

Town of Killam Regular Council Meeting

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Minutes of the regular Council meeting held in the Council Chambers of the Town Office, Killam, Alberta, on Thursday, March 17, 2016 commencing at 7:00pm.

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

ABSENT Clr. Eskra was absent with regret.

CALL TO ORDER Mayor James called the meeting to order at 7:00p.m.

DELEGATION A copy of a Flagstaff Family & Community Services information brochure is hereto attached and forms a part of the minutes.

**FLAGSTAFF FAMILY
& COMMUNITY
SERVICES**

L. JENKINSON
B. GROVE

Lynne Jenkinson and Brooke Grove, representing Flagstaff Family and Community Services, were present as the meeting was called to order. A presentation was made on the programs and partnerships this organization has been bringing to the Flagstaff County region. With changes in government, the program was fortunate to receive a 20% increase in funding for 2016.

Some recent successes and services of the Flagstaff Family & Community Services organization include:

- "Skills Link" is new to the community. This program assists persons to be more job ready by teaching both job and life skills. This is a 6 month session that includes 3 months classroom and 3 months practicum training. Based in Lougheed, currently 15 people are enrolled.
- "Nights Alive", a program for teens aged 14-17, has seen an increase in users. Attendance ranges from 20 teens weekdays, up to 40 teens on the weekends. A wide range of activities are offered, from cooking and baking, shopping trips, or how to change oil on your car.
- "Care A Van" provides an alternative for those who may not have the capability of traveling to larger centers for medical appointments. Program has become very successful, and would welcome more volunteer drivers.
- Child Intervention Forms are now available at the FFCS Office.

Completing their presentation, Mrs. Jenkinson and Mrs. Grove exited Council Chambers at 7:26pm.

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AGENDA

MOVED by Clr. Gordon to accept the Agenda of the March 17, 2016 regular Council meeting with the additions of:

COUNCIL COMMITTEE REPORTS

4. Clr. Kryz

- a) Flagstaff Regional Housing (Verbal Report)
- b) Killam Recreation Board (Verbal Report)

5. Clr. McDermott

- a) Killam Public Library (Verbal Report)

CARRIED

MINUTES

SPECIAL MTG MINUTES

FEB 15, 2016

MOVED by Clr. Grove to approve the Special Meeting minutes of Council for Monday, February 15, 2016.

CARRIED

REG MTG MINUTES FEB 18, 2016

MOVED by Clr. McDermott to approve the updated Regular Meeting minutes of Council for Thursday, February 18, 2016.

CARRIED

UNFINISHED BUSINESS

No items of Unfinished Business were brought forward.

NEW BUSINESS

LETTER OF SUPPORT KILLAM FIRE DPT

039.03.17.16

A draft copy of the proposed Letter of Support for the Killam Fire Department to participate in the Medical First Response Program is hereto attached and forms a part of the minutes.

MOVED by Clr. Kryz to forward a Letter of Support to Alberta Health Services, acknowledging the Killam Fire Department will participate in the Medical First Response (MFR) Program and that the Town of Killam supports the Killam Fire Department adopting the provincial standard for MFR including Medical Direction, Medical Control Protocols, Patient Care Documentation and Quality Assurance.

CARRIED

SDAB MEMBER RE-APPOINTMENT

040.03.17.16

A copy of the letter from the Flagstaff Regional Subdivision & Development Appeal Board is hereto attached and forms a part of the minutes.

MOVED by Clr. McDermott to accept recommendation of the Flagstaff Regional Subdivision & Development Board to re-appoint Linda Simpson and Trent Swainson as board members for an additional three year term, effective immediately.

CARRIED

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MUNICIPAL DEVELOPMENT PLAN REVIEW

A copy of the Killam Municipal Development Plan, as well as a letter from West Central Planning Agency estimating the cost of having the Killam Municipal Development Plan reviewed, is hereto attached and forms a part of the minutes.

LAND & LEGAL

The Agenda's item New Business "5. In Camera - Land & Legal" session pertains to the information related to the Municipal Development plan. Mayor James requested that proceedings move In Camera to discuss these issues further.

IN-CAMERA

7:30PM

MOVED by Clr. Gordon to move in camera at 7:30pm.

CARRIED

RECONVENE

7:49PM

MOVED by Clr. Krys to reconvene regular Council session at 7:49pm. **CARRIED**

REVIEW OF MDP

041.03.17.16

MOVED by Clr. Krys that Administration proceed with having West Central Planning Agency complete a review of the Town of Killam Municipal Development Plan for the cost of \$4,275 that will be funded from Reserves.

CARRIED

BYLAW NO. 834 MUNICIPAL PLANNING COMMISSION

A copy of draft Bylaw No. 834, the Town of Killam Municipal Planning Commission Bylaw, is hereto attached and forms a part of the minutes.

BYLAW NO. 834, BEING A BYLAW OF THE TOWN OF KILLAM, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE TOWN OF KILLAM MUNICIPAL PLANNING COMMISSION.

1ST READING

042.03.17.16

MOVED by Clr. Gordon to accept First Reading of Bylaw No. 834, the Town of Killam Municipal Planning Commission Bylaw.

CARRIED

2ND READING

043.03.17.16

MOVED by Clr. Krys to accept Second Reading of Bylaw No. 834, the Town of Killam Municipal Planning Commission Bylaw.

CARRIED

SUBMIT FOR

3RD READING

044.03.17.16

MOVED by Clr. McDermott to submit Bylaw No. 834, the Town of Killam Municipal Planning Commission Bylaw, for Third Reading.

CARRIED UNANIMOUSLY

3RD & FINAL

READING

045.03.17.16

MOVED by Clr. Grove to accept Third and Final Reading of Bylaw No. 834, the Town of Killam Municipal Planning Commission Bylaw.

CARRIED

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A meeting of the Municipal Planning Commission will take place on Tuesday, March 22, 2016, beginning at 5:00pm in the Council Chambers at the Killam Town Office.

DESIGNATED OFFICER

046.03.17.16

MOVED by Clr. Gordon to appoint the Chief Administrative Officer of the Town of Killam to the office of Designated Officer, created pursuant to Section 10.1 of the Town of Killam Land Use Bylaw, being Bylaw No. 809. **CARRIED**

REAL ESTATE AGENT RFP AWARDED

A copy of the RFP results and the tenders received for the position of Real Estate Broker for the Town of Killam is hereto attached and forms a part of the minutes.

Mayor James claimed pecuniary interest and exited Council Chambers at 7:52pm; discussion of the results of the Request for Proposal was reviewed.

CENTURY 21

K. Cannady
047.03.17.16

MOVED by Clr. Gordon to accept recommendation and enter into contract for a two year term with Karen Cannady, Century 21, for the purpose of marketing the following vacant lands located within the Town of Killam:

INDUSTRIAL LAND:

1. Lands located at 5309-44 Street, in the Town of Killam, Alberta, which lands are legally described as Plan 992 6331, Lot 5, excepting thereout all mines and minerals. The total area of this property is 12.23 acres and could be sold as one piece or subdivided to suite a buyer's needs.
2. Lands located at 4405-54 Avenue, in the Town of Killam, Alberta, which lands are legally described as Plan 122 0260, Block 2, Lot 2, excepting thereout all mines and minerals. The total area of this property is 3.14 acres.
3. Lands located at 4405-53 Avenue, in the Town of Killam, Alberta, which lands are legally described as Plan 092 2380, Block 1, Lot 2, excepting thereout all mines and minerals. The total area of this property is 5.02 acres.

RESIDENTIAL LAND:

1. Lands located at 5020-53 Street, in the Town of Killam, Alberta, which lands are legally described as Plan 6024AC, Block 11, Lot 11, excepting thereout all mines and minerals. The size of this residential lot is 50ft x 120ft.
2. Future Residential Subdivision currently legally described as Plan 477 CL, Lot 1. The first phase of this residential subdivision containing 16 residential lots will be available for sale in the summer of 2016. Sizes of the lots range from 700m² to 1,500m². A copy of the Plan is attached to this document.

CARRIED

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Mayor James re-entered Council Chambers and rejoined proceedings at 7:55pm.

CORRESPONDENCE

1. **Town of Sedgewick** – Community Peace Officer Services – Notice that they would like to continue with the paid services.
2. **Town of Sedgewick** – SCADA Upgrades – Letter to FIP that they approved the relocating the SCADA system to Hardisty and to enter into a 1-year IT maintenance Contract with Second Floor Computers.
3. **Town of Sedgewick** – 2016 Revised FIP Budget – Letter to FIP giving notice of their approval of the revised 2016 FIP Budget.
4. **Covenant Health** – Killam – invitation to the 85th Anniversary of the Killam Ladies Auxilians Celebration on March 16.
5. **Communities in Bloom** – Invitation to participate in 2017.
6. **Town of Daysland** – 2016 Revised FIP Budget – Letter to FIP giving notice of approval of the 2016 revised FIP budget.
7. **Town of Daysland** – SCADA Upgrades – Letter to FIP stating that they will not participate in the SCADA system upgrades.
8. **Flagstaff Waste Management** – Offer to Close Killam Transfer Site – Letter stating that the Flagstaff Waste Board accepted the Regional Transfer Site Service Plan as information.
9. **Samson Cree Nation** – Objection to Killam Sporting its ‘old’ Indians Hockey Team name and logo on signage.
10. **Wainwright & District Business Partnership** – invitation to their Earn Business Partnership Breakfast on March 23 in Wainwright.
11. **Alberta Rural Physician Action Plan (RPAP)** - Looking for support and input as to the valuable contribution of RPAP.

**RPAP LETTER OF
SUPPORT**
048.03.17.16

MOVED by Mayor James that the Town of Killam forward a letter in support of the positive benefits the Rural Physician Action Plan (RPAP) has had on the Flagstaff County community. **CARRIED**

12. **Killam Chamber of Commerce** – A copy of the minutes from the Thursday, March 3, 2016 Chamber of Commerce Meeting.
13. **Flagstaff County** – Flagstaff Regional Aquatic Centre – Notice that they will not provide additional funding for 2016 and encouragement to attend Ag Society Meetings to seek funding from them.

**PEACE OFFICER
SERVICES
AGREEMENT**
049.03.17.16

14. **Flagstaff County** – Peace Officer Services – Requesting the Town of Killam to enter into the termination agreement for the Peace Officer Services and enter into new agreement for free service.

MOVED by Clr. McDermott to approve to sign both the Peace Officer Services Termination Agreement as well as the new Peace Officer Services Agreement, both of which begin as of March 1, 2016 and remain in effect until February 28, 2017. **CARRIED**

15. **Flagstaff County** – Fire Services – Notice that they are entering into agreement with Town of Sedgewick for fire services effective April 1, 2016 and to enter into amended agreement which reflects that we will no longer be providing fire services to the Sedgewick rural fire service area.

16. **Village of Forestburg** – 2016 Revised FIP Budget – Letter to FIP giving notice of approval of the 2016 revised FIP budget.

17. **Village of Forestburg** – SCADA Upgrades – Approval to purchase new SCADA server, leave it at Flagstaff County and did not approve the IT contract.

18. **Alberta Seniors and Housing** – invitation for submissions for the 2016 Minister’s Seniors Service Awards.

19. **Killam Minor Ball** – Letter to the Recreation Board requesting funding for the 2016 season.

20. **Town of Sedgewick** – Regional Transfer Site Proposal – Requesting the Flagstaff Regional Waste Management readdress the Regional Transfer Site Proposal.

Upon discussion, Council felt that a Weighted Approach for funding the Regional Transfer Site Proposal should be represented on behalf of the Town of Killam.

21. **Town of Sedgewick** – Tendering and Procurement Process Workshop – This workshop will review the rules and regulations of the New West Partnership Trade Agreement (NWPTA) to take place at Flagstaff County Office on April 29.

22. **Camrose PCN** – Get Out Get Active – Invitation to participate in the GOGA challenge.

23. **Town of Sedgewick** – Community Peace Officer Services – Sedgewick has decided to take advantage of the free service for a one year trial period.

24. **Camrose PCN** – Dr. Sam Ogbeide transitioning to the Kalyna Primary Care Network.

25. **West Central Planning Agency** – Notification of a new lot line subdivision at the Killam Presbyterian Church.

**CORRESPONDENCE
ACKNOWLEDGED**

050.03.17.16

MOVED by Clr. Kryz to accept the correspondence for March 17, 2016 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 in the month of February is hereto attached and forms a part of the minutes.

b) Killam Chamber of Commerce

A copy of the Mayors' report with details of the recent Killam Chamber of Commerce meeting held on March 3, 2016 is hereto attached and forms a part of the minutes.

c) Flagstaff Intermunicipal Partnership

A copy of the report prepared by Mayor James for the March 14, 2016 FIP meeting is hereto attached and forms a part of the minutes.

**REGIONAL
GOVERNANCE
PLAN
CONSULTANT**

051.03.17.16

MOVED by Clr. Gordon to approve Flagstaff Intermunicipal Partnership recommendation to accept the proposal from "13 Ways Inc.", at a cost of \$266,000, to act as consultant for Phase II of the Regional Governance Plan.

CARRIED

d) AUMA Mayor's Caucus Report

A copy of the report provided by Mayor James with information from the AUMA Mayors Caucus session, held on March 9 – 10, 2016, is hereto attached and forms a part of the minutes.

2. Clr. Grove

a) Flagstaff Regional Solid Waste Management

A copy of the minutes from the meeting held by the Flagstaff Regional Solid Waste Management Committee on February 22, 2016 is hereto attached and forms a part of the minutes.

b) Killam Cemetery Board

A copy of Clr. Groves' report with details of the March 16, 2016 Cemetery Board meeting is hereto attached and forms a part of the minutes.

**CEMETERY BOARD
COMMITTEE
STRUCTURE**

052.03.17.16

MOVED by Clr. Kinzer to accept recommendation of the Killam Cemetery Board to change the committees' structure, moving from 6 community

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**BOARD MEMBERS
APPOINTED**
053.03.17.16

members and two council members, instead to consist of 5 community members and 1 council member.

CARRIED

MOVED by Clr. Kinzer to accept the Killam Cemetery Board recommendation to appoint the following Board members in addition to Les Fee (2019):

Al Wallace – 3 year term

Karen Waldner – 3 year term

Shirley Dammann – 1 year term

**COUNCIL
COMMITTEE LIST
UPDATED**
054.03.17.16

MOVED by Clr. McDermott that the Killam Council Committee List be changed to reflect that Clr. Grove is appointed to the Killam Cemetery Board as representative and that Clr. Kinzer be named as alternate.

CARRIED

CARRIED

Cemetery Clean Up will be held on Thursday, April 21, 2016 beginning at 1:30pm

c) Community Advisory Committee

A copy of Clr. Groves' report highlighting the March 14, 2016 Community Advisory Committee meeting is hereto attached and forms a part of the minutes.

3. Clr. Gordon

a) Flagstaff Community Medical Recruitment and Retention

A copy of the report prepared by Clr. Gordon from the meeting of the Flagstaff Community Medical Recruitment and Retention committee, held on March 14, 2016, is hereto attached and forms a part of the minutes.

Clr. Gordon and CAO Borgel will draft a letter of support for the RPAP program that will be forwarded on behalf of the Town of Killam.

4. Clr. Krys

a) Flagstaff Regional Housing (Verbal Report)

Clr. Krys shared with members of Council some updates regarding the additions being built at Big Knife Villa in Forestburg as well as the proposed new build in Sedgewick.

* Big Knife Villa – Construction is in progress and is approximately 50% done. Completion of the project is expected by the end of July, with residents being able to move in by the end of August or September.

* Sedgewick - With government changes, the building permit for the project has been transferred over to the Province. The demolition permit has remained with Flagstaff Regional Housing. Demolition of the old Sedgewick Lodge should begin in April or May, and the Government will be covering 50% of the costs of the demolition.

b) Killam Recreation Board (Verbal Report)

Clr. Krys relayed some of the updates from the meeting held on Monday, March 14, 2016 by the Killam Recreation Board.

- Letters will once again be sent to neighboring Agricultural Societies requesting assistance in funding for the operational costs incurred for the Aquatic Centre. The success of these requests will be re-addressed in June and the next step will be determined.
- The repairs for the Zamboni have been assessed; the cost is approximately \$32,000. Options are being explored regarding purchase of either a used or new machine; a means of funding the purchase is also being researched.
- The new digital sign has been operational for a number of weeks with positive feedback. Director of Community Services, C. Sutter, will be putting a policy together to have guidelines in place to address what content will be displayed on the sign.

In discussion, it was requested that the outside lighting on the west side of the Agriplex, allowing access to the fitness center, be addressed.

4. Clr. McDermott

a) Killam Public Library (Verbal Report)

Clr. McDermott shared with Council that the Killam Public Library will have Sharon Mallon, author of “The Gift of Adultery”, appearing at the Library on Monday, April 11, 2016 at 6:30pm. Additionally, Marcy Lazarick has been appointed to do the 2015 Financial Review.

COMMITTEE REPORTS

ACTION ITEMS

A copy of the February 18, 2016 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 March 17, 2016 is hereto attached and forms a part of the minutes.

Council confirmed that CAO Borgel proceed with drafting a Request for Proposal to contract development services.

PUBLIC WORKS REPORT

A copy of the report for Council, prepared by D. Berrecloth for March 17, 2016 is hereto attached and forms a part of the minutes.

EQUIPMENT FOR SALE

055.03.17.16

MOVED by Clr. Krys to have Public Works proceed with tendering the following equipment for sale:

1. 2000 735 Front Mount Mower
2. 1983 1294 Case Tractor
3. Bomag Packer Model #BW75S

CARRIED

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DIRECTOR OF COMMUNITY SERVICES REPORT

A copy of the March 17, 2016 report to Council prepared by Director of Community Services, C. Sutter, is hereto attached and forms a part of the minutes.

FINANCIAL STATEMENTS

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

TOWN OF KILLAM

a) Town of Killam (February)

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

056.03.17.16

MOVED by Clr. Gordon to adopt the 2016 February Balance Sheet, Income Statement and Reconciliation Sheets for BRCU General, Payroll and ATB Utilities accounts.

CARRIED

RECREATION BOARD

b) Recreation Board (February)

- i) Balance Sheet
- ii) Income Statement
- iii) Reconciliation Sheets (*including January Payroll*)

057.03.17.16

MOVED by Clr. Krys to adopt the 2016 January Payroll, as well as the February Recreation Board Balance Sheet, Income Statement and Reconciliation sheets.

CARRIED

BOARDS

c) Boards

LIBRARY

058.03.17.16

i) Killam Public Library (February)

MOVED by Clr. McDermott to adopt the 2016 February Killam Public Library account reconciliations.

CARRIED

SKNGS

059.03.17.16

ii) Sedgewick Killam Natural Gas System (February)

MOVED by Clr. McDermott to adopt the 2016 February Sedgewick Killam Natural Gas System account reconciliations.

CARRIED

OTHER DATES

Town of Killam Council will be holding the annual "Town Hall Meeting" on Tuesday, April 26, 2016. From positive feedback from last year's meeting, the "Town-opoly" format will once again be used. The meeting will take place from 5:00 to 7:00pm.

In addition, the annual Highway Cleanup will take place on Thursday, May 12, 2016, beginning at 5:00pm. Council and Town Staff will once again meet at the Public Works Shop.

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ADJOURNMENT

The meeting was adjourned at 9:40 p.m.

Mayor

Chief Administrative Officer

Date

Date