

Minutes of the regular Council meeting held in Council Chambers of the Town Office, Killam, Alberta, on Thursday, November 19, 2015 commencing at 7:00pm.

<b>PRESENT</b>	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. Kryz to accept the Agenda of the November 19, 2015 regular Council Meeting with the addition of:

**NEW BUSINESS**

**13.** CAO Performance Review

**CARRIED**

**MINUTES**

**REG MTG MINUTES**    **MOVED** by Clr. McDermott to approve the regular meeting minutes of Council  
OCT 15, 2015            for Thursday, October 15, 2015.

**CARRIED**

**ORG MTG MINUTES**    **MOVED** by Clr. Kryz to approve the 2015-16 Organizational Meeting minutes of  
OCT 15, 2015            Council for Thursday, October 15, 2015.

**CARRIED**

**UNFINISHED BUSINESS**

**FIRE FIGHTER**            A copy of the RFD regarding the wages to be allocated to Killam’s volunteer  
**WAGES 2015-16**        fire fighters for responding to calls is hereto attached and form a part of the  
minutes.

193.11.19.15            **MOVED** by Clr. Gordon to rescind motion #183.10.15.15 and further;  
  
Town of Killam award volunteer fire fighters \$20 per hour honorarium for  
attending fire calls (minimum of 3 hours per Fire Fighter per fire call) and \$25  
per practice meeting attended;  
  
Additionally, four fire fighters each receive \$50 per on-call weekend, these  
being scheduled from April to September.

**CARRIED**

**FUNDING REQUEST**    A copy of the RFD for the funding request made on behalf of the Flagstaff  
**MENNONITE LIASON**    Mennonite Liaison Program is hereto attached and forms a part of the minutes.  
**PROGRAM**

With discussion from Council, recommendation to have this subject deferred to  
a future meeting date was requested.

**TOK POLICY 1.12 DONATIONS & SOLICIATIONS** A copy of the RFD presented to Council with information regarding the Donations and Solicitations policies of other municipalities is hereto attached and forms a part of the minutes.

Council was in agreement with the presented information which includes: request to include boundaries description, how the donation would benefit TOK residents, written reports be submitted after monies have been received and defined criteria that must be met in order to qualify for funds.

**NEW BUSINESS**

**FFCS BUDGET 2016** A copy of the FFCS 2016 proposed budget is hereto attached and form a part of the minutes.

194.11.19.15 **MOVED** by Clr. Eskra to approve the 2016 Flagstaff Family and Community Services budget as presented which includes an increased requisition from the Town of Killam of \$981 over 2015, for a total cost of \$8338.50. **CARRIED**

**2016 RADIO ADVERTISING CAMPAIGN** A copy of the RFD summarizing the costs associated with the 2016 radio advertising campaign on behalf of the Killam Chamber of Commerce is hereto attached and form a part of the minutes.

195.11.19.15 **MOVED** by Clr. Krys to continue to support the Killam Chamber of Commerce radio campaign for 2016 for the amount of \$3,500, as was included in the 2016 Town of Killam budget. **CARRIED**

**2016 TRAVEL GUIDE OPTIONS** A copy of the information regarding the 2016 Go East of Edmonton Travel Guide is hereto attached and form a part of the minutes.

196.11.19.15 **MOVED** by Clr. McDermott to participate in the 2016 Go East of Edmonton Travel Guide, purchasing a ½ page ad for a cost of \$1,000 plus GST; additionally, that the Town offer to have the Killam Chamber of Commerce and/or the Killam & District Agricultural Society participate. **CARRIED**

**2016 WASTE MANAGEMENT BUDGET** A copy of the 2016 Flagstaff Regional Solid Waste Management budget is hereto attached and form a part of the minutes.

197.11.19.15 **MOVED** by Clr. Gordon to approve the 2016 Flagstaff Regional Solid Waste Management budget that includes an increase of \$3,254.85 for the Town of Killam, resulting in a 2016 requisition total of \$153,652.39. **CARRIED**

**BYLAW 816D – UTILITY RATES** A copy of proposed Bylaw 816D, regulating utility rates provided to residents of the Town of Killam, is hereto attached and form a part of the minutes.

**BYLAW NO. 816D, 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.**

**1<sup>ST</sup> READING**

198.11.19.15

**MOVED** by Clr. Grove to accept First Reading of Bylaw No. 816D, Utility Rates Bylaw, including an increased garbage rate from \$31 to \$33 per household effective January 1, 2016.

**CARRIED**

**2<sup>ND</sup> READING**

199.11.19.15

**MOVED** by Clr. Eskra to accept Second Reading of Bylaw No. 816D, Utility Rates Bylaw, including an increased garbage rate from \$31 to \$33 per household effective January 1, 2016.

**CARRIED**

**SUBMIT FOR FINAL READING**

200.11.19.15

**MOVED** by Clr. Gordon to submit Bylaw No. 816D, Utility Rates Bylaw, including an increased garbage rate from \$31 to \$33 per household effective January 1, 2016.

**CARRIED UNANIMOUSLY**

**3<sup>RD</sup> & FINAL READING**

201.11.19.15

**MOVED** by Clr. McDermott to accept Third & Final Reading of Bylaw No. 816D, Utility Rates Bylaw, including an increased garbage rate from \$31 to \$33 per household effective January 1, 2016.

**CARRIED**

Council requested that user information about the new branch recycling area be included in the upcoming Newsletter, as well as sending a letter to the Killam Health Centre regarding future pruning projects.

**OUTSTANDING UTILITY ACCOUNT**

A copy of the RFD requesting that the utilities balance owing for Account #5340303 be transferred to the tax account is hereto attached and forms a part of the minutes.

202.11.19.15

**MOVED** by Clr. Kryz that the outstanding utility balance for Account #5340303, in the amount of \$734.53, be transferred to the owners tax account.

**CARRIED**

**SUBDIVISION PLAN PLAN 447CL, LOT 1**

A copy of the letter received from West Central Planning Agency regarding the approval of the subdivision plan for Plan 477CL, Lot 1 is hereto attached and forms a part of the minutes

203.11.19.15

**MOVED** by Clr. Eskra to accept the conditions of the letter received from West Central planning Agency, as identified, with the approval of the Subdivision Application for Plan 477CL, Lot 1.

**CARRIED**

**2016 TOWN OF KILLAM BUDGET**

A copy of the proposed 2016 Town of Killam Budget is hereto attached and forms a part of the minutes.

204.11.19.15

**MOVED** by Clr. Gordon to accept the 2016 Town of Killam Budget as presented, maintaining a zero percent increase to the municipal taxation portion.

**CARRIED**

Administration will provide a media release to inform residents of this accomplishment.

**COUNCIL MTG DATES** Due to conflict of schedules, the December Council Meeting will be held on Wednesday, December 16, 2015, beginning at 7:00pm.

**SIGNAGE REQUEST** A copy of the email received from the Alberta Regional Traffic Safety department requesting permission and assistance to install a sign related to impaired driving awareness, is hereto attached and forms a part of the minutes.

205.11.19.15 **MOVED** by Clr. McDermott to allow the highway sign to be placed on Town of Killam property and that Public Works would erect the sign that is being provided by the Alberta Traffic Safety department for Impaired Driving Awareness. **CARRIED**

Council requested that Administration recommend the Alberta Traffic Safety department consider including Distracted Driver Awareness as well.

**KILLAM LIBRARY BUDGET 2016** A copy of the 2016 budget for the Killam Public Library is hereto attached and forms a part of the minutes.

206.11.19.15 **MOVED** by Clr. McDermott to accept the 2016 Killam Public Library budget as presented, which includes a requisition from the Town of Killam in the amount of \$13,000 as in the previous year. **CARRIED**

**LEGAL ISSUE** Proceedings moved in-camera to discuss a legal matter.

**IN-CAMERA**  
7:31PM **MOVED** by Clr. Grove to go in camera at 7:31pm

**RECONVENE**  
7:34PM **MOVED** by Clr. Krys to reconvene at 7:34pm. **CARRIED**

**PERFORMANCE REVIEW - CAO** *Council elected to move the discussion regarding the 2015 CAO Performance Review to the end of the Council Meeting Agenda.*

**CORRESPONDENCE**

**BATTLE RIVER WATERSHED FUNDING** 1. **Battle River Watershed Alliance** – request for a contribution of 50 cents per capita.

207.11.19.15 **MOVED** by Clr. Eskra to contribute .50 cents per capita to the Battle River Watershed Alliance. **CARRIED**

2. **Alberta Municipal Affairs** – Message from Honorable Danielle Larivee, Minister of Municipal Affairs and Service Alberta.

- 3. Flagstaff Christmas Sharing** - Information on the annual Flagstaff Christmas Sharing Program and the Adopt a Family Program.

*Members of Town Council will sponsor a family in the Adopt a Family Program for 2015.*

- 4. Flagstaff County** – Invitation to the appreciation dinner for the Killam Fire Department Members on Wednesday, November 25.
- 5. Flagstaff Kids Connections Daycare Centre** – Letter to Flagstaff County in response to their offer of space in the old county administration building.
- 6. Brownlee LLP – Emerging Trends Workshop** – Workshop in Edmonton on February 18. A copy of the agenda is attached.
- 7. Town of Sedgewick – 2016 FIP Budget & Regional Governance Study** – Letter to the FIP committee notifying that Sedgewick has approved both.
- 8. Town of Sedgewick – Recreation Funding** – Letter to Flagstaff County thanking for past recreation funding and requesting an update for future funding.
- 9. Flagstaff County – Invitation to the Business Partnership Breakfast** at Strome on November 24. Guest Speaker is Barbara Mills on attracting, retaining and motivating employees.
- 10. Town of Sedgewick – SDAB Member Appointment** – Notification that Sedgewick has appointed the 3 new SDAB members.
- 11. Town of Daysland – Fire Services Agreement with Flagstaff County** – Requesting a meeting to enter into negotiations to turn over the assets of the Daysland Fire Department to Flagstaff County and Flagstaff County then provide fire protection for all urban and rural residents of the Daysland area.
- 12. Flagstaff County – Operational Funding for the Flagstaff Aquatic Centre** The request has been referred to the November 25<sup>th</sup> Flagstaff County Council Meeting.
- 13. Flagstaff County – Organizational Meeting** – Notification that the Reeve is Gerald Kuefler and Deputy Reeve is Gunnar Albrecht.
- 14. Village of Galahad** – A letter to Flagstaff Waste Management approving their 2016 proposed budget.
- 15. Village of Galahad** – A letter to FFCS approving their 2016 proposed budget.
- 16. Killam Chamber of Commerce** – Meeting minutes from the Thursday, November 5 meeting.
- 17. Interagency Meeting** – Meeting minutes from the November 3, 2015 meeting.
- 18. Town of Daysland** – notification of approval of the 2016 FIP Budget and support for the ACP application for Phase 2 of the regional Governance Study.

**MOONLIGHT  
MADNESS 2015**

- 19. ATB Financial – 2<sup>nd</sup> Annual Moonlight Madness Sale** – Invitation to participate in the Annual Moonlight Madness on December 4, 2015.

*Administration will review the previous year's contribution and forward similar support for 2015.*

**RESIDENT  
REQUEST  
RE: SERVICE  
CONNECTION FEES**

- 20. Les & Cheryl Fee – Utility Bill – New connection fees** – requesting the Town waive the new service connections charges for water and sewer and also questioning the replacement and maintenance responsibilities to the paved road into the lift station.

Council deferred decision on the request of waiver of new service connection charges for further information, requesting Administration prepare an actual costing estimate for such services.

- 21. Village of Heisler – 2016 FFCS Budget** – Approval of the 2016 FFCS Budget.
- 22. Village of Heisler – 2016 Flagstaff Solid Waste Management Budget** – Approval of the 2016 Flagstaff Solid Waste Management Budget.
- 23. Village of Heisler** – Notification to Flagstaff Waste that they have rescinded their motion to withdraw from Flagstaff Solid Waste Management.
- 24. Town of Hardisty – Fire & Rescue Services Agreements** – Letter to Flagstaff County notifying that they approved to enter into the Rescue Services Agreement, the Fire Services Agreements and the Fire Chief's Agreement with Flagstaff County.
- 25. Town of Hardisty** –approval of **FIP** 2016 Budget & support for application to ACP for funding for the Phase II Regional Governance Study

**F.I.R.S.T. ANNUAL  
SUPPER &  
AUCTION  
208.11.19.15**

- 26. Flagstaff Initiative to Relationship & Spousal Trauma** – Asking for support of their annual supper and auction scheduled for February 6, 2016 in Hardisty.

**MOVED** by Clr. McDermott that the Town of Killam donate 2 adult punch cards for the Flagstaff Regional Aquatic Centre, valued at \$45 each, to the Flagstaff Initiative to Relationship & Spousal Trauma Supper and Auction to be held on February 6, 2016 in Hardisty. **CARRIED**

- 27. Federation of Canadian Municipalities** – A thank you for our continued support and an update on what they are doing to help municipalities across Canada.
- 28. Flagstaff Kids Connections Daycare Centre** – Letter to Flagstaff County notifying them that their offer to donate the old administration building is not acceptable as the building will not suit their needs and further asking for financial support for the capital costs of constructing a building. Also, attached is a budget for the set-up and a projected operating budget.

**DAYCARE CENTRE**

- 29. Flagstaff Kids Connections Daycare Centre** – Requesting a financial contribution to help with start-up costs.

**FUNDING REQUEST**

209.11.19.15

**MOVED** by Clr. Grove to forward \$2,500 to the Flagstaff Kids Connections Daycare Centre from the Town of Killam 2015 budget year to assist the group with startup costs.

**CARRIED**

**CORRESPONDENCE**

**ACKNOWLEDGED**

210.11.19.15

**MOVED** by Clr. Eskra to accept the correspondence for November 19, 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 is hereto attached and form a part of the minutes.

**b) Flagstaff Intermunicipal Partnership**

A copy of the minutes of the Flagstaff Intermunicipal Partnership meeting held on November 2, 2015 and attended by Mayor James is hereto attached and forms a part of the minutes.

*Mayor James exited Council Chambers at 8:17 pm, during Council discussion about the recently attended Regional Governance meeting, and re-entered again at 8:18pm.*

**2. Clr. Grove**

**a) Cemetery Committee**

A copy of Clr. Groves Cemetery Committee report from a meeting held October 1, 2015 is hereto attached and forms a part of the minutes.

**b) Flagstaff Regional Solid Waste Management**

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. Gordon**

**a) Medical Recruitment & Retention Committee**

A copy of the Clr. Gordon's report for the November 9, 2015 Flagstaff Community Medical Recruitment & Retention Committee meeting is hereto attached and forms a part of the minutes.

**4. Clr. Krys**

**a) Killam Recreation Board**

A copy of the report prepared by Clr. Krys for the Killam Recreation Boards recent meeting is hereto attached and forms a part of the minutes.

**RECREATION  
USER FEE 2016  
INCREASES**

211.11.19.15

**MOVED** by Clr. Krys to accept the recommendation of the Killam Recreation Board to increase the user fees for the Killam Arena and the Killam Agriplex as per the attached chart. **CARRIED**

**RENTAL COST  
INCREASES**

212.11.19.15

**MOVED** by Clr. Krys to accept recommendation from the Killam Recreation Board to increase fees for rental of the Multipurpose Room and the Bowling Alley spaces, as per attached chart. **CARRIED**

**2016 RECREATION  
BUDGET**

213.11.19.15

**MOVED** by Clr. Krys to accept recommendation from the Killam Recreation Board to approve the 2016 Killam Recreation Board budget as presented. **CARRIED**

**2016 REGIONAL  
HOUSING BUDGET**

214.11.19.15

**b) Flagstaff Regional Housing Board**

A copy of the report prepared by Clr. Krys from the Flagstaff Regional Housing Board meeting is hereto attached and forms a part of the minutes.

**MOVED** by Clr. Krys to accept the 2016 Flagstaff Regional Housing Board's operational budget that requisitions the Town of Killam \$22,445 for 2016. **CARRIED**

**SKNGS UPGRADE  
ACCOUNTING  
SOFTWARE**

215.11.19.15

**c) Sedgewick Killam Natural Gas System**

A copy of Clr. Krys' report for the November 12, 2015 SKNGS meeting is hereto attached and forms a part of the minutes.

**MOVED** by Clr. Krys to accept recommendation from the SKNGS Board to purchase SAGE Pro accounting software to be used for the financials of the Sedgewick Killam Natural Gas System, the estimated total cost of which is \$2,500 that also includes installation, set up and subscription fees. **CARRIED**

**SKNGS MEETING  
DATES**

216.11.19.15

**MOVED** by Clr. Krys to accept recommendation from the SKNGS Board to reduce the regular meetings from four times a year down to two times a year, beginning in 2016. **CARRIED**

**SKNGS 2016  
BUDGET**

217.11.19.15

**MOVED** by Clr. Krys to accept recommendation to approve the 2016 Sedgewick

Killam Natural Gas System budget as presented, with an estimated gain of \$34,931 for 2016.

**CARRIED**

**5. Clr. McDermott**

**a) Sedgewick Killam Natural Gas System**

A copy of the Clr. McDermott’s report highlighting the SKNGS Board meeting is hereto attached and forms a part of the minutes.

**b) FIP – 13 Ways Regional Governance Study**

A copy of the report prepared by Clr. McDermott reviewing the FIP Regional Governance meeting is hereto attached and forms a part of the minutes.

**c) Killam Public Library**

A copy of Clr. McDermott’s report updating Council on the Killam Public Library happenings is hereto attached and forms a part of the minutes.

**COMMITTEE REPORTS**

**ACTION ITEMS**

A copy of the October 15, 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 November 19, 2015 is hereto attached and forms a part of the minutes.

**PUBLIC WORKS REPORT**

A copy of the report for Council, prepared by D. Berrecloth for November 19, 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 November 19, 2015 is hereto attached and forms a part of the minutes.

**FINANCIAL STATEMENTS**

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

**TOWN OF KILLAM**

**a) Town of Killam (October)**

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

218.11.19.15

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

**CARRIED**

**RECREATION BOARD**

**b) Recreation Board (October)**

- i) Balance Sheet**
- ii) Income Statement**

**iii) Reconciliation Sheets**

219.11.19.15

**BOARDS**

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

**CARRIED**

**c) Boards**

**LIBRARY**

220.11.19.15

**i) Killam Public Library (October)**

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

**CARRIED**

**SKNGS**

221.11.19.15

**ii) Sedgewick Killam Natural Gas System (October)**

**MOVED** by Clr. Eskra to adopt the October 2015 Sedgewick Killam Natural Gas System account reconciliations.

**CARRIED**

**NEW BUSINESS**

**PERSONNEL ISSUE**

Mayor James asked that CAO Borgel and D. Gotobed exit Council Chambers and moved in-camera to discuss a personnel matter.

**IN-CAMERA**

9:03PM

**MOVED** by Clr. Eskra to go in camera at 9:03pm

**RECONVENE**

9:22PM

**MOVED** by Clr. Eskra to reconvene at 9:22pm.

**CARRIED**

**2015 CAO  
PERFORMANCE  
REVIEW**

222.11.19.15

**MOVED** by Clr. McDermott that Kimberly Borgel, CAO for the Town of Killam, receive a performance bonus of \$6,000 for 2015; additionally, that Killam Town Council will discuss 2016 CAO wages at the upcoming Council Meeting upon receipt of additional information as requested.

**CARRIED**

**ADJOURNMENT**

The meeting was adjourned at 9:23p.m.

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

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**