

Minutes of the regular Council meeting held in Council Chambers of the Town Office, Killam, Alberta, on Wednesday, December 16, 2015 commencing at 7:00pm.

PRESENT	Bud James	Mayor
	Darcy Eskra	Councillor
	Diane Gordon	Councillor
	Brenda Grove	Councillor
	Carol Kinzer	Councillor
	Rick Kryz	Councillor
	Brenda McDermott	Councillor
	Kim Borgel	CAO
	Darlene Gotobed	Recording Secretary

AGENDA **MOVED** by Clr. Eskra to accept the Agenda of the December 16, 2015 regular Council Meeting with the addition of:

NEW BUSINESS

4. In Camera – Personnel

COUNCIL COMMITTEE REPORTS

4. Clr. Kryz

a) Recreation Board

CARRIED

MINUTES

REG MTG MINUTES **MOVED** by Clr. McDermott to approve the regular meeting minutes of Council
 NOV 19, 2015 for Thursday, November 19, 2015.

CARRIED

UNFINISHED BUSINESS

FUNDING REQUEST A copy of the November 19, 2015 RFD regarding the request made for
 MENNONITE LIAISON financial assistance for the Flagstaff Mennonite Liaison Program is hereto
 PROGRAM attached and form a part of the minutes.

223.12.16.15 **MOVED** by Clr. Grove that the Town of Killam, due to budgeting constraints for
 2015, not contribute to the funding of the Flagstaff Mennonite Liaison
 Program.

CARRIED

TOK POLICY 1.12 A draft copy of Town of Killam Policy #1.12, Charitable Donations &
 DONATIONS & Solicitations, is hereto attached and forms a part of the minutes.
 SOLICIATIONS

224.12.16.15 **MOVED** by Clr. Kryz that Town of Killam Policy #1.12, Charitable Donations &
 Solicitations, be accepted and implemented as presented.

CARRIED

SERVICE A copy of the RFD regarding actual costs for new connection services, as well as
CONNECTION FEES the Resident letter requesting connection fees be waived, is hereto attached
 and forms a part of the minutes.

225.12.16.15 **MOVED** by Mayor James that the Town of Killam approve a new rate of \$100 for connection of new water/sewer services retroactive to January 1, 2015;

Further, that property owners who have been charged the old rates in 2015, be credited back the old fees of \$450, and charged according to the newly established rates for new water and sewer services;

In addition, as of January 1, 2016, for new construction, when a water meter is installed the home owner will be invoiced the cost of that water meter.

CARRIED

NEW BUSINESS

DEVELOPMENT & PERSONNEL ISSUES Proceedings moved in-camera to discuss a development matter.

IN-CAMERA **MOVED** by Clr. Gordon to go in camera at 7:12pm
7:12PM

CAO Borgel and D. Gotobed were excused from Council Chambers at 7:17pm for Council to continue discussion of item of:

NEW BUSINESS

4. In Camera – Personnel

RECONVENE **MOVED** by Clr. Krys to reconvene at 7:43pm.
7:43PM

CARRIED

2016 CAO WAGES
226.12.16.15 **MOVED** by Clr. Krys to pay CAO Borgel \$95,000, an increase of \$10,000 from 2015, effective January 1, 2016.

CARRIED

KILLAM CEMETERY DONATIONS A copy of the RFD discussing the options for the Killam Cemetery donations is hereto attached and form a part of the minutes.

227.12.16.15 **MOVED** by Clr. Krys to put the \$5,000 donation to the Killam Cemetery in reserves for 2015, to be used in 2016 upon decision and recommendation of the Killam Cemetery Board.

CARRIED

TOK ADMINISTRATIVE COSTS A draft copy of Town of Killam Policy #1.9, Administration Service Fees, as well as a summary of comparisons of local municipalities, is hereto attached and form a part of the minutes.

228.12.16.15 **MOVED** by Mayor James that Town of Killam Policy #1.9. Administration Service Fees, be amended as of January 1, 2016 to update costs of:

- Tax Certificates - \$25
- Certificate of Compliance - \$150
- NSF Cheque Fee - \$50
- False Alarm Calls -\$250

CARRIED

CORRESPONDENCE

1. **Town of Sedgewick** – 2016 FFCS Budget – Letter of approval of the 2016 FFCS budget.
2. **Town of Sedgewick** – SKNGS recommendations - Approval of the 2016 SKNGS Budget, approval to purchase new financial software program and to decrease number of meetings to 2 per year.
3. **Town of Sedgewick** – FIP Governance Study – Acceptance of the recommendations in principle and that a facilitator be contracted to guide the process.
4. **Town of Sedgewick** – Requesting Flagstaff County rescinds their motion to not enter into a fire agreement with the Town of Sedgewick.
5. **Flagstaff Beaver Early Childhood Coalition** – A copy of results from their early childhood development survey.
6. **Alberta Municipal Affairs** - Letter to the library inviting application for the Ministers Awards for Excellence in Public Library Service.
7. **Town of Daysland** – Fire Services Agreement – Letter to Flagstaff County requesting that they consider extending the fire agreement to Dec. 31, 2017.
8. **Flagstaff County** – Operational Funding for the Flagstaff Aquatic Centre – Notice that they denied our request for funding.

Following review, Council requested that Administration arrange a supper meeting with the members of Flagstaff Council to further discuss matters of operational funding for the Flagstaff Regional Aquatic Centre.

9. **Village of Lougheed** – Flagstaff Mennonite Liaison Program – Letter stating they will continue to provide office space one day per week at a cost of \$100/month but no additional funds will be given.
10. **Village of Lougheed** – 2016 FFCS Budget – Letter approving the 2016 FFCS Budget.
11. **Village of Lougheed** – 2016 Flagstaff Waste Management Budget - Letter approving the 2016 FRSWM Budget.
12. **Killam Chamber of Commerce** – Copy of the minutes from their December 3, 2015 meeting.
13. **Flagstaff County – Rescue Services Agreement** – Letter notifying us that Town of Hardisty has approved the Rescue agreement with Flagstaff and therefore they no longer require our assistance to cover that additional area.
14. **Alberta Municipal Affairs – Approval of MSI Capital Projects** – Water Main Upgrade and Town Office Rehabilitation.

15. **Flagstaff County – FIP** – Letter to FIP stating that they would like to re-join the committee and recognize the importance of the Regional Governance Study, with representatives being Gunnar Albrecht and Jim Matthews.
16. **Interagency Meeting** – Meeting minutes from their December 1, 2015 meeting.
17. **Town of Sedgewick – 2016 Flagstaff Waste Budget** – A letter to Flagstaff Waste notifying them of Sedgewick approval of the 2016 budget.
18. **Town of Sedgewick – Mexican Mennonite Liaison Program Financial Request** - A letter to the Mexican Mennonite Liaison Program notifying them the Sedgewick will not provide financial support, but would be willing to send a letter to the provincial/federal governments to help with advocating efforts.
19. **Village of Forestburg** – Letter to the FIP Committee to approve the recommendations of the Flagstaff Governance Study Executive as prepared by 13 Ways Inc.
20. **Village of Forestburg** – Approval to go ahead and apply for grant funding to allow moving forward with the recommendations from 13 Ways Inc.
21. **Wellness Alberta** – Letter requesting support for the Wellness foundation which will benefit Albertans. The letter includes a listing of Wellness Foundation Policy recommendations.
22. **Town of Hardisty**– 2016 Flagstaff Waste Management Budget – Letter of approval of the 2016 Flagstaff Waste Management budget.
23. **Town of Hardisty** – response letter to Forestburg Library requesting to come together to discuss a common funding intuitive to be able to approach Flagstaff for funding for libraries.
24. **Flagstaff County** – Invitation to the Business Partnership Breakfasts being held Jan. 26, Feb. 25 and March 29.

**CORRESPONDENCE
ACKNOWLEDGED**

229.12.16.15

MOVED by Clr. Gordon to accept the correspondence for December 16, 2015 as information.

CARRIED

COUNCIL COMMITTEE REPORTS

1. Mayor James

a) Mayor's Report to Council

A copy of Mayor James' report highlighting the events and meeting attended on behalf of the Town of Killam for the month of November is hereto attached and form a part of the minutes.

b) Flagstaff Intermunicipal Partnership

A copy of the report prepared by Mayor James from the December 14, 2015 FIP meeting is hereto attached and forms a part of the minutes.

**“13 WAYS INC.”
NAMED
FACILITATOR
230.12.16.15**

MOVED by Mayor James to approve FIP recommendation to hire “13 Ways Inc.” to facilitate carrying out the recommendations of the 13 Ways Executive Summary, pending development of a job description and funding availability.

CARRIED

**“13 WAYS INC.”
RECOMMEND-
ATIONS
231.12.16.15**

MOVED by Mayor James to approve the following recommendations of the “13 Ways Inc. Executive Summary” report as listed:

- a) The Flagstaff Intermunicipal Partnership should proceed with the Business Case: Conduct an Infrastructure Needs Assessment and Capital Asset Plan for all its member communities. The Flagstaff Intermunicipal Partnership should engage Alberta Municipal Affairs to secure funding to complete The Business Case.
- b) The Flagstaff Intermunicipal Partnership should proceed with co-participation and co-investment in execution of a Regional Economic Development Plan through FIP. Members may wish to consider contracting this work to an outside consultant, or proceed internally.
- c) The Flagstaff Intermunicipal Partnership should retain a consultant to act as a facilitator, negotiator and broker to manage issues that arise, as the process continues over several years, to ensure FIP members remain focused on, and committed to, the process and approved recommendations.
- d) The Flagstaff Intermunicipal Partnership should develop a Regional Communications Strategy to ensure all residents and stakeholders in its communities understand the issues and the options, and to allow local leaders to engage with their communities and garner support for efforts to build a robust New Governance Model.
- f) The Flagstaff Intermunicipal Partnership should consider beginning the work of developing a framework for a New Governance Model before the Business Case is completed, to ensure momentum is continued, to ensure a solution is always the focus, and to inform the Regional Communications Strategy. An outside consultant should be retained for the research and negotiations

associated with this process.

- g)** The Flagstaff Intermunicipal Partnership should prepare the Business Case, the Regional Economic Development Plan, and the New Governance Model framework on timelines that presume the 2017 Municipal Elections results will be a plebiscite on their work and proposal.

Further; Item “**e)** The Flagstaff Intermunicipal Partnership should agree to support advancing toward a Single Tier Urban/Rural Municipal Government with implementation to be completed no later than 2021.” as presented, was not approved as it currently reads for Town of Killam Council sees it too narrowly defined, as there are other options available that need to be explored moving forward through this process, and more information and education is necessary before Town of Killam can commit. **CARRIED**

**FUNDING
OPPORTUNITIES
RE: REGIONAL
GOVERNANCE
232.12.16.15**

MOVED by Mayor James that Town of Killam approve FIP recommendation to apply for funding from 4 available grants as follows:

- a.** Municipal Restructuring Grant for \$150,000 to develop a business case and a communications strategy; and
- b.** Intermunicipal Collaboration process for \$350,000 to undertake an infrastructure assessment of all above-ground infrastructure in the Flagstaff Region with the grant being administered by Flagstaff County;
- c.** Intermunicipal Collaboration process for \$350,000 to undertake an infrastructure assessment of all under-ground infrastructure in the Flagstaff Region with the grant being administered by the Town of Killam;
- d.** Alberta Community partnership – Mediation and Cooperative Component Grant for \$40,000 to retain a consultant to act as a facilitator for the remainder of the Regional Governance Project with matching funds being taken in-kind through CAO hours as well as being funded through reserves held by Flagstaff Intermunicipal partnership.

**UNDERGROUND
INFRASTRUCTURE
ASSESSMENT
LEAD PARTNER
233.12.16.15**

CARRIED

MOVED by Mayor James that Town of Killam assume the role as lead partner for the underground infrastructure assessment project in the Flagstaff County

region.

CARRIED

2. Clr. Grove

a) Flagstaff Regional Solid Waste Management

A copy of the minutes from the November 23, 2015 Organizational and Regular meetings held by Flagstaff Regional Solid Waste Management are hereto attached and form a part of the minutes.

Clr. Grove will confirm with Flagstaff Waste regarding what alternative dates will be used should garbage trucks not run on scheduled days due to cold weather (-32 and lower).

b) Community Advisory Committee

A copy of the report prepared by Clr. Grove summarizing the October 26, 2015 Flagstaff Regional Solid Waste Management meeting is hereto attached and forms a part of the minutes.

3. Clr. Kinzer

a) Flagstaff Family and Community Services Committee

A copy of the Clr. Kinzer’s report for the Flagstaff Family and Community meeting held on December 9, 2015 is hereto attached and forms a part of the minutes.

4. Clr. Krys

a) Killam Recreation Board

A copy of the report presented by Clr. Krys for the Killam Recreation Board decision regarding the use of the old Bowling Alley space at the Killam Agriplex is hereto attached and forms a part of the minutes.

**MULTIPURPOSE
ROOM RENTAL
RATES**

234.12.16.15

MOVED by Clr. Krys to approve recommendation of the Killam Recreation Board that, effective March 1, 2016, all user groups will be required to pay for every usage of the Multipurpose Room at the following rates:

- Bookings 3 months prior to event - \$10 / hour
- Bookings less than 3 months – half the regular rental rates as needed (\$15/ hour, \$50 day use, \$62.50 evenings)
- All user groups will be required to complete a rental agreement and is responsible for leaving the room clean, damage deposit rates will apply.

CARRIED

**BOWLING ALLEY
SPACE RENTAL**

235.12.16.15

MOVED by Clr. Krys to accept S&M Fitness’ (Steph Jacobsen) offer to lease the old bowling alley space on a 3 year agreement for \$800/month; further, the agreement shall read “should utility costs increase over 15%, the contract will

be reassessed by both parties.”

CARRIED

**FUNDING FOR
RENOVATIONS**

236.12.16.15

MOVED by Clr. Krys to accept Killam Recreation Board recommendation to complete all the items listed by S&M Fitness that include, flooring, walls, painting and mirrors for an estimated total cost of \$32,844 to be funded by 2015 budgeted amount of \$8,000, \$8,800 from 2016 rental income, and the remaining \$16,044 (up to \$20,000) from projected 2015 surplus/reserves.

CARRIED

COMMITTEE REPORTS

ACTION ITEMS

A copy of the November 19, 2015 Action Items List is hereto attached and forms a part of the minutes.

CAO REPORT

A copy of the report prepared by CAO Borgel for December 16, 2015 is hereto attached and forms a part of the minutes.

Clr. Eskra recommended that the Town of Killam and Flagstaff County jointly forward letters of appreciation to the employers of the volunteer firefighter members.

**PUBLIC WORKS
REPORT**

A copy of the report for Council, prepared by D. Berrecloth for December 16, 2015 is hereto attached and forms a part of the minutes.

**DIRECTOR OF
COMMUNITY
SERVICES REPORT**

Director of Community Services, C. Jackson’s report to Council for December 16, 2015 is hereto attached and forms a part of the minutes.

**FINANCIAL
STATEMENTS**

Copies of the financial reconciliation reports for the month of November are hereto attached and forms a part of the minutes.

TOWN OF KILLAM

a) Town of Killam (November)

- i) Balance Sheet
- ii) Income Statement
- iii) Reconciliation Sheets

237.12.16.15

MOVED by Clr. Eskra to adopt the November 2015 Balance Sheet, Income Statement and Reconciliation Sheets for BRCU General, Payroll and ATB Utilities accounts.

CARRIED

**RECREATION
BOARD**

b) Recreation Board (November)

- i) Balance Sheet
- ii) Income Statement

Town of Killam Council Meeting

iii) Reconciliation Sheets

238.12.16.15

MOVED by Clr. Krys to adopt the November 2015 Recreation Board Balance Sheet, Income Statement and Reconciliation sheets.

CARRIED

BOARDS

c) Boards

LIBRARY

i) Killam Public Library (November)

239.12.16.15

MOVED by Clr. McDermott to adopt the October 2015 Killam Public Library account reconciliations.

CARRIED

SKNGS

ii) Sedgewick Killam Natural Gas System (November)

240.12.16.15

MOVED by Clr. Gordon to adopt the November 2015 Sedgewick Killam Natural Gas System account reconciliations.

CARRIED

Clr. Krys shared with Council an invitation to the Fire Department’s Service Recognition Celebration to be held on Friday, January 8, 2016. Please RSVP CAO Borgel if you can attend prior to December 30, 2015.

ADJOURNMENT

The meeting was adjourned at 8:56 p.m.

Mayor

Chief Administrative Officer

Date

Date