission timelines.

Attachment(s) 1. Municipal Infrastructure Program (MIP) Policy PW-001
 2. Policy PW-001 Application Form

Report Written by: Jennifer Krasowski, P.Eng., Senior 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

Infrastructure & Public Works Policy

Title: Municipal Infrastructure Program	Policy Number: PW-001
Objective: To provide a fair, consistent, and transparent framework for the evaluation and consideration of municipal infrastructure proposals submitted by residents, ensuring alignment with municipal priorities and public benefit.	
Authority:	

1. Policy Statement

The Municipality is committed to fostering a strong, vibrant, and connected community where residents have the opportunity to help shape the places they live. To support this vision, the Municipality has established the Municipal Infrastructure Program (MIP), which provides a structured opportunity for residents to submit proposals for municipal infrastructure improvements.

The program is intended to support projects related to core municipal infrastructure such as roads, pathways, drainage, water servicing, and public-use facilities. Through this program, residents can help identify opportunities to improve safety, accessibility, and overall service levels within the Municipality. This collaborative approach promotes the strategic use of municipal resources for initiatives that reflect local priorities and deliver meaningful benefits to residents. By working together, the Municipality and its citizens can create positive, lasting changes that strengthen the community for years to come.

Eligible submissions will be reviewed and evaluated based on established criteria such as need, cost, feasibility, safety, lifecycle impacts, and overall community benefit. The Municipality reserves the right to determine project eligibility based on alignment with program objectives. Select projects may be recommended to Council for consideration as part of the annual capital planning process.

Projects selected to proceed will be:

- Managed by R.M. Administration;
- Procured in accordance with the R.M.'s Procurement Policy; and
- Owned, operated and maintained by the Municipality upon completion.

Submission of an application does not guarantee project approval. Funding availability will be determined annually through the municipal budgeting process, and the Municipality retains sole discretion over the approval, modification, or rejection of any proposal.

2. Eligibility Requirements

The following mandatory requirements must be met in order for the project to be eligible for consideration within the Community Improvement Initiatives Program.

- **Project Location:** The proposed project must be located entirely on R.M. owned property.
- **Residency:** Applicants must live or own land within the R.M. Proof of residency and/or land ownership will be required at the time of submission.
- **Community Benefit:** The initiative must primarily serve residents of the R.M. and provide a clear public benefit.

This program is intended to support municipal infrastructure projects. Examples of projects that may be considered under this program include, but are not limited to:

- Road improvements or paving projects
- Intersection or traffic safety enhancements
- Walking paths adjacent to roadways
- Drainage improvements
- Public water or servicing infrastructure, such as improvements to the water stations
- Mailbox relocation

Submissions related to projects located on Municipal Reserve (MR) lands (such as parks, playgrounds, or recreational amenities) are not eligible under this program. Such projects may be considered under the Municipality's Community Park and Recreation Grant Program (refer to Policy RC-001).

3. Application Assessment Criteria

A Committee comprised of Municipal Administration will oversee the evaluation process. Each application will be assessed on its individual merit, using the following criteria:

- Safety
- Demonstrated need
- Overall Project Cost to the R.M. (including any cost-sharing opportunities, grant funding, and contributions/donations)
- Lifecycle cost and long-term maintenance implications
- Community Support (e.g., petitions, letters of support, demonstrated usage, etc.)
- Overall benefit to the R.M.
- Integration with, or enhancement of, existing infrastructure
- Consistency with R.M. programs and/or Concept Plans
- Alignment with R.M. Strategic Goals

4. Application Intake Process

Applications must be submitted using the application form enclosed within Appendix A. Applications, and any supporting documents, must be typed. Handwritten submissions will not be accepted.

Completed applications shall be submitted via email to MIProgram@rmcormanpark.ca.

Applications for each calendar year will be accepted up to 11:59 PM on August 31st. Applications received after the deadline will be carried forward to the next intake period.

Following the application deadline:

- The MIP Committee will review all submissions for eligibility;
- Eligible applications will be evaluated based on the established criteria; and
- Recommended projects will be presented to Council during annual budget deliberations for consideration in the capital plan.

Applicants will be notified of the outcome following Council's decision.

5. Changes

Decisions made by Council under this Policy may be altered, postponed, or cancelled at Council's discretion at any time, for any reason.

6. Appeals

Decisions made under this Policy are final and not subject to appeal. Applicants are encouraged to refine and resubmit proposals in future intake periods where appropriate.

Seal

Kerry Hilts, Chief Administrative Officer

Municipal Infrastructure Program Application

SECTION A - Eligibility Requirements & Submission Details

The following mandatory requirements must be met in order for the project to be eligible for consideration within the Municipal Infrastructure Program (MIP).

- The proposed project must be located entirely on R.M. owned property.
- Applicants must reside or own land within the R.M.
- The initiative must primarily serve residents of the R.M. and provide a clear public benefit.

This program is intended to support municipal infrastructure projects (such as road upgrades/paving, walking paths along roadways, drainage improvements, public water or servicing infrastructure, etc.).

Submissions related to projects located on Municipal Reserve (MR) lands (such as parks, playgrounds, or recreational amenities) are not eligible under this program. Such projects may be considered under the Municipality's *Community Park and Recreation Grant Program* (refer to Policy RC-001).

Applications and any supporting documents must be typed. Handwritten forms will not be accepted. Completed applications shall be submitted via email to MIPProgram@rmcormanpark.ca.

Applications for each calendar year will be accepted up to 11:59 PM on August 31st. Applications received after the deadline will be carried forward to the next evaluation period.

Once the application deadline closes, the MIP Committee will review and evaluate all applications which meet the mandatory eligibility criteria. Evaluated projects will be presented to Council during the annual budget meeting for consideration in the capital plan. Following Council review, the MIP Committee will notify all applicants of the outcome of their submission.

SECTION B – Applicant Information

Primary Applicant Name	
Mailing Address	
Phone Number	
Email Address	

Are you a resident or the R.M. or do you own land within the R.M.?

- I am a Resident
- I own land but do not reside within the R.M.
- No, I do not own land or reside in the R.M.

You must be an R.M. resident or landowner to apply. Proof of R.M. residency or land ownership must be submitted with the completed application. Applications submitted without proof will not be eligible.

SECTION C – Project Information

Project Title	
Project Location	

Type of Municipal Property?

- Road Right-of-Way
- Municipal Reserve
- Municipal Utility
- R.M. Owned Parcel
- Other, Specify:

The project site must be located entirely within R.M. owned property.

Project Description (include details, purpose, features)	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Describe the community need or issue this project addresses	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<p style="text-align: center;">Describe the expected benefits to R.M. residents</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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SECTION D – Community Support

Does the project have additional community support?

- Yes (attach letters, signatures or other supporting documentation)
- No

Community support is integral to municipality funded projects. It is strongly encouraged that applicants seek out and include proof of community support with their applications.

<p style="text-align: center;">Provide a brief description of community backing (groups, neighbours, organizations, etc.)</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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SECTION E – Project Funding

Funding Sources (check all that apply)

- No external funding; full cost to the R.M.
- Cost-sharing (detail below)
- Grant funding (detail below)
- Donations/in-kind contributions (detail below)

Where specified, share details below:

SECTION F – Attachments

The following items have been included:

- | | |
|--|--|
| <input type="checkbox"/> Proof of Residency of Land Ownership | <input type="checkbox"/> Cost Estimate or Contractor Quote |
| <input type="checkbox"/> Site map or sketch of proposed location | <input type="checkbox"/> Community Support Documentation |
| <input type="checkbox"/> Photos | <input type="checkbox"/> Other |
| <input type="checkbox"/> Grant Funding Information | |

SECTION G – Applicant Declaration

I hereby declare the following:

- The information provided in this application is accurate to the best of my knowledge.
- I understand that the Municipality retains full discretion over the approval, modification, or rejection of any proposal submitted under the Community Improvement Initiatives Program.
- I understand the project may not receive funding through the annual budget process.

Applicant Signature	
Date	