

# CITY OF MELFORT

December 13, 2021

Minutes of the City of Melfort Regular Meeting held on Monday, December 13, 2021, in the City Hall Council Chambers, Melfort, Saskatchewan, commencing at 5:00 p.m.

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

**STAFF:** A. Homes, City Manager; B. Lutz, Director of Planning, Development & Community Relations; S. Stewart, Director of Protective Services; G. Gilmore, Director of Works & Utilities; S. Peterson, City Treasurer and M. Seymour, City Clerk.

## Addition to the Agenda – Item H - Greenwave Innovation Agreement

21-256  
Phillips  
Hoenmans

### MINUTES, REGULAR COUNCIL MEETING, NOVEMBER 8, 2021:

The minutes of the Regular Council meeting held on November 8, 2021, be hereby adopted as circulated. **Carried**

### DELEGATION

21-257  
Hoenmans  
Phillips

### PROCLAMATION:

That Council approves the following proclamation and that we authorize the Mayor to authenticate the same:

**DATE**  
February 13, 2021  
**Carried**

**ORGANIZATION**  
Canadian Women's Heart Health Alliance

**PROCLAMATION**  
"Wear Red Canada Day"

21-258  
Hoenmans  
Phillips

### Municipal Revenue Sharing Grant Declaration Eligibility

That Council of the City of Melfort confirms the city meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- Submission of the 2020 Audited Financial Statements to the Ministry of Government Relations;
- Submission of the 2020 Public Reporting on Municipal Waterworks to the Ministry of Government Relations.
- In good standing with respect to the reporting and remittance of Education Property Taxes;
- Adoption of a Council Procedures Bylaw
- Adoption of Employee Code of Conduct; and
- All members of council have filed and annually updated their Public Disclosure Statements, as required; and

And further, that we authorize the City Clerk to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations. **Carried**

21-259  
Phillips  
Hoenmans

### 2022 COUNCIL CALENDAR:

That Council approves the proposed 2022 Council Calendar outlining 2022 Council Meetings and Committee meeting dates and times, further required calendar amendments will be made in accordance with Council Procedure Bylaw 2016-18 and the *Saskatchewan Cities Act*. **Carried**

### GENERAL SUNDRY COMMUNICATION ITEMS

1. November 17/21-SUMAssure – Insurance Rate Increases – Referred to Administration
2. December 2/21– Ministry of Government Relations – Changes in legislation and regulations - Referred to Administration.

21-260  
Phillips  
Hoenmans

**MINUTES, COMMITTEE OF THE WHOLE, NOVEMBER 8, 2021:**  
That the minutes of the Committee of the Whole meeting held on November 8, 2021, be hereby adopted as circulated. **Carried**

21-261  
Hoenmans  
Phillips

**MINUTES, COMMITTEE OF THE WHOLE, DECEMBER 7, 2021:**  
That the minutes of the Committee of the Whole meeting held on December 7, 2021, be hereby adopted as circulated. **Carried**

21-262  
Hoenmans  
Phillips

**OUT OF SCOPE EMPLOYEE POLICY:**  
That Council hereby adopts the Out-of-Scope Employees Salary and Benefits Policy 1.6.00, and it shall take effect January 1, 2022.

Further Council hereby rescinds the following policies:

- 1.6.24 Benefits Personal/Family Leave Management Employees
- 1.6.23- Benefits – Lieu Time – Management Employees
- 1.6.26 – Benefits – Temporary Pay for Higher Duty – Department Heads
- Salary Administration Chart Policy and Procedure

**Carried**

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

21-263  
Terry  
Enge

**MINUTES, COMMUNITY SERVICES COMMITTEE, DECEMBER 1, 2021:**  
That the minutes of the Community Services Committee meeting held on December 1, 2021, be hereby adopted as circulated. **Carried**

21-264  
Muntain  
Mitchell

**MINUTES, PROTECTIVE SERVICES COMMITTEE, DECEMBER 9, 2021:**  
That the minutes of the Community Services Committee meeting held on December 9, 2021, be hereby adopted as circulated. **Carried**

21-265  
Enge  
Terry

**DEVELOPMENT PERMIT APPLICATION – DISCRETIONARY APPROVAL  
AUTHORIZATION 102 CRAWFORD AVE EAST:**  
In accordance with Zoning Bylaw 2019-19, Table 10-15(1) – Multiple Unit Dwellings, we grant discretionary approval to Eggerman Contracting Ltd, to construct a 4 unit residential structure at 102 Crawford Avenue East Lot 10, Blk 20, Plan G3640 which is a discretionary use in a CS-Community Service District, subject to compliance with all applicable municipal, provincial and federal acts and regulations. **Carried**

21-266  
Terry  
Enge

**SUBDIVISION APPROVAL – LOT 11 BLOCK 122 PLAN 102066397 & LOT 22 BLOCK 122 PLAN 102175578:**

The Council of the City of Melfort approve the subdivision of a part of Lot 11, Block 122, Plan 102066397 and all of Lot 20, Block 122, Plan 102175578, within NW ¼ Section 5-45-18-W2M, to create lots 25 to 28, Block 122 Commercial as shown on the attached Plan of Proposed Subdivision dated August 25, 2021, prepared by Meridian Surveys Ltd. **Carried**

21-267  
Enge  
Terry

**MELFORT CURLING RINK RENEWAL SUPPORT:**  
That we authorize administration to provide the Melfort Curling Club with a letter of support to accompany their ICIP grant application. Further, we authorize the City to act as a guarantor for the Melfort Curling Club for their fundraising campaign of \$50,000 and provide written authentication as necessary. **Carried**

21-268  
Enge

**107 MAIN STREET QUIT CLAIM AGREEMENT:**  
That Council authorize the execution of a Quit Claim Agreement for the Land Sale of 107 Main

Terry

Street and provide the purchaser with a full refund of the deposit amount of \$2373.00. **Carried**

21-269

Terry  
Enge

**GREENLAND WASTE CONTRACT:**

In accordance with the City of Melfort Purchasing Policy 1.3.40, council authorizes entering into a one-year service agreement with Greenland Waste to provide pick up of garbage and recycling for 4 city locations. **Carried**

21-270

Enge  
Terry

**CHEM-AQUA AGREEMENT FOR NORTHERN LIGHTS PALACE:**

In accordance with the City of Melfort Purchasing Policy 1.3.40, council authorizes entering into a three-year service agreement with Chem-Aqua to provide chemical supplies and on-site services for the boiler systems at the Northern Lights Palace, City Hall and the Kerry Vickar Center. **Carried**

21-271

Terry  
Enge

**PRAIRIE CONTROLS LTD. SERVICE AGREEMENT:**

In accordance with the City of Melfort Purchasing Policy 1.3.40, council authorizes entering into a five-year service agreement with Prairie Controls Ltd. to provide maintenance to building controls at City Hall and Kerry Vickar Center. **Carried**

**BUILDING PERMIT REPORT – NOVEMBER, 2021**

**RCMP MONTHLY REPORT – OCTOBER & NOVEMBER, 2021**

**PROTECTIVE SERVICES DEPARTMENT REPORT**

**COMMUNITY SERVICES DEPARTMENT REPORT**

21-272

Mitchell  
Muntain

**MINUTES, WORKS AND UTILITIES COMMITTEE, November 26, 2021:**

That the minutes of the Works and Utilities Committee held November 26, 2021 be hereby adopted as circulated. **Carried**

21-273

Muntain  
Mitchell

**BROADWAY AVENUE SOUTH HEAVY VEHICLE ROUTE:**

That Council directs administration to begin the process of removing the Heavy Vehicle Designation from Broadway Avenue South. **Carried**

21-274

Muntain  
Mitchell

**SNOW MANAGEMENT POLICY 3.5.88 - AMENDMENT:**

That Council hereby accepts the amendment of the Snow and Ice Management Policy 3.5.88, to add 9 kms of walking trail snow removal by adding section 6(c) Walking Trails. **Carried**

21-275

Mitchell  
Muntain

**SASKATCHEWAN ASSOCIATION FOR RESOURCE RECOVERY CORPORATION (SARRC) SERVICE AGREEMENT FOR ECO\_CENTER:**

Council authorizes entering into a 5-year agreement with Saskatchewan Association for Resource Recovery Corporation (SARRC) to provide the Melfort Landfill with an eco-center which allows residents to dispose of used oil, filters, antifreeze, diesel exhaust fluid material and associated containers. **Carried**

**WORKS & UTILITIES DEPARTMENT REPORT**

21-276

Terry  
Enge

**GREENWAVE INNOVATIONS AGREEMENT:**

That Council authorizes the signing of the amending agreement with Greenwave Innovation ending December 2022, and further approves allocating the additional \$19,400 to the Northern Lights Palace Energy Efficiency Project from the facility maintenance reserve fund. **Carried**

**ANNOUNCEMENTS**

- Mayor Glenn George expressed his gratitude on behalf of City Council to Director Brent Lutz and wished him well on his future endeavors.

21-277  
Phillips  
Hoenmans

**ADJOURNMENT:**

That the Regular Meeting for December 13, 2021 be hereby adjourned. **Carried**

The meeting adjourned at 5:41 p.m.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk