

Town of Killam Regular Council Meeting

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

PRESENT	Bud James	Mayor
	Brenda McDermott	Councillor
	Brenda Grove	Councillor
	Carol Kinzer	Councillor
	Kim Borgel	CAO
	Darlene Gotobed	Recording Secretary

ABSENT Clr. Darcy Eskra, Clr. Rick Krysa and Clr. Diane Gordon were absent with regrets.

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

AGENDA **MOVED** by Clr. McDermott to accept the Agenda of the November 17, 2016 regular Council meeting.

MINUTES

ORGANIZATIONAL

MINUTES

OCT 13, 2016

MOVED by Clr. McDermott to approve the Organizational Meeting minutes for October 13, 2016, with the addition of Cemetery Board "Alternate" indicated on the Council Committee List for 2016-17. **CARRIED**

REGULAR COUNCIL

MINUTES

OCT 19, 2016

MOVED by Clr. Grove to approve the Regular Council minutes for Thursday, October 19, 2016. **CARRIED**

UNFINISHED BUSINESS

No matters of unfinished business were brought forward for this meeting.

NEW BUSINESS

UPDATED TOK POLICIES

A copy of the updated draft policies for the Town of Killam, including Policy A000 through Policy A009, are hereto attached and forms a part of the minutes.

POLICY A000

POLICY

DEVELOPMENT

231.11.17.16

MOVED by Clr. Grove to accept the draft copy of Town of Killam Policy A000 – Policy Development, as presented. **CARRIED**

POLICY A001

COUNCIL MTGS

232.11.17.16

MOVED by Clr. McDermott to accept the draft copy of Town of Killam Policy A001 – Council Meetings, as presented. **CARRIED**

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- POLICY A002**
COUNCIL
REUMERATION
233.11.17.16
- MOVED** by Clr. Grove to accept the draft copy of Town of Killam Policy A002 – Council Remuneration – Travel, Subsistence & Honorariums, with clarification being made to 1. C. to state: “...\$100 for half day for attending meetings. ~~during business hours.~~ **CARRIED**
- POLICY A003**
MAYOR & DEPUTY
234.11.17.16
- MOVED** by Clr. McDermott to accept the draft copy of Town of Killam Policy A003 – Mayor & Deputy Mayor, as presented. **CARRIED**
- POLICY A004**
CODE OF CONDUCT
235.11.17.16
- MOVED** by Clr. Grove to accept the draft copy of Town of Killam Policy A004 – Code of Conduct & Committees, as presented. **CARRIED**
- POLICY A005**
SPECIAL EVENTS
236.11.17.16
- MOVED** by Clr. McDermott to accept the draft copy of Town of Killam Policy A005 – Proclaiming Special Events, as presented. **CARRIED**
- POLICY A006**
SIGNING AUTHORITY
237.11.17.16
- MOVED** by Clr. Grove to accept the draft copy of Town of Killam Policy A006 – Signing Authority, as presented. **CARRIED**
- POLICY A007**
TOK PROMOTION
238.11.17.16
- MOVED** by Clr. McDermott to accept the draft copy of Town of Killam Policy A007 – Promoting the Town of Killam, as presented. **CARRIED**
- POLICY A008**
CITATIONS FOR
RECOGNITION
239.11.17.16
- MOVED** by Clr. Grove to accept the draft copy of Town of Killam Policy A008 – Citations for Recognition, as presented. **CARRIED**
- POLICY A009**
CHARITABLE
SOLICITATIONS
240.11.17.16
- MOVED** by Clr. McDermott to accept the draft copy of Town of Killam Policy A009 – Charitable & Solicitations, as presented. **CARRIED**
- UPDATED JOB
DESCRIPTIONS**
- A draft copy of updated job descriptions held by the Town of Killam staff, is hereto attached and forms a part of the minutes.
- CHIEF ADM
OFFICER & ASST.
CAO**
241.11.17.16
- MOVED** by Clr. McDermott to accept the updated job description for Chief Administrative Officer and Assistant Chief Administrative Officer, for the Town of Killam, with addition to 5. d) ... “or appointed alternate” for attending meetings. **CARRIED**
- MUNICIPAL CLERKS
AND PUBLIC
WORKS**
242.11.17.16
- MOVED** by Clr. Grove to accept the updated job descriptions for the following Town of Killam positions: Municipal Clerk 1, Municipal Clerk 2, Public Works Superintendent, Public Works Utility Operator 1 (Certified) and Public Works Operator 2 as presented. **CARRIED**

- 2016 – 2018 AUDIT SERVICES CONTRACT**
243.11.17.16
- A copy of the RFD recommending auditor services for 2016-2018 is hereto attached and forms a part of these minutes.
- MOVED** by Clr. McDermott to accept recommendation and enter into agreement with Brian King for audit services for a three year term from 2016-2018, at a rate of: 2016 - \$9,500, 2017 - \$9,700 and 2018 - \$9,900.
- CARRIED**
-
- BYLAW NO. 843**
LOT CANCELLATION
BYLAW
- A draft copy of Town of Killam Bylaw No. 843, as well as an RFD detailing the proposed bylaw, is hereto attached and forms a part of the minutes.
- BYLAW NO. 843, BEING A BYLAW FOR THE PURPOSE OF CANCELLING A PORTION OF PLAN 812 2252.**
- 1ST READING**
244.11.17.16
- MOVED** by Clr. Grove to accept First Reading of Bylaw No. 843, Lot Cancellation Bylaw, for Plan 812 2252.
- CARRIED**
-
- 2ND READING**
245.11.17.16
- MOVED** by Clr. McDermott to accept Second Reading of Bylaw No. 843, Lot Cancellation Bylaw, for Plan 812 2253.
- CARRIED**
-
- SUBMIT FOR 3RD & FINAL READING**
246.11.17.16
- MOVED** by Clr. Grove to submit Bylaw No. 843, Lot Cancellation Bylaw, for Plan 812 2252, for Third and Final Reading.
- CARRIED UNANIMOUSLY**
-
- 3RD & FINAL READING**
247.11.17.16
- MOVED** by Clr. McDermott to accept Third and Final Reading of Bylaw No. 843, Lot Cancellation Bylaw, for Plan 812 2253.
- CARRIED**
-
- BYLAW NO. 789B**
PROCEDURAL BYLAW
- A draft copy of Town of Killam Bylaw No. 789B, Procedural Bylaw, is hereto attached and forms a part of the minutes.
- BYLAW NO. 789B, PROCEDURAL BYLAW, BEING A BYLAW OF THE TOWN OF KILLAM, IN THE PROVINCE OF ALBERTA, FOR ESTABLISHING RULES TO BE FOLLOWED IN GOVERNANCE OF THE TOWN OF KILLAM.**
- 1ST READING**
248.11.17.16
- MOVED** by Clr. Grove to accept First Reading of Bylaw No. 789B, Procedural Bylaw, for the Town of Killam.
- CARRIED**
-
- 2ND READING**
249.11.17.16
- MOVED** by Clr. McDermott to accept Second Reading of Bylaw No. 789B, Procedural Bylaw for the Town of Killam.
- CARRIED**

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SUBMIT FOR 3RD & FINAL READING
250.11.17.16

MOVED by Clr. Grove to submit Bylaw No. 789B, Procedural Bylaw for the Town of Killam, for Third and Final Reading. **CARRIED UNANIMOUSLY**

3RD & FINAL READING
251.11.17.16

MOVED by Clr. McDermott to accept Third and Final Reading of Bylaw No. 789B, Procedural Bylaw for the Town of Killam. **CARRIED**

BYLAW NO. 816E
UTILITY RATES

A draft copy of Town of Killam Bylaw No. 816E, establishing utility rates, is hereto attached and forms a part of the minutes.

BYLAW NO. 816E, BEING A BYLAW OF THE TOWN OF KILLAM, IN THE PROVINCE OF ALBERTA, FOR THE PROVISION OF ESTABLISHING RATES FOR WATER, SEWER, GAS AND GARBAGE SERVICE IN THE TOWN.

1ST READING
252.11.17.16

MOVED by Clr. McDermott to accept First Reading of Bylaw No. 816E, Utility Rates Bylaw for the Town of Killam. **CARRIED**

2ND READING
253.11.17.16

MOVED by Clr. Grove to accept Second Reading of Bylaw No. 816E, Utility Rates Bylaw for the Town of Killam. **CARRIED**

SUBMIT FOR 3RD & FINAL READING
254.11.17.16

MOVED by Clr. McDermott to submit Bylaw No. 816E, Utility Rates Bylaw for the Town of Killam, for Third and Final Reading. **CARRIED UNANIMOUSLY**

3RD & FINAL READING
255.11.17.16

MOVED by Clr. Grove to accept Third and Final Reading of Bylaw No. 816E, Utility Rates Bylaw for the Town of Killam. **CARRIED**

SKNGS BUDGET 2017

A copy of the proposed Sedgewick Killam Natural Gas System budget for 2017 is hereto attached and forms a part of the minutes.

256.11.17.16

MOVED by Clr. McDermott to accept the proposed Sedgewick Killam Natural Gas System budget for 2017 as presented. **CARRIED**

FFCS BUDGET 2017

A copy of the proposed Flagstaff Family and Community Services 2017 budget is hereto attached and forms a part of the minutes.

257.11.17.16

MOVED by Clr. McDermott to accept the proposed 2017 Flagstaff Family and Community Services budget as presented, including an increase of \$0.20 per capita or \$196.20 for the Town of Killam, for a requisition of \$8,534.70. **CARRIED**

**OUTSTANDING
UTILITY ACCT.
#5470401
258.11.17.16**

A copy of the RFD for an outstanding utility account #5470401 is hereto attached and forms a part of these minutes.

MOVED by Clr. Grove to accept recommendation and transfer the outstanding utilities of \$439.90 for Account #5470401, to their tax account. **CARRIED**

CORRESPONDENCE

1. TransCanada – An information package on pipeline awareness as we have a TransCanada-operated pipeline in our area. Package available upon council request.
2. Flagstaff County – Organizational Meeting appointments – Gerald Kuefler - Reeve and Gunnar Albrecht – Deputy Reeve.
3. Town of Sedgewick – Regional Safety Program – Town of Sedgewick has approved participation in the Regional Safety Needs Assessment.
4. Alberta Municipal Affairs – They have received our MSI Operating Spending Plan for 2016.
5. Flagstaff Christmas Sharing - Information on the annual Flagstaff Christmas Sharing Program and the Adopt a Family Program. (Letter Attached)
6. Alberta Electric Systems Operator – Information about the need for transmission system development in our area.
7. Laura Zwack – Flagstaff Aquatic Centre – Ms. Zwack is providing input on the Killam Pool.
8. Alberta Recreation & Parks Association – Professional Development and Education for Municipal Staff – Advocating for municipal staff to acquire the Canadian Parks & Recreation Professional Development Certification (CPRA PDC)
9. F.I.R.S.T. – Request for support of their annual supper and auction on February 4 in Galahad.

**F.I.R.S.T. AUCTION
DONATION 2017
259.11.17.16**

MOVED by Clr. Kinzer to donate two Punch Cards for the Flagstaff Regional Aquatic Centre to the FIRST Annual Supper and Fundraising Auction on February 4, 2017. **CARRIED**

10. Brownlee LLP – Invitation to attend the Emerging Trends workshop on Thursday, February 16, 2017.
11. Ogilvie LLP – Update on the ALARIE Asset Distribution. Killam estimated to receive \$18,804.02.
12. Killam Chamber of Commerce – Meeting minutes from November 3, 2016.

13. Town of Hardisty – Letter to FIP appointing Mayor Miller to the Regional Governance Project working sub-committee.

CORRESPONDENCE **MOVED** by Clr. McDermott to accept the correspondence for November 17, 2016
ACKNOWLEDGED as information. **CARRIED**
260.11.17.16

COUNCIL COMMITTEE REPORTS

1. Mayor James

a) BRAED – October update

A copy of BRAED’s updates report is hereto attached and forms a part of the minutes.

**REGIONAL
GOVERNANCE
REPRESENTATIVE**

b) Flagstaff Intermunicipal Partnership Committee

A copy of a letter from the Flagstaff Intermunicipal Partnership Committee is hereto attached and forms a part of the minutes.

261.11.17.16

MOVED by Clr. McDermott to appoint Mayor Bud James to represent the Town of Killam on the Regional Governance Working Sub-Committee. **CARRIED**

2. Clr. Grove

a) Flagstaff Regional Solid Waste Management

A copy of Clr. Grove’s Flagstaff Regional Solid Waste Management report from the October 24, 2016 meeting is hereto attached and forms a part of the minutes.

Clr. Grove shared that the Annual General Meeting will be coming up in January, and a bylaw review will take place. Administration is to keep Council informed of these bylaw changes and will add the topic to the Council Agenda when the time approaches.

3. Clr. Eskra

a) Flagstaff Emergency Services Committee

A copy of an email informing Councils of an upcoming Emergency Services Committee meeting to be held on November 29, 2016, is hereto attached and forms a part of the minutes.

If Clr. Eskra will be unable to attend, his alternate will attend in his place.

4. Clr. McDermott

a) Sedgewick Killam Natural Gas System

A copy of the report submitted by Clr. McDermott with information from the November 10, 2016 SKNGS meeting is hereto attached and forms a part of the minutes.

b) Killam Public Library

A copy of the Killam Public Library November 15, 2016 meeting report, prepared by Clr. McDermott, is hereto attached and forms a part of the minutes.

COMMITTEE REPORTS

ACTION ITEMS

A copy of the October 19, 2016 Action Items List is hereto attached and forms a part of the minutes.

CAO REPORT

A copy of CAO Borgel’s report to Council for November 17, 2016 is hereto attached and forms a part of the minutes.

**DIRECTOR OF
COMMUNITY
SERVICES REPORT**

A copy of the Director of Community Services, C. Sutter’s report to Council, for the month of November, is hereto attached and forms a part of the minutes.

ADJOURNMENT

Mayor James adjourned the regular Council Meeting at 8:00pm.

Mayor

Chief Administrative Officer

Date

Date