

CITY OF MELFORT
December 12, 2011

Minutes of the City of Melfort Regular Meeting held on Monday, December 12, 2011, in the Council Chambers, Melfort, Saskatchewan, commencing at 5:00 p.m.

PRESENT: COUNCIL: Mayor Terry and Councillors Degelman, Lang, George, Abbott and MacNaughton.

STAFF: J. Wade, City Manager; S. Peterson, City Treasurer; G. Gilmore, Director of Works & Utilities; K. Ottenbreit, Director of Community Services and H. Audette, City Clerk.

11-266
Lang
George

MINUTES, REGULAR COUNCIL MEETING, NOVEMBER 14, 2011:

That the minutes of the Regular Council meeting held on November 14, 2011, be adopted as circulated. **Carried**

DELEGATIONS

Mrs. Ena McAulay – Business Vision Committee

On behalf of the Business Vision Committee and Chairman Jim Thiessen, Mrs. McAulay presented Council with their final report, highlighting some of the notable findings from the survey and the results of the strategic visioning evening. The goal of the Committee is to ensure that the momentum continues throughout the business community and the City of Melfort. Mrs. McAulay advised that the Committee will definitely be in place for a while and welcomes any questions and suggestions from Council. Mayor Terry thanked Mrs. McAulay and the Business Vision Committee for their report and presentation.

Mr. Paul Zuck

Mr. Zuck appeared before Council to request that a by-election be held to fill the vacancy in the Mayor's position. He acknowledged that under *The Cities Act* Council has the discretionary power to appoint a mayor, but feels this disenfranchises the citizens and is a violation of the spirit and intent of the law. He urged Council to respect the sense of democracy that led to their election and hold a fair and transparent by-election. If Council chooses to appoint a Mayor, he questioned how members of Council will be able to ask the citizens of Melfort for their support in the 2012 municipal election. Mayor Terry thanked Mr. Zuck for his presentation.

11-267
Abbott
Degelman

AUTHORIZE LEAVE OF ABSENCE TO JANUARY 1, 2012:

That we accept the resignation of Mayor Kevin Phillips dated November 14, 2011. And further, that to ensure compliance with Section 120(1)(c) of *The Cities Act*, Council agrees to authorize Mayor Phillips' leave of absence to January 1, 2012. **Carried**

11-268
MacNaughton
Abbott

VACANCY IN MAYOR'S OFFICE EFFECTIVE JANUARY 1, 2012:

WHEREAS, Section 9 of *The Cities Act* states that when a vacancy occurs in a year in which a general election is to be held, Council has a choice of either filling the vacancy by a by-election, or deciding not to fill the vacancy until the next general election;

AND WHEREAS, we accept the resignation of Mayor Kevin Phillips effective January 1, 2012;

BE IT RESOLVED THAT Council agrees to proceed in accordance with subsection 9(b) of *The Local Government Elections Act*, which does not require the Council vacancy to be filled until the next general election. **Carried**

For: Abbott, Degelman, MacNaughton, George and Terry

Against: Lang

**11-268(a)
MacNaughton
Degelman**

NOMINATIONS:

That Interim Mayor Doug Terry be nominated for the position of Mayor. **Carried**

**11-268(b)
Abbott
George**

NOMINATIONS CEASE:

That nominations cease. **Carried**

**11-269
Degelman
Abbott**

APPOINT MAYOR EFFECTIVE JANUARY 1, 2012:

That effective January 1, 2012, we appoint Councillor Doug Terry to serve as Mayor for the remainder of this term until the next general election, to fill the vacancy in the office of Mayor. **Carried**

The City Manager conducted the ceremony to swear-in newly appointed Mayor Doug Terry.

**11-270
Abbott
Lang**

APPOINT VOTING DELEGATE FOR SUMASSURE SUBSCRIBERS MEETING:

That Mayor Doug Terry be appointed to represent the City of Melfort as the Voting Delegate at the 2012 SUMAssure Subscribers Annual General Meeting in Regina on January 29, 2011. **Carried**

**11-271
Lang
George**

APPROVE THE DELETION OF OBSOLETE CITY POLICIES:

That we approve the deletion of the following inactive, expired and obsolete City Policies:

No.	Title	Notes
1.09	Transfer to Reserves of Unexpended General Revenue Funds for Delayed Capital Projects	Not current practice
1.12	Time of Council Meetings	Not current practice
1.13	Student Classification Policy	To be consolidated with Policy 1.42 . Summer Students
1.22	Budget Policy	Replaced by Policy 1.48 . Budget Policy
1.23	Five-Year Capital Planning Procedure	Not current practice
1.24	Operating Policies . Recreation Clerk Steno II	Obsolete
1.25	Interim Business License Procedure	Obsolete
1.26	Term of Appointment	Included in Policy 1.04 . Appts to Boards, Commissions & Committees
1.27	Cut off time for Public Agenda	Included in Council Procedure Bylaw 03-17
1.28	Committee of the Whole Agenda	Included in Council Procedure Bylaw 03-17
1.29	Confidentiality of Minutes	Included in Council Procedure Bylaw 03-17
1.30	Capital Trust Fund Reserve	Not current practice

1.31	Investment Responsibilities	Replaced by Policy 1.32 . Investment Policy
3.06	Water Line Replacement	Replaced by Policy 3.22 . Underground Utility Replacement
3.09	Works & Utilities Administration	Obsolete
7.04	Sask Lotteries Community Grant Program	Replaced by Policy 7.06 . Community Grant Program
7.05	Melfort Mustangs Jr. Hockey Association	Obsolete
7.17	Saskatchewan Centennial Grant	Expired

Carried

11-272
George
Lang

APPROVE RESTRUCTURING AND RENUMBERING OF CITY POLICY MANUAL:

That we approve the restructuring of the City of Melfort Policy Manual and the renumbering of policies, in accordance with the attached index. **Carried**

GENERAL SUNDRY COMMUNICATION ITEMS

1. Nov 10/11: SaskPower . results of stakeholder survey.
2. Nov 17/11: Transforming our Communities . innovative ideas to save communities billions.
3. Nov 8/11: Ministry of Environment notice of 2012/2013 forest renewal activities on the Island Forests.
4. Nov 21/11: Communities of Tomorrow 2010-2011 Annual Report.
5. Nov 29/11: Gertrude Armbrust re: request to enact a Law of Volunteers.
6. Dec 6/11: Plus Industries 2012 Recycling Funding Request. Referred to 2012 operational budget.

11-273
Abbott
MacNaughton

MINUTES, COMMITTEE OF THE WHOLE, NOVEMBER 14, 2011:

That the minutes of the Committee of the Whole meeting held on November 14, 2011, be adopted as circulated. **Carried**

11-274
MacNaughton
Abbott

MINUTES, COMMITTEE OF THE WHOLE, DECEMBER 8, 2011:

That the minutes of the Committee of the Whole meeting held on December 8, 2011, be adopted as circulated. **Carried**

11-275
Lang
George

ADOPT 2012 CAPITAL BUDGET:

That we adopt the City of Melfort 2012 General Capital, Utility Capital, Landfill Capital, Special Capital Budgets and Five-Year Capital Program and Reserve Budget, as finalized during the Council budget sessions held November 14, 2011 and December 8, 2011. **Carried**

TAX COLLECTION COMPARATIVE STATEMENT – NOVEMBER, 2011

REPORT – LEGISLATIVE & FINANCE DEPARTMENT

- The Treasurer reported on her attendance as an observer at an Asset Management Planning Session and advised that she requested that Melfort be placed on the list for the third intake for the pilot project.
- The capital budget was finalized and administration is completing the preliminary operating budget, which will be circulated to Council by the end of December. A Committee of the Whole budget session has been scheduled on January 19 at 4:30 p.m.

- Local Improvement pre-payments are being accepted until January 3rd. Any LIMPs remaining unpaid after that date will be added to taxes.
- The Finance Department is aiming to complete year-end by February, 2012, in order to start the auditing process in early March.

11-276
Abbott
Degelman

MINUTES, PLANNING & DEVELOPMENT COMMITTEE, NOVEMBER 24, 2011:

That the minutes of the Planning & Development Committee meeting held on November 24, 2011, be adopted as circulated. **Carried**

BUILDING PERMIT REPORT – NOVEMBER, 2011

FIRE/BYLAW/BUILDING REPORT – NOVEMBER, 2011

ANNUAL FIRE DEPT REPORT: NOVEMBER 1, 2010 – NOVEMBER 1, 2011

REPORT – DEPARTMENT OF COMMUNITY SERVICES

- The Kerry Vickar Centre is busy with Christmas events.
- Community Services Department supplies are being inventoried.
- The City is assisting the Melfort Curling Club in hosting the Amber Holland banquet on January 21st, 2012. Tickets are now on sale.
- The Department is being with the operating budget process.
- Council discussed staffing levels at the Kerry Vickar Centre.

MUNICIPAL POLICING REPORTS – OCTOBER & NOVEMBER, 2011

REPORT – DEPARTMENT OF WORKS & UTILITIES

- The crew dug 3 interments, hauled sand, installed a new service in Melfort Heights and plan to install a service tomorrow on Broadway Avenue for the new 12-plex.
- Regular snow removal and sanding are in progress.
- Christmas decorations were hung.
- The 2012 pit-run and base gravel haul is complete and the hauling of road gravel is in process.
- The Department has been busy with the capital and operating budgets.

11-277
George
Lang

BYLAW 2011-27:

That Bylaw 2011-27, being a bylaw to establish administrative fees and charges in the Legislative & Finance Department, be introduced and read a first time. **Carried**

11-278
Degelman
Abbott

BYLAW 2011-27:

That Bylaw 2011-27 be read a second time. **Carried**

11-279
Abbott
Degelman

BYLAW 2011-27:

That Bylaw 2011-27 be given three readings at this meeting. **Carried Unanimously**

11-280
Abbott
MacNaughton

BYLAW 2011-27:

That Bylaw 2011-27 be read a third time and passed as read. **Carried**

11-281
Degelman
Abbott

BYLAW 2011-28:

That Bylaw 2011-28, being a bylaw of the City of Melfort to alter street names in the municipality, be introduced and read a first time. **Carried**

11-282
Abbott
Degelman

BYLAW 2011-29:

That Bylaw 2011-29, being a bylaw of the City of Melfort to amend Zoning Bylaw 96-09 to extend the R2 zone, be introduced and read a first time. **Carried**

11-283
Lang
George

ACCOUNTS:

That we approve for payment general cheque numbers 19910 to 20154, inclusive, in the total amount of \$972,005.91. **Carried**

ANNOUNCEMENTS

- Mayor Terry thanked Council for the honour of serving as Mayor for the remainder of this term and noted the importance of keeping continuity and maintaining momentum in City affairs. He looks forward to working with Council, Administration and stakeholders of Melfort.
- Mayor Terry wished residents, Council and staff a Merry Christmas and Happy New Year.
- Councillor George commended and thanked the Business Vision Committee and urged Council to support their report.

11-284
MacNaughton
Abbott

ADJOURNMENT:

That this meeting be adjourned. **Carried**

The meeting adjourned at 6:25 p.m.

Mayor

City Clerk