

Title	Bylaw Enforcement	Policy number	D001
Policy Reference <i>Municipal Services</i>		MGA	

PURPOSE

To ensure that the Town is appropriately protected in accordance with the Municipal Government Act.

DEFINITIONS

“Bylaw Enforcement Officer” that person approved by Council to act as the Town’s Bylaw Enforcement Officer.

POLICY

Applicable Bylaws

1. The following bylaws were enacted in order to protect the property and safety of specific groups of people or members of the public in general:
 - a. Bylaw 815A Animal Licensing & Control Bylaw
 - b. Bylaw 806 Emergency Management Agency Bylaw
 - c. Bylaw 797C The Fire Bylaw
 - d. Bylaw 784 Snowmobile Bylaw
 - e. Bylaw 777B Unsightly Premises Bylaw
 - f. Bylaw 775 Noise Control Bylaw
 - g. Bylaw 773B Traffic Control Bylaw

Recording Complaints

1. The Town office staff have a complaint form that may be completed when residents come in with bylaw infractions.
2. The complainant may or may not sign the complaint form, however if it is not signed, the offence will not be applicable in Court.

Enforcement

1. The Town has a Bylaw Enforcement Officer to patrol town at different times, looking for infractions, and following up on warnings, tickets, etc.
2. The Bylaw Enforcement Officer will come to Town Office and pick up all complaint forms.
3. Discussion with CAO will result in the Bylaw Enforcement Officer following up on the complaints with a warning.
4. If the infraction continues, a bylaw ticket will be issued the next time the Bylaw Enforcement Officer is in Town.
5. The ticket must be given to the person responsible for the infraction of the Bylaw and there must be a deadline set for compliance.

6. The Town will ensure that the person to whom a ticket is issued to will have a reasonable opportunity, firstly, to speak to the officer issuing the ticket and secondly, to exercise his right to have Council review the ticket before the municipality acts on it.
7. If the infraction continues, the Municipality will remedy the situation, if possible, and charge the costs to the one to whom the ticket was issued.
8. The Town will ensure that there is a record kept showing that the person to whom the ticket was issued had the opportunity to speak to the officer and recording the nature of that person's submissions.

Council Review

1. The *Municipal Government Act* states that a person who has been issued such an Order has a right to have it reviewed by Council by making a written request for same.
2. The review must be heard within 14 days.

IMPLEMENTATION

1. This policy shall be posted on the website.
2. Policy 1.15 shall be repealed

	Date	Resolution Number
APPROVED	June 15, 2017	
AMENDED		
AMENDED		

Bud James
Mayor of the Town of Killam

Kimberly Borgel
CAO of the Town of Killam

Title	911	Policy number	D002
Policy Reference <i>Municipal Services</i>		<i>MGA</i>	

PURPOSE

To establish and publicly communicate 911 as the number to call in the event of an emergency and that activates emergency services response.

DEFINITIONS

“911” means the telephone number that the public can call to obtain assistance in the event of an emergency situation.

POLICY

1. 911 is the emergency number in The Town and will activate emergency services response when called.
2. Two 911 signs are posted on or near highways 13 and 36 to assist the public.
3. The Town will maintain the signs

IMPLEMENTATION

1. This policy shall be posted on the website.
2. Policy 4.3 shall be repealed.

	Date	Resolution Number
APPROVED	June 15, 2017	
AMENDED		
AMENDED		

Bud James
Mayor of the Town of Killam

Kimberly Borgel
CAO of the Town of Killam

Title	Municipal Emergency Plan	Policy number	D003
Policy Reference <i>Municipal Services</i>		<i>MGA</i> <i>Emergency Management Act</i>	

PURPOSE

To ensure a clear policy is in place that that activates a plan in the case of an emergency within the Town.

DEFINITIONS

“Emergency” means an event that requires prompt co-ordination of action or special regulation of persons or property to protect the safety, health or welfare of people or limit damage to property.

“Town Emergency Management Plan” means the plan approved by Council and stored in the Municipal Office

POLICY

1. Only Council may declare an emergency.
2. The Mayor will be the official spokesman when an emergency is declared.
3. The Council will establish an emergency advisory committee on a periodic basis to review this policy all related plans and programs and make recommendations to Council.
4. In the event of a declared emergency, the following policy and the Town Emergency Management Plan will be activated to protect the public and ensure operation of core essential services until such time as the emergency ceases.
5. The Town Municipal Emergency Plan will be incorporated in the Employee Orientation program so that employees understand the requirements and know where to access a copy.

IMPLEMENTATION

1. The Council will assess the emergency situation and declare an emergency if necessary.
2. In the event of an emergency occurrence, the Town Emergency Management Plan is to be activated.
3. The Mayor will be the official spokesman for the Town.
4. The CAO will appoint a Director of Disaster Services who will:
 - a. help prepare and co-ordinate emergency plans; and
 - b. be the key contact throughout the emergency; and
 - c. advise the Mayor and CAO of key issues and responses; and

- d. carry out any other duties directed by Council.
- 5. All employees must safely shut down all work activities, vacate the work area immediately and wait for instructions from a supervisor or foreman.
- 6. Emergency contact radio and phone numbers established and stored in the Town’s Municipal Emergency Plan will be made available to the public on the Town’s web-site.
- 7. Declaring a state of local emergency:
 - a. The declaration must identify the nature of the emergency and the area in which it exists; and
 - b. The declaration must be published in a way that will sufficiently inform the public through the Town’s web-site, local paper and a local radio station; and
 - c. A copy of the declaration will be sent to the Provincial Government Minister responsible; and
 - d. The declaration will automatically lapse after seven (7) days unless renewed; and
 - e. Council will review the declaration prior to the lapse to determine whether the emergency declaration will continue.
- 8. This policy shall be posted on the website.
- 9. Policy 4.4 shall be repealed.

	Date	Resolution Number
APPROVED	June 15, 2017	
AMENDED		
AMENDED		

Bud James
Mayor of the Town of Killam

Kimberly Borgel
CAO of the Town of Killam

Title	Snowmobile Signage	Policy number	D004
Policy Reference <i>Municipal Services</i>		<i>MGA</i>	

PURPOSE

To establish effective placement of “No Recreational Vehicle” signs in order to control unwanted traffic in the Town.

DEFINITIONS

N/A

POLICY

“No Recreational Vehicle” signs will be posted throughout Killam Nature Park.

IMPLEMENTATION

1. This policy shall be posted on the website
2. Policy 9.2 is hereby repealed.

	Date	Resolution Number
APPROVED	June 15, 2017	
AMENDED		
AMENDED		

Bud James
Mayor of the Town of Killam

Kimberly Borgel
CAO of the Town of Killam

Title	Speed Limit Signage	Policy number	D005
Policy Reference <i>Municipal Services</i>		<i>MGA</i>	

PURPOSE

To establish effective placement of speed limit signs throughout the Town of Killam in order to control the speed of traffic.

DEFINITIONS

N/A

POLICY

1. The speed limit within the Town of Killam limits shall be 50 km/hr unless otherwise stated by signage.
2. A 50 km/hour speed sign will be posted at the intersection of 57 Street and 52 Avenue north of the Auction Market.

IMPLEMENTATION

3. This policy shall be posted on the website
4. Policy 9.1 is hereby repealed.

	Date	Resolution Number
APPROVED	June 15, 2017	
AMENDED		
AMENDED		

Bud James
Mayor of the Town of Killam

Kimberly Borgel
CAO of the Town of Killam

Title	Snow Clearing	Policy number	D006
Policy Reference <i>Municipal Services</i>		<i>MGA</i>	

PURPOSE

To establish an effective procedure for clearing snow throughout the Town.

DEFINITIONS

N/A

POLICY

A. Snow is to be cleared from all traffic areas in the following order (grader):

1. Monday to Friday

- 50th Street
- 4 passes in Agriplex parking lot (enough room to park vehicles in the morning; the rest to be windrowed on the north end of the parking lot by the backhoe operator)
- 53rd Street (ambulance route to Highway 13)
- 52nd Street – Killam Agriplex (ambulance route out of town)
- 49th & 50th Avenues
- 51st Street – Bus Route
- 49th Street – Bus Route
- 48th Avenue
- 57th Street from 45th Avenue to Highway 13
- 45th Avenue all the way to 49th Avenue and 49th Street intersection
- 46th Street (“Old Hwy 36”) from Highway 13 to 36
- Subway road (Spiller Road) to Highway 36
- 52nd Avenue (Elevator Road and section north to DeAbreu property)
- Cemetery Road to sewage lagoon intersection, including cemetery
- Killam Crossing – town road allowance
- 48th Street – Adult Housing (Jan 8, 2009)
- 47th Street
- 54th Street
- 55th Street
- 56th Street
- 58th Street
- 59th Street
- 47A Avenue & 48A Avenue – Residential Subdivision
- 46 Avenue & 47 Avenue -“The Hill” – Sonark Subdivision

- Commercial alleys
- Residential Alleys (at the discretion of the CAO and/or Public Works Superintendent)

Each snowfall, residential snow removal will alternate (ie: start at 47th Street Crescent first snowfall, then second snowfall start at “the Hill”). In the event of another snowfall happening before all streets and avenues are completed, snow removal will start back at the beginning of the list.

**Sanding: Avenues and streets sanded as necessary after the grader has completed the particular Avenue or Street (Refer to Section 4 for details)*

Backhoe (*Working in conjunction with Grader*):

- Killam School – bus lane and staff parking lot (*while contract with School Division is in good standing*)
- Fire Hall – apron and parking lot
- Town Office parking lot

2. Weekend “On Call” duty including Statutory Holidays

- Sidewalk sweeper to go out first, including:
- 50th Street sidewalks and one block off of 50th Street on 50th & 49th Avenues
- Agriplex north sidewalk swept

(If 5 inches of snow or less)

- Grading of 50th Street
- Grading of 50th Avenue from fire hall to United Church
- Grading of 49th Avenue from hospital to R.C.M.P.
- Grading of 53rd Street (ambulance route)

(If more than 5 inches of snow)

- Grading all of 50th Street
- Grading all of 49th Avenue
- Grading all of 50th Avenue
- Grading of 53rd Street (ambulance route)

3. After Hours and Evenings

- Snow to be removed from 50th Street (after hours) as deemed necessary by CAO and/or Public Works Superintendent.
- Snow to be removed from Fire hall to United Church on both sides of 50th Avenue as deemed necessary by CAO and/or Public Works Superintendent.
- Snow to be removed from “School Zone” to R.C.M.P. on both sides of 49th Avenue as deemed necessary by CAO and/or Public Works Superintendent.

- Snow to be removed from all churches as deemed necessary by CAO and/or Public Works Superintendent.
- Snow to be removed from 48th Avenue east (“The Bubble”) after backhoe has piled it up, and there is enough snow to justify the removal (i.e. 2-4 tandem loads) or as deemed necessary by CAO and/or Public Works Superintendent.
- Snow to be removed from at least one side of 53rd Street (Emergency Route) as deemed necessary by CAO &/or Public Works Superintendent.

4. Sanding

Sand to be spread on graded areas and other main “STOP sign” areas as follows:

- 4-way STOP signs on 57th Street and 49th Avenue
- East 49th Avenue STOP sign
- East 50th Avenue STOP sign
- 53rd Street STOP signs
- West 50th Avenue STOP sign
- STOP signs at Highway 13 intersections
- STOP sign at 51A East and Highway 36
- Any remaining Avenues or Streets as required

5. Driveways

- No driveways will be cleaned out, nor will they be blocked by street snow
- Snow is not to be pushed out onto the street

6. Sidewalks

As a courtesy and whenever time permits, the Town of Killam Public Works staff will clear snow from sidewalks in the following priority:

- Sidewalks on both sides of 50th and 49th Avenues
- Sidewalk at Adult Housing
- Sidewalk at Manitou Manor
- Sidewalks adjacent to Town owned properties (ie: parks)
- Sidewalk from “Fee and Sons Funeral Home” to end of sidewalk heading west
- Walking Trail through Heritage Park and remaining trail as time allows
- Food Bank sidewalk driveway (on east side of building)

NOTE: As per Bylaw No. 773B – Section 6.6 states, the person owning or occupying the land is still responsible to remove any snow, ice, soil or other obstructing matter from all sidewalks adjoining the property, within 24 hours...”, should Town staff not be there before that time.

7. Alleys

- Alleys to be graded after Town streets have been completed
- Commercial alleys first, moving to Residential alleys

IMPLEMENTATION

- 5. This policy shall be posted on the website
- 6. Policy 9.3 is hereby repealed.

	Date	Resolution Number
APPROVED	June 15, 2017	123.06.15.17
AMENDED	December 6, 2018	
AMENDED		

Ben Kellert
Mayor of the Town of Killam

Kimberly Borgel, CLGM
CAO of the Town of Killam

Title	Memorial Park Benches	Policy number	D007
Policy Reference <i>Municipal Services</i>		<i>MGA</i>	

PURPOSE

To establish the specifications and areas where park benches may be placed by families who purchase benches for memorial purposes in order to keep the town lands well planned and organized.

DEFINITIONS

N/A

POLICY

1. A maximum of four Memorial Benches will be placed on sidewalks on Main Street Killam. Only two benches shall be placed on either side of 50th Street - one on the south side of 50th Avenue and one on the north side of 50th Avenue.
2. Memorial Benches may be placed along the walking trail at least of 50 feet apart.
3. Memorial Benches may be placed on 45th Avenue, 49th Avenue and 50th Avenue, but shall be at least three streets (blocks) apart.
4. One Memorial Bench may be placed in each of the playgrounds in the Town of Killam.
5. All benches must be placed on a 3' x 6' concrete pad.
6. All benches may not exceed 6' in length. The development authority has the right to refuse the design of a memorial bench.
7. A development permit must be completed prior to the bench being placed on town sidewalks, walking trails and in town parks.
8. Special permission may be required from landowners adjacent to the proposed bench placement.

IMPLEMENTATION

7. This policy shall be posted on the website
8. Policy 7.8 is hereby repealed.

	Date	Resolution Number
APPROVED	June 15, 2017	
AMENDED		
AMENDED		

Bud James
Mayor of the Town of Killam

Kimberly Borgel
CAO of the Town of Killam

Title	Truck Routes	Policy number	D008
Policy Reference <i>Municipal Services</i>			

PURPOSE

To establish the designated truck routes within and around the Town.

DEFINITIONS

N/A

POLICY

1. Designated truck routes shall include:
 - a. that portion of Highway #13 within the Town of Killam
 - b. that portion of Highway #36 within the Town of Killam
 - c. 51st Avenue in its entirety
 - d. 46th Street/old Highway #36 in its entirety
 - e. 57th Street in its entirety
 - f. 52nd Avenue/Elevator Road in its entirety
 - g. 49th Avenue from 57th Street to 46th Street
 - h. 50th Avenue in its entirety

IMPLEMENTATION

9. This policy shall be posted on the website
10. Policy 9.5 is hereby repealed.

	Date	Resolution Number
APPROVED	June 15, 2017	
AMENDED		
AMENDED		

Bud James
Mayor of the Town of Killam

Kimberly Borgel
CAO of the Town of Killam

Title	Recreation Policy	Policy number	D009
Policy Reference <i>Municipal Services</i>			

PURPOSE

To develop policies for recreation services within the Town.

DEFINITIONS

N/A

POLICY

1. The Director of Community Services will attend the entire Recreation Board Meeting as a non-voting member for the purpose of providing a direct link between the Board and the Town administration.
2. Remembrance Day – There will be no activities at the Agriplex before 12 noon on Remembrance Day.

IMPLEMENTATION

1. This policy shall be posted on the website.
2. Policy 8.1 is hereby repealed.

	Date	Resolution Number
APPROVED	June 15, 2017	
AMENDED		

Bud James
Mayor of the Town of Killam

Kimberly Borgel
CAO of the Town of Killam

Title	Private Water Services	Policy number	D010
Policy Reference <i>Municipal Services</i>		Town of Killam Utility Rates Bylaw MGA	

PURPOSE

To establish the responsibility for the construction and maintenance of a Private Water System to the property boundary and the repair of the private water system including the Town owned service line connected to the town water main.

DEFINITIONS

“Owner” means any person who is registered under the Land Titles Act as the owner of land, or any other person who is in lawful possession thereof or who is in lawful possession or occupancy of any buildings situated thereon.

“Person” means any individual, partnership or corporation and heirs, executors, administrators or legal representative of a person.

“Private Water System” means a privately-owned assembly of pipes and fittings that are used to convey water from the Town owned pipe that connects the private water system to the Town’s water main.

“Property” means any privately-owned land or building or both, or any part thereof.

POLICY

Private Water System:

- a) The owner shall:
 - i) notify the Town of Killam of any possibility of a water break near their property
 - ii) at the owner’s expense, construct and maintain the private water system on their side of the property boundary , and
 - iii) at the owner’s expense be responsible for the costs of the repair of the private water system.

- b) The Town of Killam is responsible for:
 - i) The excavation, the repair or replacement of any piping or valves at water breaks
 - ii) charging out the work if the break is discovered to be on the property owner’s side of the property boundary

IMPLEMENTATION

- 3. This policy shall be posted on the website.

4. Existing Policy 10.2 is hereby repealed.

	Date	Resolution Number
APPROVED	August 30, 2017	
AMENDED		

Bud James
Mayor of the Town of Killam

Kimberly Borgel
CAO of the Town of Killam

Title	Private Waste Water Services	Policy number	D011
Policy Reference Municipal Services		Town of Killam Utility Rates Bylaw MGA	

PURPOSE

To establish the responsibility for the construction and maintenance of a Private Wastewater System to the property boundary and the repair of the private wastewater system including the Town owned service line connected to the town sewer main.

DEFINITIONS

“Owner” means any person who is registered under the Land Titles Act as the owner of land, or any other person who is in lawful possession thereof or who is in lawful possession or occupancy of any buildings situated thereon.

“Person” means any individual, partnership or corporation and heirs, executors, administrators or legal representative of a person.

“Private Water System” means a privately-owned assembly of pipes and fittings that are used to convey water from the Town owned pipe that connects the private water system to the Town’s water main.

“Property” means any privately-owned land or building or both, or any part thereof.

POLICY

Wastewater

1. The owner shall:
 - a. **at the owner’s expense**, construct and maintain the private wastewater system and the subsoil drainage pipe on their side of the property boundary; and
 - b. **at the owner’s expense** be responsible for the removal of any blockage within the entire private wastewater system and within town-owned sewer service pipe, caused by matter released from their property or from trees on their property or nearby properties.

2. The Town of Killam is responsible for:
 - a. The removal of blockage caused by collapse or other structural failure of the Town-owner sewer pipe; and
 - b. Repair of the failed sewer service pipe.

3. The Town of Killam is not responsible for:
 - a. Carrying out any work pertaining to the construction or repair of any private wastewater system

IMPLEMENTATION

- 5. This policy shall be posted on the website.
- 6. Existing Policy 10.2 is hereby repealed.

	Date	Resolution Number
APPROVED	August 30, 2017	
AMENDED		

Bud James
Mayor of the Town of Killam

Kimberly Borgel
CAO of the Town of Killam

Title	Water Services	Policy number	D012
Policy Reference <i>Municipal Services</i>		Town of Killam Utility Rates Bylaw MGA	

PURPOSE:

To establish policies related to the provision of water services.

DEFINITIONS

N/A

POLICY

Water Valves

1. Where any water valve which has been cemented in at the request of the property owner and results in a leak, needs to be repaired and cement dug up, it becomes the property owner’s responsibility to replace the concrete at their own expense along with the water service within the owner’s property line.
2. Property owners may cement around water valves if a pipe sleeve is installed at the owner’s cost prior to laying cement. This pipe can be obtained from the Town.

Water Rationing

1. Odd numbered houses water on odd numbered days between the hours of 6 and 10 a.m. and 6 and 10 p.m. and even numbered houses water on even numbered days between the hours of 6 and 10 a.m. and 6 and 10 p.m., if abused, a by-law will be established to issue fines.

Water Breaks

1. Firing will not be used in residential areas of Town and Hydro-Vac, frost hog or other ground thawing devices will be used as required because of frost conditions.
2. C/C Valve will be changed every time there is a water main break in the Town.

IMPLEMENTATION

7. This policy shall be posted on the website.
8. Existing Policy 10.2 is hereby repealed.

	Date	Resolution Number
APPROVED	August 30, 2017	
AMENDED		

 Bud James
 Mayor of the Town of Killam

 Kimberly Borgel
 CAO of the Town of Killam

Title	Garbage Services	Policy number	D013
Policy Reference <i>Municipal Services</i>			

PURPOSE

To establish a policy related to the provision of garbage services with the Town.

DEFINITIONS

N/A

POLICY

1. A list of the current rates for the provision of garbage services are included in the Town of Killam Utility Rates Bylaw.
2. All properties will be charged for garbage services including vacant residences or buildings either permanent or temporary.
3. The full garbage rate will be charged as the total requisition from Flagstaff Regional Solid Waste Management is being calculated on a per capita basis.

IMPLEMENTATION

9. This policy shall be posted on the website.

	Date	Resolution Number
APPROVED	August 30, 2017	
AMENDED		

Bud James
Mayor of the Town of Killam

Kimberly Borgel
CAO of the Town of Killam