

Town of Killam Regular Council Meeting

23

Minutes of the regular Council meeting held in Council Chambers of the Town Office, Killam, Alberta, on Thursday, April 3, 2014 commencing at 7:00pm.

- PRESENT**
- | | |
|------------------|------------|
| Bud James | Mayor |
| Darcy Eskra | Councillor |
| Brenda Grove | Councillor |
| Carol Kinzer | Councillor |
| Rick Kryz | Councillor |
| Brenda McDermott | Councillor |
| Kim Borgel | CAO |
- REGRETS**
- | | |
|--------------|------------|
| Diane Gordon | Councillor |
|--------------|------------|
- CALL TO ORDER**
- Mayor James called the meeting to order at 7:00 pm.
- AGENDA**
- MOVED** by Clr. Eskra to accept the Agenda of the April 3, 2014 regular Council Meeting with the addition of:
- NEW BUSINESS**
10. Killam Chamber of Commerce Request
- COUNCIL COMMITTEE REPORTS**
- Clr. Grove**- Flagstaff Waste Management Board
- Clr. Kryz** - Flagstaff Regional Housing Board
- CARRIED**
- DELEGATION**
- KILLAM CHAMBER OF COMMERCE**
- Dan Fee and Rob Hutchinson from the Killam Chamber of Commerce were present at the commencement of the Council Meeting.
- a) Joint Radio Advertising Promotion:
- Request for Town of Killam to participate in a radio advertising promotion through CAM FM and CFCW
 - Reaches those people who are outside the reach of the local newspaper
 - Advertisement is for the Town of Killam and 3 Chamber businesses weekly for the remainder of 2014.
 - Request for Town of Killam to cover 50% of total costs and Chamber businesses will cover remainder of the cost
- b) Day Care/Day Homes
- Chamber is investigating the process for a day care facility
 - 1 regulation is that there needs to be a fenced yard – looking at potentially giving short-term loan for fencing materials to potential day care providers
 - Looking at church basements for potential temporary locations

Dan and Rob exited the Council Chambers at 7:20 p.m.

MEETING MINUTES

**REGULAR
COUNCIL MTG
MINUTES**

March 10, 2014

MOVED by Clr. Eskra to accept the minutes of the March 10, 2014 Regular Council Meeting.

CARRIED

UNFINISHED BUSINESS

DAY CARES

Discussion ensued regarding the need of a day care facility in Killam and how the Town could be involved in helping get it started.

Council requested administration to set up a meeting before the end of spring with key stakeholders who may be interested in looking into day care options.

NEW BUSINESS

TRACTOR TENDER

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

Clr. Krys declared pecuniary interest as he is an employee of one of the tender bid providers.

043.04.03.14

MOVED by Clr McDermott to accept the tender bid for a 2014 Kubota Tractor provided by Rocky Mountian Equipment, Killam in the amount of \$33,500.00 excluding G.S.T.

CARRIED

**BORROWING
BYLAW #825**

BYLAW NO. 825, AUTHORIZING THE COUNCIL OF THE TOWN OF KILLAM TO INCUR INDEBTEDNESS BY THE ISSUANCE OF DEBENTURE IN THE AMOUNT OF \$33,500.00 FOR THE PURPOSE OF THE TOWN OF KILLAM 2014 KUBOTA TRACTOR PURCHASE.

1ST READING
044.04.03.14

MOVED by Clr. Eskra to pass First Reading of Borrowing Bylaw No. 825, authorizing the Town of Killam to incur indebtedness by debenture in the amount of \$33,500.

CARRIED

2ND READING
045.04.03.14

MOVED by Clr. Grove to pass Second Reading of Borrowing Bylaw No. 825, authorizing the Town of Killam to incur indebtedness by debenture in the amount of \$33,500.

CARRIED

**SUBMIT FOR 3RD
READING**
046.04.03.14

MOVED by Clr. McDermott to submit Borrowing Bylaw No. 825, authorizing the Town of Killam to incur indebtedness by debenture in the amount of \$33,500, for Third Reading.

CARRIED UNANIMOUSLY

**3RD & FINAL
READING**
047.04.03.14

MOVED by Clr. Eskra to pass Third and Final Reading of Borrowing Bylaw No. 825, authorizing the Town of Killam to incur indebtedness by debenture in the amount of \$33,500.

CARRIED

- 2014 FINAL BUDGET** A copy of the 2014 Final Budget with an increase of 2% to tax revenue is hereto attached and forms a part of these minutes.
- 048.04.03.14 **MOVED** by Clr. Eskra to accept the 2014 Town of Killam budget that includes a 1.7% increase to the tax revenue collected. **CARRIED**
- FORTIS ELECTRIC DIST. SYSTEM FRANCHISE AGREEMENT BYLAW** **BYLAW NO. 824, AUTHORIZING THE MAYOR AND THE CHIEF ADMINISTRATIVE OFFICER TO ENTER INTO AN AGREEMENT GRANTING FORTIS ALBERTA INC. THE RIGHT TO PROVIDE DISTRIBUTION ACCESS SERVICES WITHIN THE MUNICIPALITY.**
- 1ST READING**
049.04.03.14 **MOVED** by Clr. McDermott to pass First Reading of Bylaw No. 824, authorizing the Mayor and CAO to enter into an agreement with Fortis Alberta Inc. **CARRIED**
- 2ND READING**
050.04.03.14 **MOVED** by Clr. Krys to pass Second Reading of Borrowing Bylaw No. 824, authorizing the Mayor and CAO to enter into an agreement with Fortis Alberta Inc. **CARRIED**
- CAO EVALUATION PROCESS** A copy of the Request for Decision regarding process by which the CAO is evaluated is hereto attached and forms a part of these minutes.
- Council requested the Mayor and Deputy Mayor to draft a new comprehensive process that reflects a 360 degree scan of the environment and bring it back to a future council meeting.
- FLAGSTAFF WASTE SPRING CLEAN-UP OFFER** A copy of Flagstaff Waste Management's 2014 Spring Clean-up Offer to Municipalities is attached hereto and forms a part of these minutes.
- 051.04.03.14 **MOVED** by Clr. Krys to choose Option 1 for the Killam Transfer Site to be open for "free weekend" (16 hours) on May 10 and 11; further that all gate fees will be waived for the customer and will be paid by the Town of Killam. **CARRIED**
- KILLAM & SEDGEWICK COLLABORATION** A copy of a draft Terms of Reference for Killam and Sedgewick Regional Cooperation Working Groups is attached hereto and forms a part of these minutes.
- Council requested that administration forward a copy of the draft to the Town of Sedgewick, for their review, prior to the next joint meeting on April 14th. The document is a working document and a discussion paper for the meeting.
- CHAMBER OF COMMERCE**
052.04.03.14 **MOVED** by Councilor Krys that Brenda Grove be appointed as the Council

Committee representative for the Killam Chamber of Commerce.

CARRIED

**EMPLOYEE
BENEFITS
DEPENDENT LIFE
053.04.03.14**

A copy of a Request for Decision detailing the dependent life insurance options and rates is attached hereto and forms a part of these minutes.

MOVED by Clr. Eskra to have the Town of Killam employees participate in a mandatory Dependent Life Insurance benefit, in the amount of \$68.88 per year per eligible employee, costs are to be shared 50/50 with Employee and Employer, resulting in a \$25,000 life insurance policy for a spouse and \$20,000 life insurance policy for dependents.

CARRIED

**IN CAMERA -
LEGAL ISSUE**

MOVED by Clr. Kryz to go into Camera at 8:13 p.m.

CARRIED

MOVED by Clr. Eskra to go out of Camera at 8:24 p.m.

CARRIED

**KILLAM CHAMBER
OF COMMERCE
AD REQUEST**

Council discussed the Chamber's request for the Town of Killam to participate with chamber businesses in a radio ad promotion and cover 50% of the costs of the promotion for the remainder of 2014.

It fits perfectly into the Town of Killam's Municipal Sustainability Plan in that they will "support the business community and create the supports for business to thrive".

**BUDGET 2014
RESCINDED
054.04.03.14**

MOVED by Clr Kryz to rescind motion number 048.04.03.14, to accept the 2014 Town of Killam budget that includes a 1.7% increase to the tax revenue collected.

CARRIED

**CHAMBER RADIO
AD PROMO
055.04.03.14**

MOVED by Mayor James that the Town of Killam support the Killam Chamber of Commerce radio ad promotion, at a cost to the Town of \$6,500; further, Administration is to re-work the 2014 budget so that the cost be funded through the advertising and tourism budget.

CARRIED

CORRESPONDANCE

1. **Alberta Municipal Affairs letter to Flagstaff County** – Funding committed to seniors housing. They are prepared to coordinate a meeting to discuss the current plans and additional considerations.
2. **Agrium & Communities in Bloom** – Invitation to apply to the 2014 Community Green Spirits Program and Grant.

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3. **Closer to Home (C2H) Smaller Centres Water and Wastewater Capacity Renewal Initiative**
4. **Killam Chamber of Commerce** – Meeting minutes from the March 19, 2014 Chamber meeting.
5. **Village of Galahad – Flagstaff Regional Housing Grant for Senior's Housing** – Letter to the Minister of Municipal Affairs requesting to meet regarding such.
6. **Go East of Edmonton Regional Tourism Organization** – March 2014 Newsletter.

Mayor James will attend the Go East of Edmonton AGM on April 28, 2014.

7. **Alberta Municipal Affairs** – Letter notifying town of approval for capital funding for the McRae Industrial Subdivision Road Construction.
8. **Alberta Tourism, Parks and Recreation** – Letter notifying of the incentive to install or replace tourism attraction highway signs.
9. **Leon Benoit – Prime Minister Harper to recognize Canada's volunteers** - Invitation to participate in the 2014 Prime Minister's Volunteer Awards. Deadline for nominations will be May 9, 2014.
10. **Town of Hardisty – Rural Integrated Lodge in Flagstaff County** - Letter to Flagstaff Regional Housing regarding their support in the concept of a Rural Integrated Lodge facility in the Flagstaff region.
11. **Worker's Compensation Board National Day of Mourning** Marking April 28th as the National Day of Mourning and requesting town displays their poster.
12. **Village of Heisler** –
 - a) **Review of Fire Services Agreement** – Copy of letter to the Flagstaff Emergency Services Committee requested amendment to fire services agreement.
 - b) **Review of Protocol for Regional Cooperation** Letter requesting 1 amendment to the protocol.
13. **Alberta Health Services Health Advisory Councils** – Explanation of Health Advisory Councils.
14. **Village of Forestburg:**
 - a) **Regional Fire Chief Services Agreement** – request for amendments to current agreement.
 - b) **Fire Services Agreement** – Request for amendments to the current agreement.
15. **Town of Sedgewick – Protocol for Regional Cooperation** - Letter requesting consideration for 3 amendments to the protocol.
16. **Village of Strome – Flagstaff Regional Housing Group – Grant for Seniors' Housing** – Village of Strome welcomes a meeting with industry partners to discuss housing needs.
17. **Killam Community Hall Development Society – Killam Community Hall Lighting Project** – Request for funding assistance for the upgrades of lights from T-12 to T-8.

Council deferred the decision on the funding request from the Killam

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Community Hall Board seeking further information on their budget and plans on how they will deal with increased cost into the future.

18. **The Wetaskiwin Quilters Group** – Invitation to the 2014 biennial Quilt Show, Friday, June 13 and Saturday June 14, 2014.

19. **Government of Alberta** - Looking for individuals who live, work, play and have an interest in the North Saskatchewan Region.

20. **Flagstaff Carvers** - Request for financial assistance in the form of lowered rent for the months of May – August.

**FLAGSTAFF
CARVERS**
056.04.03.14

MOVED by Clr Kryz to deny the request for lower rent for the months of May, June, July and August made by the Flagstaff Carvers but that the Town will cover costs of materials for maintenance and repairs of the exterior of the building. **CARRIED**

21. **AUMA** – Looking for Class D Director Position on the Alberta Capital Finance Board.'

22. **Battle River School Division #31 – BRSD Board Meeting Highlights – March 28, 2014**

23. **Killam Chamber of Commerce** – Meeting minutes from the April 1, 2014 Chamber meeting.

24. **Alberta Municipal Affairs** – Invitation to submit to the Minister's Awards for Municipal Excellence.

**CORRESPONDENCE
ACKNOWLEDGED**
057.04.03.14

MOVED by Clr. Kryz to accept the correspondence for April 3, 2014 as information. **CARRIED**

COUNCIL COMMITTEE REPORTS

Mayor James

a) Flagstaff Regional Economic Development Workshop

A copy of Mayor James report with details of the Flagstaff Regional Economic Development Workshop he attended is hereto attached and forms a part of the minutes.

b) Mayor's Report (March)

A copy of Mayor James report with details of the events and activities attended during the month of February is hereto attached and forms a part of the minutes.

c) BRAED Report

A copy of Mayor James report with details of the BRAED Board of Director's Meeting he attended is hereto attached and forms a part of the minutes.

Clr. McDermott

d) Killam Library Report

A copy of Councilor McDermott's report with details of the Killam Library Meeting she attended is hereto attached and forms a part of the minutes.

Clr. Kinzer

e) Flagstaff Family & Community Services March Report

A copy of Councilor Kinzer's report with details of the FFCS Meeting she attended is hereto attached and forms a part of the minutes.

Clr. Eskra

f) Flagstaff Emergency Services Committee Report

A copy of Councilor Eskra's report with details of the Flagstaff Emergency Services Committee Meeting he attended is hereto attached and forms a part of the minutes.

Clr. Grove

g) Flagstaff Regional Solid Waste Report

Clr. Grove gave a verbal report with the details of the Flagstaff Regional Solid Waste Board Report Meeting she attended:

- Strategic planning sessions are scheduled for April 28 and May 5.
- County Contract is up at end of April.
- Spring Clean-up options have been sent to municipalities
- Purchased 8 – 6 yard bins and 16 – 3 yard bins
- Looking at different recycling options

Clr. Kryz

h) Flagstaff Regional Housing Report

Clr. Kryz gave a verbal report with the details of the Flagstaff Regional Solid Waste Board Report Meeting he attended:

- Strategic Planning Meeting was cancelled
- Approved the 2013 Audit - \$23,000 surplus
- Have agreed to meet with both the Ministry of Health and the Ministry of Housing to explore the option of a Integrated Health Facility.

COMMITTEE REPORTS

ACTION ITEMS

A copy of the March 10, 2014 Action Items list is hereto attached and forms a part of the minutes.

CAO REPORT

A copy of Kari Fox-Newby's report on the Growing Alberta Tourism Conference is hereto attached and forms a part of the minutes.

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FINANCIAL STATEMENTS

Copies of the financial reconciliation reports are hereto attached and form a part of the minutes.

TOWN OF KILLAM

February

a) Town of Killam (February)

- i) Balance Sheet
- ii) Income Statement

MOVED by Clr. Eskra to adopt the February 2014 Town of Killam Balance Sheet and Income Statement. **CARRIED**

iii) Reconciliation Sheets

MOVED by Clr. Kryz to adopt the February 2014 Reconciliation Sheets for BRCU Payroll and ATB Utilities accounts. **CARRIED**

RECREATION BOARD

February

b) Recreation Board (February)

- i) Balance Sheet
- ii) Income Statement

MOVED by Clr. McDermott to adopt the February 2014 Recreation Board Balance Sheet and Income Statement. **CARRIED**

iii) Reconciliation Sheets

MOVED by Clr. Grove to adopt the February 2014 Reconciliation Sheets for the Recreation Board's ATB General and ATB Payroll accounts. **CARRIED**

BOARDS

February

c) Boards

i) Killam Public Library (February)

KILLAM LIBRARY

MOVED by Clr. McDermott to adopt the February Killam Public Library account reconciliations. **CARRIED**

ii) Sedgewick Killam Natural Gas System (February)

SKNGS

MOVED by Clr. Eskra to adopt the February Sedgewick Killam Natural Gas System account reconciliations. **CARRIED**

ADJOURNMENT

The meeting was adjourned at 10:20 p.m.

Mayor

Chief Administrative Officer

Date

Date