

Minutes of the Regular Meeting of Council of the Town of Killam, held in the Council Chambers of the Town Office, Killam, Alberta, on Thursday, December 13, 2007 commencing at 7:00 p.m.

**PRESENT**

Bud James	Mayor
Darcy Eskra	Councillor
Leslie Fee	Councillor
Allen Freadrich	Councillor
Diane Gordon	Councillor
Rick Kryz	Councillor
David Moroz	Councillor
Wendy Ramberg	Chief Administrative Officer
Kimberly Borgel	Recording Secretary

Connie & Wilson Setters entered the meeting at 7:00 p.m.

**CALL TO ORDER** Mayor James called the meeting to order at 7:03 pm.

**AGENDA** MOVED by Clr. Kryz to accept the agenda with the following additions:

- Delegation:**
- 1. Connie & Wilson Setters
- New Business:**
- 9. In Camera – Land Issue

CARRIED

**DELEGATION**

**CONNIE & WILSON SETTERS**

Connie and Wilson Setters are the owners of the 77 acres directly west of the NE Industrial Subdivision lands. They presented the following:

- Have been approached by someone to purchase the land
- Would like to give the Town of Killam the opportunity as well
- Perhaps they could share the cost of having the land appraised

Mayor James thanked the Setters for attending and told them we would be in touch.

Connie and Wilson Setters left the meeting at 7:10 p.m.

**MINUTES**

**REGULAR MTG NOV. 15, 2007**

MOVED by Clr. Fee to accept the regular meeting minutes for Nov. 15, 2007 with the following amendments:

- Page 137 – 1.6.2 replace *office workers* with *officers*
- Page 137 – 1.6.3 change *additionally* to *additional*
- Page 138 – Networking Meeting – add on *January 16, 2008* after the words *the evening of networking*
- Page 141 – Flagstaff Training Foundation – Removed *Clr. Eskra* and include *Mayor James*
- Page 141 – Correspondence #6 – correct the spelling of *Tourism*
- Page 142 – removed the *1* after *basis*

CARRIED

**SPECIAL MTG  
NOV. 20, 2007**

MOVED by Clr. Gordon to accept the special meeting minutes for Nov. 20, 2007.

CARRIED

**BUSINESS FROM MINUTES**

**BOARD  
MANDATES**

A copy of the listing for the Boards Mandates is attached hereto and forms a part of these minutes.

**FIRST OPTION  
TO PURCHASE  
AGREEMENT –  
COUNTRYTOWN  
COTTAGES  
279.12.13.07**

A copy of the Request for Decision regarding the First Option to Purchase Agreement between Countrytown Cottages and the Town of Killam is attached hereto and forms a part of these minutes.

MOVED by Clr. Freadrich that the Town of Killam Council approves the official date of agreement to be February 15, 2007 and that the expiration of the agreement would be on August 15, 2008. CARRIED

**2008  
PRELIMINARY  
BUDGET  
280.12.13.07**

MOVED by Clr. Eskra that the Town of Killam adopts the 2007 budget as the 2008 interim budget in order to comply with the Municipal Government Act. CARRIED

Discussion ensued regarding the financials of the Town of Killam and that they are currently not presented to council at meetings.

281.12.13.07

MOVED by Clr. Gordon that Town of Killam Financial Statements/Reports and all Board Financial Statements/Reports are presented quarterly at Council Meetings.

CARRIED

**BYLAW 783 –  
RATES FOR  
WATER AND  
SEWER SERVICE**

Bylaw No. 783

Being a bylaw of the Town of Killam, in the Province of Alberta, for the provision of establishing rates for water and sewer service in the town. This bylaw is to amend Bylaw No. 742.

A copy of the proposed bylaw is attached hereto and forms a part of these minutes.

**1<sup>ST</sup> READING  
BYLAW 783  
282.12.13.07**

MOVED by Clr. Krys that Bylaw #783, receive first reading.

CARRIED

**2<sup>ND</sup> READING  
BYLAW 783  
283.12.13.07**

MOVED by Clr. Moroz that Bylaw #783, receives second reading.

CARRIED

**CONSENT FOR  
3<sup>RD</sup> READING  
BYLAW 783  
284.12.13.07**

MOVED by Clr. Gordon that Bylaw #783 be given permission for 3<sup>rd</sup> and final reading. CARRIED UNANIMOUSLY

**3<sup>rd</sup> READING  
BYLAW 783**  
285.12.13.07

MOVED by Clr. Eskra that Bylaw 783 receive a third and final reading. CARRIED

**NE INDUSTRIAL  
PARK ROAD  
EXTENSION  
TENDER**  
286.12.13.07

A copy of the Request for Decision regarding the NE Industrial Park Road Extension Tender is attached hereto and forms a part of these minutes.

MOVED by Clr. Kryss that the Town of Killam accepts the bid from McNabb Construction in the amount of \$71,790 + GST and the work is completed prior to the end of May 2008. CARRIED

**ASSISTANT CAO  
OR EXECUTIVE  
ASSISTANT**  
287.12.13.07

A copy of the Request for Decision regarding the assistant CAO or executive assistant position is attached hereto and forms a part of these minutes.

MOVED by Clr. Kryss to hire an Executive Assistant Position as was previously decided and indicate to the person that there is an opportunity to advance in the municipality and become the Assistant CAO in the next year or so. CARRIED

288.12.13.07

MOVED by Clr. Kryss that the Town of Killam hires Kim Borgel to be the CAO when she returns from maternity leave and that the current CAO Wendy Ramberg will then become a consultant for the Town of Killam with her wage continuing to be the same until she retires in March 2009. CARRIED

***NEW BUSINESS***

**2008 FLAGSTAFF  
REGIONAL  
SOLID WASTE  
MANAGEMENT  
BUDGET**

A copy of the proposed budget for 2008 for Flagstaff Regional Solid Waste Management is attached hereto and forms a part of these minutes.

Discussion ensued regarding the current make up the organization and if it could be changed to work more efficiently and fairly. Clr. Kryss will raise Council's concerns at the next meeting.

289.12.13.07

MOVED by Clr. Kryss to approve the 2008 Flagstaff Regional Solid Waste Management budget as presented with the Town of Killam's requisition for 2008 to be \$75,303.77. CARRIED

Council requested that administration complete a comparison of what other neighbouring municipalities charge for garbage collection on utility bills.

**2008 FLAGSTAFF  
FAMILY &  
COMMUNITY  
SERVICES  
BUDGET**  
290.12.13.07

A copy of the proposed budget for 2008 for Flagstaff Family & Community Services Budget is attached hereto and forms a part of these minutes. The requisition will remain the same as 2007 for 2008.

MOVED by Clr. Gordon to approve the 2008 Flagstaff Family & Community Services Budget as presented with the requisition for the Town of Killam to be \$5.70 per capita. CARRIED

- BYLAW 784 – TO AMEND BYLAW 778** A copy of the bylaw is attached hereto and forms a part of these minutes.
- CIC PROGRAM – HELPERLS** Council requested that administration get clarification regarding the possibility of attaching tickets to a driver’s license. A copy of the Request for Decision regarding the Community Improvement & Consolidation (CIC) Program - Helperls is attached hereto and forms a part of these minutes.
- 291.12.13.07 MOVED by Clr. Eskra that the Town of Killam approves the CIC application and agreement received from Gerg & Tracy Helperl which would entitle them to a 100% tax exemption on the municipal portion of their 2008 property taxes and 50% tax exemption of their 2009 property taxes. CARRIED
- HOLIDAY TIME & BANKED TIME CARRY OVER POLICY** A copy of the Request for Decision regarding a holiday time and banked time carry over policy is attached hereto and forms a part of these minutes.
- 292.12.13.07 MOVED by Clr. Krysa that the following is added to the Personnel section of the Town of Killam Policy Manual beginning January 1, 2008:
- #9.4 HOLIDAYS  
*All earned holiday time must be taken by the end of December of the applicable year unless otherwise authorized by the CAO.*
- 10.5 BANKED TIME/OVERTIME**
- 10.5.1 *Town of Killam provides for an employee to take time off in lieu of banked time/overtime by the end of December of the applicable year.*
- 10.5.2 *If the time off is not taken and the employee chooses to be paid out, they shall be paid at their regular hourly wage.*
- 10.5.3 *This policy is in effect unless otherwise stated in the employee’s contract with the Town of Killam or if it is authorized by the CAO.*
- CARRIED
- BYLAW ENFORCEMENT OFFICER CONTRACT RENEWAL** A copy of the Request for Decision regarding the Bylaw Enforcement Officer contract renewal for 2008 is attached hereto and forms a part of these minutes.
- Discussion ensued regarding whether or not the service should be tendered from year-to-year. Mayor James will bring the thought up at the next FIP meeting as they were the initiators of the regional bylaw enforcement officer.
- 293.12.13.07 MOVED by Clr. Moroz that the Town of Killam sign a one year contract with Daryl Reinke, NIC.212 Services to provide bylaw enforcement services for the Town. CARRIED

**AUMA  
CONVENTION  
EXPENSES**

294.12.13.07

The meal expenses at the AUMA convention exceeded the amounts listed in the Town of Killam Policy Manual.

MOVED by Clr. Moroz that the Town of Killam cover all of the meal expenses in full.

CARRIED

**AGREEMENT  
BETWEEN  
KILLAM &  
STROME –  
PUBLIC WORKS**

295.12.13.07

A copy of the agreement is attached hereto and forms a part of these minutes.

MOVED by Clr. Freadrich that the Town of Killam sign the attached agreement in order to provide relief assistance to the Village of Strome Public Works department when necessary.

CARRIED

**IN CAMERA  
LAND ISSUE  
8:45**

MOVED by Clr. Eskra to go In-Camera to discuss a land issue at 8:45 p.m.

CARRIED

**RECONVENE  
8:50 p.m.  
296.12.13.07**

MOVED by Clr. Krysz to reconvene at 8:50 p.m.

CARRIED

MOVED by Clr. Freadrich that the Town of Killam proceed with negotiations with Connie and Wilson Setters on possibly purchasing the 77 acres of land directly west of the NE Industrial Subdivision and that the Town of Killam offers to cover half of the cost of an appraiser to determine what the land is worth.

CARRIED

**CORRESPONDENCE**

The correspondence items as listed below were accepted by Council for information:

1. **Pitch-In Week – April 21 to 27, 2008:** A reminder to municipalities of Pitch-In Week. Participation is free. Further details will be released in January 2008.
2. **Sedgewick Lions Club – Thank You:** Thank you for donating to the STARS auction and dance. A profit of over \$7,700 was raised from the auction, donations and dance.
3. **Alberta Minister of Municipal Affairs & Housing – Library Funding:** Response to the letter we sent. The government is aware of the increasing costs to public libraries. Minister Danyluk is working diligently with his colleagues to obtain further financial support for public libraries.
4. **Alberta Permit Pro – Monthly Newsletter:** There are new permitting regulations coming into effect on April 1, 2008. The only possible change involving municipalities is to who certain permits can be issued to. These changes should not have a significant effect. Alberta Permit Pro will be closed between Christmas and New Years Day.

5. **Battle River School Regional Division #31 – Annual Education Results Report Highlights:** The test results revealed that students in BRRD#31 do well in comparison to their peers. A summary of the results:
  - 78% of teachers, parents and students are satisfied with the opportunity for students to receive a broad program of instruction
  - Local students exceeded the province-wide Acceptable Standard in 7 of 10 subjects according to provincial achievement tests
  - 86% of students in grades 4 to 6 believe school is a caring place.
  - 136 Grade 12 students in BRRD #31 received the Rutherford Scholarships totaling \$273,500. This is an increase of \$56,500 from the previous year.
  - 43% of graduates entered post-secondary educating directly out of high school – amongst the best average in Alberta.
6. **Battle River School Division #31 – Board Highlights:**
  - New term begins – Cheryl Smith – Chair and Patricia Zeniuk was appointed Vice Chair.
  - Collective agreement discussions begin – School boards are advised to meet with their local teachers’ bargaining unit and are prepared to sign off on a collective agreement by the end of January.
  - Class size and enrollment numbers reviewed: - Grades 1-3 there is an average of 19.3 students per classroom; Grades 4-6 there is an average of 20.5 students per classroom; Grades 7-9 there is an average of 19.6 students per classroom; Grades 10-12 there is an average of 17.4 students per classroom. The overall enrollment for the 2006-2007 school year is down by 130 students.
  - Capital Planning – A grant for \$10 million was received to upgrade the Career and Technology Studies area of Camrose Composite High School.
  - Audited Financial Statements – Several recommendations were approved by the Board, including the retention of operating reserve for Special Education, to help offset possible changes in funding in the year ahead. Funds were allocated toward the purchase of new monitoring cameras for school buses, as well as school bus maintenance and purchases.
7. **Flagstaff County – Flagstaff Regional Solid Waste - 2008 Budget:** Flagstaff County rejected the 2008 Flagstaff Waste Management Budget. The major concerns revolve around the financial sustainability of the organization. The County feels it is necessary to adjust the requisition to ensure the operation will remain financially viable and operational in the long term future. One identified concern is the salaries and benefits of the staff. The cost of living is increasing and the organization continues to grant below average cost of living increases, the fairness and equity to these employees is a concern. In addition there is fear of the inability to fund capital requirements. This lack of funding needs to be addressed. Another concern is our financial readiness for post closure funding – are we prepared for the financial impact of this future event?
8. **HR Group – Newsletter:** A copy of the newsletter to available upon request.
9. **Civic Solutions Inc. – AUMA Convention:** A thank you for attending their booth at the AUMA Convention and wishing council success for their term.

10. **Killam Regional Economic Development Initiative Committee (KREDIC) – Preliminary Report:** The report includes a summary of the initiative, including a list of the committee members. The project is an innovative attempt to attract new agri-business to the region. They have received funds from the Rural Alberta Development Fund (\$234,269) to develop and complete an initiative designed to attract key Agri-business to the area. This is a two-phase project is expected to take 9-11 months to complete. A copy of the complete report is available upon request of Council.
11. **Killam Public School – KPS: Making History Today:** An invitation to attend the 100<sup>th</sup> anniversary of Killam Public School on January 8, 2008 at 2:15 p.m. in the school gym.

Mayor James will be attending the event for sure and any other councilors are also welcome to attend.

12. **Killam Public School – Centennial Project:** A letter responding to the letter we sent regarding a donation to the school for their 100<sup>th</sup> anniversary. There is a school quilt that has been created and they will be purchasing a display cabinet for the quilt. The cost may be quite high as they have to use safety glass which is quite expensive. They would appreciate any donation the town may be able to make to help with the cost. A plaque beside the cabinet will display donations.

298.12.13.07

MOVED by Clr. Eskra to donate \$600 in order to cover the cost of safety glass for the display case for the quilt and further to have a plaque made similar to the ones that we have donated to 100<sup>th</sup> anniversaries in the past.

**COUNCIL COMMITTEE REPORTS**

**CLR. ESKRA**

**CLR. ESKRA**

1. KDBDA Report – A copy of which is attached hereto and forms a part of these minutes.

**CLR. KRYS**

**CLR. KRYS**

1. Recycling Paint Meeting Report – A copy of which is attached hereto and forms a part of these minutes.
2. Killam Adult Housing Meeting Report – A copy of which is attached hereto and forms a part of these minutes.

299.12.13.07

MOVED by Clr. Krys to approve the Flagstaff Regional Housing Group 2008 proposed budget, a copy of which is attached hereto and forms a part of these minutes. CARRIED

3. Flagstaff Regional Solid Waste Management Report – A copy of which is attached hereto and forms a part of these minutes.
4. AUMA Conference Report – A copy of which is attached hereto and forms a part of these minutes.
5. ASCHA Conference Report – A copy of which is attached hereto and forms a part of these minutes.

**MAYOR JAMES**

MAYOR JAMES

1. BRAED Report – Mayor James attended a BRAED meeting on December 12, 2007 and he has assumed the position of Chairman. He will have a complete report for the January Council Meeting.

**CLR. MOROZ**

CLR. MOROZ

1. Flagstaff Training Foundation Report – A copy of which is attached hereto and forms a part of these minutes.
2. RCMP Advisory Committee Report – A copy of which is attached hereto and forms a part of these minutes.

Clr. Moroz requested that administration contact Strome CAO to see if this committee is going to continue to meet.

3. Killam & District Municipal Library Report – A copy of which is attached hereto and forms a part of these minutes.

CAO Ramberg replied to some of the Library Board's concerns in the attached report. She will continue to monitor the Board's situation and meet with the necessary individuals in the new year to go over roles and responsibilities.

**CLR. GORDON**

CLR. GORDON

1. Flagstaff Family & Community Services Report – A copy of which is attached hereto and forms a part of these minutes.

300.12.13.07

MOVED by Clr. Gordon that the Town of Killam purchases 8 tickets to the Annual FIRST Supper and Auction to be held on February 2, 2008. CARRIED

COMMITTEE REPORTS

**ACTION ITEM LIST**

A copy of the action item list is attached hereto and forms a part of these minutes.

**CAO REPORT**

A copy of the CAO Report is attached hereto and forms a part of these minutes.

Council requested that administration try the Nisku Inn for the location of the Council Retreat to be held in January.

**CAO REPORT**

A copy of the Assistant CAO Report is attached hereto and forms a part of these minutes.

**PUBLIC WORKS REPORT**

A copy of the Public Works Report is attached hereto and forms a part of these minutes.

**SNOW  
CLEARING  
POLICY**

301.12.13.07

A copy of the Request for Decision to amend the Snow Clearing Policy is attached hereto and forms a part of these minutes.

MOVED by Clr. Kryss to accept the following snow clearing policy:

**12.3 SNOW CLEARING POLICY**

Snow is to be cleared from all traffic areas in the following order (grader):

- **Monday to Friday**

50<sup>th</sup> Street

4 passes in Agriplex parking lot (enough room to park vehicles in the morning; the rest to be pushed in piles by the backhoe operator)

49<sup>th</sup> & 50<sup>th</sup> Avenues

53<sup>rd</sup> Street (ambulance route and apron of Firehall)

Airport – if it is Town of Killam’s week for snow removal

48<sup>th</sup> Avenue

57<sup>th</sup> Street from 45<sup>th</sup> Avenue to Highway 13

45<sup>th</sup> Avenue all the way to 49<sup>th</sup> Avenue intersection

46<sup>th</sup> Street (“Old Hwy 36”) from Highway 13 to 36

Subway road (Spiller Road) to Highway 36

52<sup>nd</sup> Avenue (Elevator Road and section to DeAbreu property)

Cemetery Road to sewage lagoon intersection, including cemetery

Killam Crossing – town road allowance

51<sup>st</sup> Street – Bus Route

49<sup>th</sup> Street – Bus Route

52<sup>nd</sup> Street – Killam Agriplex

54<sup>th</sup> Street

55<sup>th</sup> Street

56<sup>th</sup> Street

58<sup>th</sup> Street

59<sup>th</sup> Street

48A Avenue

47<sup>th</sup> Street – Sunrise Crescent

“The Hill” – Sonark Subdivision

48<sup>th</sup> Street & Adult Housing

Commercial alleys

Residential Alleys (at the discretion of the CAO and/or Public Works

Superintendent)

Avenues and streets sanded as necessary after the grader has completed the particular Avenue or Street

- **Weekend “On Call” duty including Statutory Holidays**

Sidewalk sweeper to go out first, including:

50<sup>th</sup> Street sidewalks and one block off of 50<sup>th</sup> Street on 50<sup>th</sup> & 49<sup>th</sup> Avenues  
Agridex north sidewalk swept

**(if 5 inches of snow or less)**

Grading of 50<sup>th</sup> Street  
Grading of 50<sup>th</sup> Avenue from firehall to United Church  
Grading of 49<sup>th</sup> Avenue from hospital to R.C.M.P.  
Grading of 53<sup>rd</sup> Street (ambulance route)

**(if more than 5 inches of snow)**

Grading all of 50<sup>th</sup> Street  
Grading all of 49<sup>th</sup> Avenue  
Grading all of 50<sup>th</sup> Avenue  
Grading of 53<sup>rd</sup> Street (ambulance route)

Sand to be spread on graded areas and other main STOP sign areas as follows:

4 way STOP signs on 57<sup>th</sup> Street and 49<sup>th</sup> Avenue  
East 49<sup>th</sup> Avenue STOP sign  
East 50<sup>th</sup> Avenue STOP sign  
53<sup>rd</sup> Street STOP signs  
West 50<sup>th</sup> Avenue STOP sign  
STOP sign at Mohawk and Highway 36  
STOP signs at Esso and Highway 36  
STOP signs at Subway (Spiller) road

- **Driveways**

No driveways will be cleaned out, nor will they be blocked by street snow  
Snow is not to be pushed out onto the street

- **Sidewalks**

Sidewalks on both sides of 50<sup>th</sup> Street to be cleaned  
Sidewalks on both sides of 50<sup>th</sup> and 49<sup>th</sup> Avenues to be cleaned  
Sidewalk at Adult Housing to be cleaned  
Sidewalk from Fee and Sons Funeral Home to end of sidewalk heading west to be cleaned  
Sidewalk at Manitou Manor to be cleaned  
Ice skating area to be cleaned  
Food Bank sidewalk and driveway on east side of Food Bank building

- **Alleys**  
Alleys to be graded after Town and airport completed
- **Snow Removal (after hours and evenings)**  
Snow to be removed from 50<sup>th</sup> Street (after hours) as deemed necessary by CAO and/or Public Works Superintendent

Snow to be removed from Firehall to United Church on both sides of 50<sup>th</sup> Avenue as deemed necessary by CAO and/or Public Works Superintendent

Snow to be removed from “School Zone” to R.C.M.P. on both sides of 49<sup>th</sup> Avenue as deemed necessary by CAO and/or Public Works Superintendent

Snow to be removed from all churches as deemed necessary by CAO and/or Public Works Superintendent

Snow to be removed from 48<sup>th</sup> Avenue east (“The Bubble”) after backhoe has piled it up, and there is enough snow to justify the removal (i.e. 2-4 tandem loads) or as deemed necessary by CAO and/or Public Works Superintendent

Snow to be removed from at least one side of 53<sup>rd</sup> Street (Emergency Route) as deemed necessary by CAO &/or Public Works Superintendent (#022.02.01.07)

CARRIED

**RECREATION REPORT**

A copy of the Recreation Report is attached hereto and forms a part of these minutes.

The Rodeo Committee requested the use of some of the town’s equipment in preparation of the rodeo; Council agreed that they could use it.

302.12.13.07 MOVED by Clr. Krys that the February 7<sup>th</sup> Council Meeting be changed to February 6, 2008. CARRIED

303.12.13.07 MOVED by Clr. Moroz that the January 10<sup>th</sup> Council Meeting be changed to January 17<sup>th</sup> and the January 24<sup>th</sup> Council Meeting be changed to January 31<sup>st</sup>, 2008. CARRIED

**ADJOURNMENT**

The meeting was adjourned at 10:15 p.m. CARRIED

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer