

# CITY OF MELFORT

January 13, 2020

Minutes of the City of Melfort Regular Meeting held on Monday, January 13, 2020, in the Council Chambers, Melfort, Saskatchewan, commencing at 5:00 p.m.

**PRESENT:** COUNCIL: Mayor Lang and Councillors George, Mitchell, Phillips, Terry and Hoenmans.

STAFF: R. Danberg, City Manager; G. Gilmore, Director of Works & Utilities; S. Stewart, Director of Protective Services; S. Peterson, City Treasurer; B. Lutz, Director of Development, Planning & Community Relations and H. Audette, City Clerk.

20-1  
Terry  
George

## MINUTES, REGULAR COUNCIL, DECEMBER 9, 2019:

That the minutes of the Regular Council meeting held on December 9, 2019, be adopted as circulated. **Carried**

20-2  
George  
Phillips

## 2020 BOARD & COMMITTEE APPOINTMENTS:

That we approve the following 2020 Board and Committee appointments:

<u>Committee</u>	<u>Name</u>	<u>Term Expiry</u>
Preservation and Rehabilitation	Lynn Pederson	December 31, 2021
	Richelle Rogers	December 31, 2021
	Shannon Marshall	December 31, 2021
	Jim Zemluk	December 31, 2021
	Eleah Sims	December 31, 2021
	Richelle Morin	December 31, 2021
Melfort & District Museum	Dan Sherle	December 31, 2021
	Doug Chisholm	December 31, 2021
	Leiflynn Jeffery	December 31, 2021
	Allan Porter (Ag Soc)	December 31, 2021
Heritage Advisory	Richelle Rogers	December 31, 2021
	Don Signori	December 31, 2021
Wapiti Valley Regional Park	Jeff McAuley	December 31, 2021

**Carried**

20-3  
Terry  
George

## MINUTES, COMMITTEE OF THE WHOLE, DECEMBER 13, 2019:

That the minutes of the Committee of the Whole meeting held on December 13, 2019, be adopted as circulated. **Carried**

20-4  
Mitchell  
Hoenmans

## MINUTES, LEGISLATIVE & FINANCE COMMITTEE, JANUARY 6, 2020:

That the minutes of the Legislative & Finance Committee meeting held on January 6, 2020, be adopted as circulated. **Carried**

20-5  
Hoenmans  
Mitchell

## INCREASE MUNICIPAL LONG-TERM DEBT LIMIT:

That the City of Melfort submit a formal application to the Saskatchewan Municipal Board, requesting the establishment of a maximum long-term debt limit of \$17,000,000.00, in accordance with Section 133(1) of *The Cities Act*. **Carried**

20-6  
Mitchell  
Hoenmans

## FINANCIAL SERVICES PROPOSAL:

That we award the City of Melfort Financial Services Contract to Affinity Credit Union for a five-year term commencing March 1, 2020, and ending February 29, 2025, in accordance with the terms outlined in their proposal dated November 27, 2019. **Carried**

The Financial Services Contract is to be adjusted to revise the end date to February 28, 2025.

**20-7**  
**Hoenmans**  
**Mitchell**      **2020 OPERATING BUDGET & 2020 LANDFILL CAPITAL BUDGET:**  
That we approve the City of Melfort 2020 Budget for General Operations, Utility Operations, Landfill Operations, Waste Collection Operations, Wellness Centre Operations, Operational & Capital Reserves and Landfill Capital, as finalized during the Council budget sessions held on November 29 and December 13, 2019 and January 13, 2020. **Carried**

**20-8**  
**Mitchell**  
**Hoenmans**      **FCM MUNICIPAL ASSET MANAGEMENT PROGRAM:**  
That Council directs administration to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Asset Management Program and Systems Development in the City of Melfort.

Be it therefore resolved that the City commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

- Lifecycle Activity Planning
- Condition Assessment and Data Collection Guidelines
- Risk Framework Development
- CityWide Data Refinement and Consolidation (CGIS Data Linked to CityWide Data)

Be it further resolved that the City of Melfort commits \$15,800.00 of Gas Tax Funding from its budget toward the costs of this initiative. **Carried**

#### **TAX COLLECTION COMPARATIVE STATEMENT – DECEMBER, 2019**

#### **LEGISLATIVE & FINANCE DEPARTMENT REPORT**

**20-9**  
**Phillips**  
**George**      **MINUTES, COMMUNITY SERVICES COMMITTEE, JANUARY 8, 2020:**  
That the minutes of the Community Services Committee meeting held on January 8, 2020, be adopted as circulated. **Carried**

**20-10**  
**George**  
**Phillips**      **HISTORIC POST OFFICE BOOKING POLICY 7.1.32:**  
That we approve the amendment of City of Melfort Policy 7.1.32, entitled "*Historic Post Office Booking Policy*". **Terry/Mitchell MOTION TABLED TO FEBRUARY 10, 2020 Carried**

Administration is to consult with SLGA and service groups on the use of their commercial license in the Historic Post Office.

**20-11**  
**Phillips**  
**George**      **HELIPORT PREPARATIONS:**  
That in order to be in a position to proceed with construction of the Heliport in 2020 once fundraising is complete, that we authorize GroundEffects Aerodrome Consulting Ltd. to complete the final tender-ready drawings and specifications at a cost estimated at \$3,000.00, to be expensed from the funds raised to date by the Heliport Fundraising Committee.

And further, that we authorize Administration to negotiate a sole-source project management contract for construction of the Melfort Heliport, subject to final Council approval. **Carried**

#### **BUILDING PERMIT REPORT – DECEMBER, 2019 & YEAR-END REPORT**

#### **MUNICIPAL POLICING REPORT – NOVEMBER, 2019**

#### **PROTECTIVE SERVICES DEPARTMENT REPORT**

#### **COMMUNITY SERVICES DEPARTMENT REPORT**

20-12  
Terry  
George

**MINUTES, AIRPORT BOARD, DECEMBER 10, 2019:**

That the minutes of the Airport Board meeting held on December 10, 2019, be received.

**Carried**

**WORKS & UTILITIES DEPARTMENT REPORT**

**ANNOUNCEMENTS**

- The Manager announced the heliport fundraising campaign luncheon taking place on Wednesday, January 15<sup>th</sup> at 12 noon at the Kerry Vickar Centre.

20-13  
Terry  
George

**ADJOURNMENT:**

That this meeting be adjourned. **Carried**

The meeting adjourned at 5:51 p.m.

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Mayor

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City Clerk