

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, November 15, 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

Bob Wescott and Derek Hoffart, Clifton Associates entered the meeting at 7:20 p.m.

**CALL TO ORDER** Mayor James called the meeting to order at 7:20 pm.

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

- New Business:**
- 14. Killam Ag Society
- 15. Flagstaff Training Foundation
- 16. AUMA Convention

CARRIED

**MINUTES**

**REGULAR MTG** MOVED by Clr. Eskra to accept the regular meeting minutes for Nov. 1, 2007.

**NOV. 1, 2007**

CARRIED

**BUSINESS FROM MINUTES**

**GAUME  
SUBDIVISION**

A copy of the Request for Decision for the Gaume Subdivision is attached hereto and forms a part of these minutes.

Council requested that administration prepare a Request for Decision regarding the First Option to Purchase Agreement between the Town of Killam and Countrytown Cottages for the next council meeting.

Trevor Sorken, Prairie Ghost Contracting entered the meeting at 7:30 p.m.

**DELEGATIONS:**

**TREVOR  
SORKEN,  
PRAIRIE GHOST  
CONTRACTING**

Mr. Sorken spoke on the following:

- 1. Dirt Removed from the NE Industrial Subdivision
  - o A copy of a drawing provided by Mr. Sorken is attached hereto and forms a part of these minutes
  - o The dirt removed was re-measured and he came up with 1,040 yards

removed

- Is willing to pay for 1,392 yards – truck measurement
  - Was not aware the town was going to charge him \$6/yard for any dirt taken above 1,000 yards
  - Council asked how much dirt Mr. Sorken believed to be remaining – 10,000-13,000 yards
2. Subdivision at Plan 4078TR
- Mr. Sorken believed that he had completed all of the conditions of subdivision approval
  - He feels septic field system will be suitable for the area
  - Has hired Focus Engineering
  - Has completed bacteria test and pressure test
  - Put in a 4” line and tied into the town’s 8” line
  - Put a service into the cemetery at no charge
  - The toboggan hill is not for public use

Bob Wescott, Clifton Associates presented the following on the Subdivision:

- The Town is responsible to the community to ensure the quality of infrastructure is to our standards
- The water line may become the town’s in the future
- Public health & safety needs to be ensured
- AB Environment has guidelines set for all subdivisions in the Province
- Ground Water Testing and Percolation Testing needs to be done by an engineer with that expertise
- The Development Agreement will clearly spell out the specifications
- Step 1 – waterline needs to be approved by AB Environment
- Step 2 – Ground Water Testing and Percolation Testing to be completed
- Step 3 – Development Agreement negotiations

Trevor Sorken exited the meeting at 7:55 p.m.

Bob Wescott gave Council some idea of what a Bareland Condo Association is all about.

**GAUME  
SUBDIVISION**  
260.11.15.07

Bob Wescott reviewed the plans for the Gaume Subdivision.

MOVED by Clr. Freadrich that the Town of Killam hold off on beginning the Gaume Subdivision for now. **CARRIED**

Bob Wescott and Derek Hoffart exited the meeting at 8:15 p.m.

Scott Walker, Recreation Director entered the meeting at 8:15 p.m.

**SCOTT WALKER,  
RECREATION  
DIRECTOR**

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

Mr. Walker presented the following:

- The gym equipment has been sold and will be removed from the fitness room at month end. The room will be rented out at \$20/hour.
- The Halloween Party was a huge success. The staff worked very hard and volunteered their hours.
- Adamson Exteriors will be installing eavestroughs on the east side of the building at a cost of \$1,060. They will look at the west side and see if it needs to be repaired.
- Scott will work with the Beautification Committee and have trees planted along the sidewalk on the west side of the building.

**NEW BUSINESS**

**AG SOCIETY**

Clr. Krys reported that the Ag Society is in need of members. Their existence is in jeopardy. Ideas were tossed around as to how to get more people interested in sitting on the ag society. Clr. Freadrich, Clr. Krys and Scott Walker will put a recommendation together to present to Council regarding stirring up interest in the Ag Society. They will work with the current members to come up with some ideas.

Scott Walker, Recreation Director exited the meeting at 8:40 p.m.

**BUSINESS ARISING FROM MINUTES:**

**POLICY REVIEW**

A copy of the Request for Decision regarding the Town of Killam Policy Manual is attached hereto and forms a part of these minutes.

261.11.15.07

MOVED by Clr. Krys to adopt the following changes to the Policy Manual:

*1.1 Council*

*1.1.1* Special meetings and open committee meetings will be posted in the Town Office, on the Community TV channel, published in the Community Press, **and post on Town of Killam Website** when time permits.

*1.3 Purchasing Policy*

2. Completed purchase orders must be issued for every purchase of a value exceeding \$500.00.

*1.5 Banking Arrangements*

*1.5.1 Signing Authority*

- Mayor or Deputy Mayor and CAO or ACAO are authorized to sign on behalf of the Town.

1.6 *INSURANCE*

**1.6.1 Chamber of Commerce**

The Chamber of Commerce is included as an additional insured on the Town insurance policy. The Chamber is responsible for the additional insurance premiums incurred. (R95-11-5424)

**1.6.2 Rescue Unit**

Three office workers and three blue collar workers are to be added to the Group Accident Insurance and also the Rescue Unit under fire equipment. (166.20.08.98)

**1.6.3 Killam Community Hall**

The Killam Community Hall is insured under the town insurance policy as additionally insured with the Hall committee paying the premium. (R89-01-1661)

**1.7 ADMINISTRATION SERVICE FEES**

- Tax Certificates ..... **\$20.00**
- Letter of Compliance..... **\$25.00**
- Assessment Information(for non rate payers) ..... \$10.00
- A \$25.00 fee will apply for any historical searches on utilities, taxes, etc. 2 years and over. (R96-03-5504)
- Administration fee for the Killam Municipal Library is \$250.00 per year.
- Administration fee for the Recreation Board is **\$3,600 per year**. All other services rendered to be charged to the Recreation Board as a book figure only.
- **Administration fee for the Sedgewick/Killam Airport is \$250.00 per year.**
- **Administration fee for the Killam Cemetery is \$250.00 per year.**
- **Administration fee for the Sedgewick Killam Natural Gas System is \$1,000.00 per year.**
- **Administration fee for the Killam Municipal Library is \$250.00 per year.**
- **Administration fee for Flagstaff Intermunicipal Partnership Committee is \$0.25/capita/member municipality (in 2007 \$2,243.50 was collected)**

**1.8 NSF CHEQUE FEES**

The charge for every NSF cheque is **\$30.00**. CARRIED

**BOARD MANDATES**

Aleisha Stayura is completing Board Mandates for all Town of Killam Boards and Committees. These should be completed for the next Council Meeting.

**ACAO MATERNITY LEAVE**

262.11.15.07

A copy of the Request for Decision prepared by CAO Ramberg is attached hereto and forms a part of these minutes.

MOVED by Clr. Eskra that Administration waits until a suitable candidate is found and then hire them for the previously agreed price of \$19.18 per hour. In the meantime CAO will hire someone on a casual basis to help as Administration sees fit. CARRIED

**COUNCIL  
RETREAT**

A copy of the Request for Decision prepared by CAO Ramberg is attached hereto and forms a part of these minutes.

263.11.15.07

MOVED by Clr. Krys that the Town of Killam hire Sharon Patriquin from HR Group for \$3,000 plus GST to facilitate a council retreat on January 18, 19 and 20 at the Ramada Inn in Camrose if it is available and if not hold the retreat in Nisku or Leduc.

CARRIED

Council requested administration to ask HR Group if the retreat could be held all day Saturday and all day Sunday instead of Friday night.

**NE INDUSTRIAL  
SIRT REMOVAL**

A copy of the Request for Decision is attached hereto and forms a part of these minutes.

264.11.15.07

MOVED by Clr. Moroz that council proceed with Invitational Bidding by personally contacting known local contractors for their bid. The tenders will close Monday, Nov. 19, 2007 at 12 noon and Council will hold a Special Meeting on Tuesday, November 20, 2007 at 12 noon in Council Chambers to award the tender.

CARRIED

**OFFER TO  
PURCHASE  
TOWN LANDS**

A copy of the letter from Ivan and Elsie Darud indicating their counteroffer of \$650 + surveying costs is attached hereto and forms a part of these minutes.

MOVED by Clr. Fee that the Town of Killam accept the Draud's offer of \$650 and that administration will inform the Darud's when the surveyors are in town so that land can be surveyed at the same time to save on mileage costs.

DEFEATED

The original offer stands.

**NEW BUSINESS**

**COST OF LIVING  
FOR 2008**

A copy of the Request for Decision is attached hereto and forms a part of these minutes.

265.11.15.07

MOVED by Clr. Krys that the Town of Killam grants a cost of living increase of 4.6% to staff beginning January 1, 2008.

CARRIED

**NETWORKING  
MEETING**

A copy of the Request for Decision is attached hereto and forms a part of these minutes.

266.11.15.07

MOVED by Clr. Gordon that Council encourages all council members to attend the evening of networking, further that the Town of Killam pay for the meal of the council and staff in attendance and lastly that office staff be encouraged to attend.

CARRIED

**CHRISTMAS  
LIGHT JUDGING**

A copy of the Request for Decision is attached hereto and forms a part of these minutes.

267.11.15.07

MOVED by Clr. Krys that the Town of Killam council sponsor the Christmas Light Judging again this year with the prizes being the same amounts as last year: 1<sup>st</sup> - \$75, 2<sup>nd</sup> - \$50 and 3<sup>rd</sup> - \$25. It will be held on December 20, 2007 and the Killam Seniors Club members will be asked to judge the competition.

CARRIED

**FLAGSTAFF  
FFCS – ADOPT A  
FAMILY  
CAMPAIGN  
268.11.15.07**

A copy of the Request for Decision is attached hereto and forms a part of these minutes.

MOVED by Clr. Gordon that Town of Killam Council participate in the 2007 Flagstaff Christmas Sharing Adopt a Family, administration will find out what the family consists of and then Council will donate \$40/councilor to the program, further the purchasing and wrapping of gifts will be delegated out to anyone who would like to participate.  
CARRIED

**TOWN OF  
KILLAM FIRE  
DEPARTMENT  
EMERGENCY  
VEHICLE  
SAFETY &  
MAINTENANCE  
PROGRAM  
269.11.15.07**

A copy of the Request for Decision is attached hereto and forms a part of these minutes.

MOVED by Clr. Gordon that:

1. The Town of Killam recognizes the importance of a Safety Program under the Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002) for the safe and effective operation of the Department. The following policies are adopted by resolution of the Town of Killam on November 15, 2007.
2. The Town of Killam recognizes the dangers of and severe penalties for driving in non-conformance with the Alberta Traffic Safety Act and Regulations. This policy will apply to the operation of all department vehicles including all responses relating to structural, hazardous materials and general emergency responses. The administration of this policy is the responsibility of the Safety Officer designated on the Safety Fitness Certificate application or his successors. The Safety Officer is the Fire Chief or Designated Officer.
3. The Town of Killam recognizes the need for proper maintenance of all vehicles. The following vehicle inspections will be conducted to ensure safe and proper operation of Department vehicles and to identify any deficiencies that need correction
4. Monthly Inspection as per Attachment “b” of this policy will be conducted by Fire Chief or Designated Officer.
5. The Town of Killam recognizes the benefits of identifying the disciplinary process for drivers who fail to comply with this policy. This policy will apply to the operation of all department vehicles including all responses relating to structural, hazardous materials and general emergency responses. The administration of the disciplinary process will comply with the policy of the Town of Killam and be administered within the Fire Department by Fire Chief or Designated Officer.

CARRIED

**PRELIMINARY  
BUDGET  
MEETING**

A copy of the Request for Decision is attached hereto and forms a part of these minutes.

This item of business was discussed and a preliminary budget meeting will be held at AUMA Convention and the Preliminary Budget will be ready for approval at the December Council Meeting.

**2008-2010  
PARKLAND  
REGIONAL  
LIBRARY  
BUDGET  
270.11.15.07**

A copy of the 2008-2010 Parkland Regional Library Budget is attached hereto and forms a part of these minutes.

MOVED by Clr. Eskra to accept the 2008-2010 Parkland Regional Library Budget as presented. CARRIED

**IN CAMERA  
INTERIM AUDIT  
& STAFF ISSUE  
9:30 p.m.  
RECONVENE  
9:45 p.m.**

MOVED by Clr. Kryss to go In-Camera to discuss the Interim Audit and a staff issue at 9:30 p.m. CARRIED

MOVED by Clr. Kryss to reconvene at 9:45 p.m. CARRIED

271.11.15.07

MOVED by Clr. Moroz to amend resolution #063.04.11.07 to read “beginning in October of 2008”. CARRIED

**CP RAIL LANDS –  
TRUCKER  
PARKING LOT  
272.11.15.07**

A copy of the Request for Decision is attached hereto and forms a part of these minutes.

MOVED by Clr. Moroz to not proceed with a lease agreement between Town of Killam and CP Rail for a trucker parking lot. CARRIED

**TRAFFIC  
BYLAWS**

Clr. Freadrich brought forth concerns with parking of trucks on town streets and avenues.

The Bylaw Committee will bring recommendations to Council regarding possible amendments to the current Traffic Control Bylaw No. 765.

**BRAED  
COMMUNITY  
INVESTMENT  
READINESS  
273.11.15.07**

A copy of the poster promoting BRAED’s Community Investment Readiness Project Training Seminar is attached hereto and forms a part of these minutes.

MOVED by Clr. Eskra to send up to three people to the Community Investment Readiness Seminar in the Town of Millet. CARRIED

**SEWER FLAT  
CHARGE –  
BRODIE’S  
LOUNGE  
274.11.15.07**

A copy of the Request for Decision is attached hereto and forms a part of these minutes.

MOVED by Clr. Moroz that the Town of Killam bylaw for sewer flat rate for Brodie’s Lounge be the same as a restaurant rate of \$34.00 and change the classification to read “Restaurants/Bars/Lounges”. CARRIED

Administration will bring the amended bylaw to the next council meeting.

**KDBDA ANNUAL  
GENERAL MTG.**

Killam & District Business Development Association will be holding their Annual General Meeting on December 4, 2007 at the Senior’s Centre at 7:30 p.m. Clr. Eskra will attend on the town’s behalf.

**FLAGSTAFF  
TRAINING  
FOUNDATION**

Flagstaff Training Foundation will be having a meeting on Monday, November 19, 2007 at 7:30 p.m. at the Chevraux Centre. Clr. Moroz and Clr. Eskra will try to attend.

**AUMA  
CONVENTION**

The convention is approaching and Mayor James asked that anyone who is unable to attend the Wednesday pre-conference or the banquet on Friday please let administration know as soon as possible.

**CORRESPONDENCE**

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

1. **Reuben & Gerri Link – Thank You:** Thanking council for the lovely bouquet we sent in honour of their 50<sup>th</sup> Anniversary.
2. **UMA Engineering Ltd.:** An invitation inviting Council to attend their Client Appreciation event at the AUMA Annual Convention & Tradeshow. Thursday, Nov. 29 from 6-9 p.m. in the Imperial Ballroom I and II.
3. **Alberta Environment – AUMA Convention & Trade Show:** Alberta Environment is currently scheduling meetings with Municipal Administrators and Councillors on November 29-30. Requesting we contact them asap to arrange a meeting time if you would like. **This may be a good opportunity to meet and discuss subdivision approvals, water line extentions, sewage disposal systems, and recycling funding.**

Council requested administration to set up a meeting with AB Environment during the AUMA Convention.

4. **FCM – Sustainable Community Awards:** These awards are for communities excelling in municipal projects that link economic, social and environmental goals. The categories include: buildings, energy, residential development, solid waste, sustainable community planning, sustainable transportation, wastewater and water.
5. **Killam Baptist Church – Thank You:** Thanking council for the commemorative plaque recognizing their 100<sup>th</sup> anniversary.
6. **Growing Rural Toursin – 8<sup>th</sup> Annual Growing Rural Tourism Conference:** Inviting Council to attend the conference on March 31 – April 2, 2008 at Camrose Regional Exhibition. This year's program will include key change areas – Human Resources, Communication, Technology, Consumers and Tourism Trends. A brochure is available upon request of Council.
7. **Christmas Parade of Lights Committee – 4<sup>th</sup> Annual Christmas Parade of Lights:** The Parade of lights will take place on November 30, 2007 followed by a bonfire behind the Agriplex. The sale of hot dogs and hot chocolate proceeds will be divided between the Christmas Sharing Program and the Agriplex Building Fund. They are requesting Public Works to prepare the bonfire by clearing snow, preparing a pit and gathering wood.

275.11.15.07

MOVED by Clr. Gordon that Town of Killam Public Works do anything they can to assist the Christmas Parade of Lights Committee. CARRIED

**8. Geri Link – Outdoor Skating Area:** Congratulations to all of Council on your election. A letter requesting an outdoor skating area on the town pond system. Public Works would need to supply equipment and manpower to clear snow, erect a sign “Skate at your Own Risk” and supply benches for putting on skates. Mrs. Link would be willing to help (but not by shoveling snow).

Council requested that Public Works take care of a skating area on the town coulee.

**9. Brian Jones – Purchase Book Entitled “Thoughts of Our Canadian Soldiers at War (2008 Edition):** Requesting that Council purchase a book or books at a cost of \$8.00 each. The book is a collection of short stories that pay tribute to the men and women who went off o war, from the Boer War, two World Wars, the Korean War and peacekeeping duties that Canada has played a leading role in helping to maintain peace in the world.

**COUNCIL COMMITTEE REPORTS**

**MAYOR JAMES**

MAYOR JAMES

1. FIP Meeting Report – A copy of which is attached hereto and forms a part of these minutes.
2. Mayor’s & Administrator’s Meeting Report – A copy of which is attached hereto and forms a part of these minutes.

276.11.15.07

MOVED by Mayor James that the Mayor’s & CAOs group cease regular meetings and that FIP Committee have Mayor’s and CAOs at their meeting on a regular basisl. Further that Mayors and CAOs group reserves the ability to meet on an ad hoc basis if required. CARRIED

**CLR. GORDON**

CLR. GORDON

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

The Town of Killam council and staff members who wish to participate will be filling Christmas hampers on December 17, 2007 from 7-10 p.m.

**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.
- ACAO 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.
- DIRT REMOVED AT NE INDUSTRIAL SUBDIVISION** The invoice to Prairie Ghost Contracting for the dirt removed from the pile at the NE Industrial Subdivision is deferred until the Special Meeting on November 20, 2007 at 12 noon in the Council Chambers.
- ADJOURNMENT** MOVED by Clr. Moroz to adjourn at 11 p.m. CARRIED

\_\_\_\_\_  
**Mayor**

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