

**MINUTES OF THE REGULAR MEETING OF COUNCIL FOR THE VILLAGE OF  
KITSCOTY, ALBERTA HELD ON MONDAY, DECEMBER 10, 2018 AT THE  
KITSCOTY VILLAGE OFFICE #2 COMMENCING AT 6:30 P.M.**

**PRESENT** Mayor Daryl Frank  
Deputy Mayor Dennis Roth  
Councillors: Geoff Barr, Travis Pollard  
CAO Sharon Williams  
Assistant CAO Colleen Parker

**ABSENT** Councillor Heather Perryman – with regrets

**1. CALL TO ORDER**

Mayor Frank called the meeting to order at 6:31pm.

**2. AGENDA**

**277-18** Moved by Councillor Barr  
**That the Council of the Village of Kitscoty adopt the Agenda as presented.**  
**CARRIED**

**3. MINUTES**

**278-18** Moved by Councillor Pollard  
**That the Council of the Village of Kitscoty approve the minutes of the Regular Meeting of Council held on Monday, November 19, 2018 as presented.**  
**CARRIED**

**4. BUSINESS ARISING**

**4.1. 2018 Tax Collection Update AR-193-2018**

The Council of the Village of Kitscoty reviewed and discussed AR-193-2018 - 2018 Tax Collection Update.

**4.2. 53<sup>rd</sup> Avenue / 46 Street Commercial Area Update AR-198-2018**

**279-18** Moved by Mayor Frank  
**That the Council of the Village of Kitscoty receive for information AR-198-2018.**  
**CARRIED**

**4.3. Action Item List Update**

The Council of the Village of Kitscoty discussed and reviewed the Action Item List.

**5. NEW BUSINESS**

**5.1. AUMA Water Audit Report AR-180-2018**

**280-18** Moved by Deputy Mayor Roth  
**That the Council of the Village of Kitscoty receive for information the AUMA / Associate Engineering Water Audit 2017 released in August 2018.**  
**CARRIED**



**5.2. Appointment of Subdivision Authority AR-190-2018**

**281-18** Moved by Deputy Mayor Roth  
**That the Council of the Village of Kitscoty, in accordance with Bylaw No. 490, appoint Jane Dauphinee, Municipal Planning Services (2009) Ltd., as Subdivision Authority for the Village of Kitscoty for a term of one (1) year, effective January 1, 2018.**

**CARRIED**

**282-18** Moved by Councillor Barr  
**That the Council of the Village of Kitscoty, in accordance with Bylaw No. 490, appoint Jane Dauphinee, Municipal Planning Services (2009) Ltd., as Subdivision Authority for the Village of Kitscoty for a term of one (1) year, effective January 1, 2019.**

**CARRIED**

**5.3. Safety Codes Inspection Services Contract Extension – The Inspections Group AR-192-2018**

**283-18** Moved by Mayor Frank  
**That the Council of the Village of Kitscoty authorize Administration to enter into an addendum to the contract with The Inspections Group Inc. for the provision of safety codes permitting and inspections services, as an authorized agency under the Safety Codes Act, extending the term of the agreement for one additional year to December 31, 2019.**

**CARRIED**

**5.4. ACE Update AR-194-2018**

**284-18** Moved by Councillor Pollard  
**That the Council of the Village of Kitscoty receive for information the ACE Water Corporation Update AR-194-2018.**

**CARRIED**

**5.5. 2018 Recreation Funding Allocations – Kitscoty & District Agricultural Society AR-195-2018**

**285-18** Moved by Councillor Barr  
**That the Council of the Village of Kitscoty receive for information the 2018 Kitscoty Recreation Funding Allocations by Kitscoty & District Agricultural Society AR-195-2018.**

**CARRIED**



## 6. FINANCIAL REPORTS

### 6.1. Transfer from/to Reserves AR-191-2018

286-18

Moved by Councillor Pollard

**That the Council of the Village of Kitscoty, in accordance with the Financial Reserves Policy FE 0001, approve the following transfers totaling \$28,295.54:**

- a. \$6,302.92 from the Infrastructure Stabilization Reserve into the current account for the 2018 year to date expenses for the 50<sup>th</sup> Avenue (49St to 50St) Sanitary and Water Main Rehabilitation as per Council Motion 069-18;
- b. \$2,947.36 from the Infrastructure Stabilization Reserve into the current account for the 2018 year to date expenses for the 50<sup>th</sup> Avenue (49St to 50St) Drainage Improvements as per Council Motion 068-18;
- c. \$1,427.50 from the Infrastructure Stabilization Reserve into the current account for the 2018 year to date Snow Removal Expenses over and above \$10,000.00, as budgeted in the 2018 Operating Budget;
- d. \$2,6000.00 from the Infrastructure Stabilization Reserve into the current account for the 2018 year to date Gravel Expenses as budgeted in the 2018 Operation Budget; and
- e. \$14,917.76 from the General Administrative Reserve into the current account for the 53<sup>rd</sup> Ave and 46<sup>th</sup> Street Commercial Development Project, as per Council Motion 057-18.

**CARRIED**

### 7.2 Financial Reports – November 2018 AR-199-2018

287-18

Moved by Mayor Frank

**That the Council of the Village of Kitscoty accept the Monthly Bank Reconciliation, the Monthly Operational Budget Variance Report and the Monthly Capital Budget Variance Report for the period ending November, 30, 2018 be accepted as presented.**

**CARRIED**

## 7. INFORMATION

- 7.1. Listing of Accounts Payable November 29, 2018 Cheques #2752 to #2766 Inclusive, Vouchers #201865 to #201867 Inclusive;
- 7.2. Listing of Accounts Payable December 6, 2018 Cheques #2767 to #2784 Inclusive, Voucher #201868;
- 7.3. TCYHA General Meeting invite;
- 7.4. TCYHA Board Meeting Minutes September 21, 2018;
- 7.5. TCYHA Acknowledgment Letter to BC Minister RE: Yellowhead Darfield Passing Lane;
- 7.6. Go East Newsletter December 2018;
- 7.7. VRRWMSOC October 23, 2018 Meeting Minutes;
- 7.8. AUMA:
  - 7.8.1. Digest of AUMA/AMSC November 21, 2018;
  - 7.8.2. Digest of AUMA/AMSC November 28, 2018;
  - 7.8.3. Digest of AUMA/AMSC December 5, 2018.

288-18

Moved by Deputy Mayor Roth

**That the Council of the Village of Kitscoty accept the items numbered 7.1 through 7.8.3. as information.**

**CARRIED**



## 8. REPORTS

### 8.1. CAO Report AR-189-2018

- 289-18 Moved by Deputy Mayor Roth  
**That the Council of the Village of Kitscoty approve the CAO report AR-189-2018 as presented.**  
**CARRIED**
- 290-18 Moved by Mayor Frank  
**That the Council of the Village of Kitscoty invite the Chair and Executive Director of the Northern Lights Library System to a Council Meeting in 2019 to hear the NLLS presentation on the Statement of Services and Value of Library Services.**  
**CARRIED**

### 8.2. Public Works Report – November 2018

- 291-18 Moved by Deputy Mayor Roth  
**That the Council of the Village of Kitscoty accept the Public Works November 2018 Monthly Report as presented.**  
**CARRIED**

### 8.3. Council Reports

#### 8.3.1. Councillor Barr

Councillor Barr provided a verbal report on the following:

- Attendance to the Kitscoty & District Agricultural Society meeting on November 26, 2018;
- Upcoming Kitscoty & District Agricultural Society meeting on January 21, 2019 @ 7:30pm at the Kitscoty Community Hall.

#### 8.3.2. Councillor Pollard

Councillor Pollard provided a verbal report on the following:

- Attendance to the VRRWMSC Board meeting on November 27, 2018.

#### 8.3.3. Deputy Mayor Roth

Deputy Mayor Roth provided a verbal report on the following:

- Attendance to the TransCanada Yellowhead Highway Association meeting on November 20, 2018 via teleconference;
- Attendance to the Hall Board meeting on December 8, 2018.

#### 8.3.4. Mayor Frank

Mayor Frank provided a verbal report on the following:

- Attendance to the Subdivision Development Appeal Board (SDAB) training hosted by Brownlee LLP on November 23, 2018 in Edmonton, AB.



**9. CIRCULATION FILE**

- 9.1. November 2018 Bank Statements;
- 9.2. November 2018 Bank Reconciliation;
- 9.3. Christmas Greeting;
- 9.4. Municipal World Magazine – December 2018;
- 9.5. Western Canada Water Magazine – Winter 2018;
- 9.6. Limitless Magazine 2018-2019;
- 9.7. Fleet Digest Magazine – October 2018;
- 9.8. Award Magazine.

Mayor Frank declared a brief recess at 8:45pm.

Mayor Frank reconvened the meeting at 8:52pm with all members of Council, except Councillor Perryman in attendance.

**10. CLOSED SESSION**

- 10.1. Personnel - FOIP Section 24(1)(b) AR-196-2018;
- 10.2. Personnel – FOIP Section 24(1)(b) AR-197-2018;

292-18

Moved by Mayor Frank

**That the Council of the Village of Kitscoty meeting move to a Closed Session at 8:52pm to discuss Personnel – FOIP Section 24(1)(b).**

**CARRIED**

293-18

Moved by Deputy Mayor Roth

**That the Village of Kitscoty Council revert to the Regular session at 9:46pm, with all members of Council, except Councillor Perryman, in attendance.**

**CARRIED**

Mayor Frank declared a brief recess at 9:46pm to allow for members of the Public to return to the Council Meeting.

Mayor Frank reconvened the meeting at 9:47pm with all members of Council, except Councillor Perryman, in attendance.

**11. BUSINESS ARISING FROM CLOSED SESSION**

294-18

Moved by Deputy Mayor Roth

**That the Council of the Village of Kitscoty approve the following increases to the wage grid for 2019:**

- 9.3% increase to the Administrative Assistant position;
- \$15.00 per hour for newly hired Seasonal positions;
- \$16.00 per hour for returning Seasonal positions;
- 2.0% COLA increase to all other positions.

**CARRIED**

295-18

Moved by Councillor Pollard

**That the Council of the Village of Kitscoty directs Administration to proceed with converting the Municipal Employee Benefits from AMSC to Encon through the broker Integrated Benefits and furthermore approve the upgrade of the following benefit limits: Short Term Disability increase to \$1,200 per week; Long Term Disability increase to \$5,000 monthly maximum; Vision Care increase to \$400; Dental Care increase to 60% Major Restorative; Dental Care addition of Child Orthodontics to 50% Coinsurance to a lifetime maximum of \$2,000 and Dental Care increase total combined maximum per year to \$2,000.**

**CARRIED**



296-18

Moved by Councillor Barr


**That the Council of the Village of Kitscoty direct Administration to implement any changes to the benefit contribution structure including the employer / employee cost sharing contribution levels.**


**CARRIED**

## 12. ADJOURNMENT

Mayor Frank adjourned the meeting at 9:53pm.

The next Regular Meeting of Council will be held on Monday, January, 7, 2019 at the Village Office #2, upper level Council Chambers, at 6:30pm.

  
MAYOR

  
CHIEF ADMINISTRATIVE  
OFFICER

